***SWMCC Tool\_Direct Social Workers***

**Assessment Tool on the Accreditation of Social Workers**

**Managing Court Cases (For Direct Social Workers)**

Date:

Field Office:

NAME:

ADDRESS:

NAME AND ADDRESS OF AGENCY

E-mail address:

Contact No.: Telephone Mobile Phone

STATUS OF ACCREDITATION

🞎 New 🞎 Renewal

| **Variables/Indicators** | **Compliance** | | | **Documents Presented** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **N/A** |
| 1. **Documentary Requirements** |  |  |  |  |  |
| **A. New Applicant** | | | | | |
| 1. Valid Professional Regulations Commission Registration ID Card |  |  |  |  |  |
| 1. Certificate of attendance to basic course training (at least 32 hours) on the management of court cases from DSWD or its partner agencies conducting training along SWD learning network |  |  |  |  |  |
| 1. Summary documentation of four (4) cases managed |  |  |  |  |  |
| 1. Letter of recommendation from any of the following:    * Supervisor of the applicant;    * Philippine Association of Social Workers, Inc. (PASWI)    * If court social worker, from the Philippine Association of Court Social Workers, Inc. (PACSWI) |  |  |  |  |  |
| 1. Availability of documents of cases handled    1. Case study reports |  |  |  |  |  |
| * 1. Progress/running notes |  |  |  |  |  |
| * 1. Case summaries |  |  |  |  |  |
| * 1. Case conference proceedings/ notes |  |  |  |  |  |
| * 1. Court order/decisions |  |  |  |  |  |
| **B. Renewal** |  |  |  |  |  |
| 1. Certificate of attendance to training attended or refresher course of at least 24 hours given by DSWD and/or other recognized training institutions for the past three (3) years; |  |  |  |  |  |
| 1. Summary documentation of 4 cases managed |  |  |  |  |  |
| 1. Recommendation from the Supervisor attesting to the competency of the social worker in managing court cases |  |  |  |  |  |
| 1. Availability of documents on cases handled    1. Case study reports |  |  |  |  |  |
| * 1. Progress/running notes |  |  |  |  |  |
| * 1. Case summaries |  |  |  |  |  |
| 1. **Knowledge** | | | | | |
| 1. Case Management\* |  |  |  |  |  |
| 1. Presenting problem clearly stated |  |  |  |  |  |
| 1. Diagnosis/ assessment based on problem stated |  |  |  |  |  |
| 1. Activities conducted in accordance with the treatment plan |  |  |  |  |  |
| 1. Monitors client’s progress/ status of case |  |  |  |  |  |
| 1. Termination |  |  |  |  |  |
| 1. Involvement in a referral network and/or agency protocol on the rescue and protection of clients |  |  |  |  |  |
| \* References are the case studies prepared by the applicant | | | | | |
| 1. Case Documentation |  |  |  |  |  |
| 1. Duly Accomplished intake sheet |  |  |  |  |  |
| 1. Social Case Study Report |  |  |  |  |  |
| 1. Progress report/process recordings |  |  |  |  |  |
| 1. Minutes/proceedings of case conferences conducted/attended with the helping team |  |  |  |  |  |
| 1. Transfer/closing summary |  |  |  |  |  |
| 1. **TRAININGS/SEMINARS ATTENDED** | | | | | |
| **A. Basic Training** |  |  |  |  |  |
| 1. Case Management |  |  |  |  |  |
| 1. Basic psycho-social counseling techniques |  |  |  |  |  |
| 1. Seminar on Criminal Justice System |  |  |  |  |  |
| 1. Knowledge on laws and policies: |  |  |  |  |  |
| * 1. PD 603 Child and Youth Welfare Code |  |  |  |  |  |
| * 1. RA 7610 Special Protection of Filipino Children |  |  |  |  |  |
| * 1. RA 9262 Anti-Violence Against Women and Children |  |  |  |  |  |
| * 1. RA 9208 Anti-Trafficking in Persons Act of 2003 |  |  |  |  |  |
| * 1. RA 9344 Juvenile Justice Welfare Act |  |  |  |  |  |
| * 1. RA 8552 Domestic Adoption Act of 1998 |  |  |  |  |  |
| * 1. RA No, 8043 Inter-Country Adoption Law |  |  |  |  |  |
| * 1. RA 8972 Solo Parent Welfare Act |  |  |  |  |  |
| * 1. RA 6425 Dangerous Drugs Act |  |  |  |  |  |
| 1. Para Legal Training/Court Protocol |  |  |  |  |  |
| 1. Orientation on Supreme Court Rules on Examination of Child Abuses |  |  |  |  |  |
| 1. Seminar on Laws and Procedure on Child Custody |  |  |  |  |  |
| 1. Techniques on Family Counseling |  |  |  |  |  |
| 1. Drugs and its Effects on Drug Dependents and Families |  |  |  |  |  |
| 1. Adolescent Sexuality: Physical, Psychological and Emotional |  |  |  |  |  |
| **B. Refresher Course** |  |  |  |  |  |
| 1. Trauma and crisis management (stress debriefing techniques) |  |  |  |  |  |
| 1. Forensic social work |  |  |  |  |  |
| 1. Gender and development |  |  |  |  |  |
| 1. Introduction to Family system therapy |  |  |  |  |  |
| 1. Marriage counseling |  |  |  |  |  |
| 1. Seminar on motivational addiction |  |  |  |  |  |
| 1. Therapeutic counseling |  |  |  |  |  |
| 1. Creative art therapy |  |  |  |  |  |
| 1. Handling of children with disabilities |  |  |  |  |  |
| 1. Intervention and treatment for recovery and healing of sexually abused children |  |  |  |  |  |
| 1. Updates on newly enacted laws relative to the care and protection of women, youth and children and family |  |  |  |  |  |
| 1. Rehabilitation of perpetrators |  |  |  |  |  |
| 1. Seminar workshop on strengthening barangay justice system |  |  |  |  |  |
| 1. Mediation |  |  |  |  |  |
| * 1. **Attitude** |  |  |  |  |  |
| 1. Shows interest in helping to assist client’s needs and welfare |  |  |  |  |  |
| 1. Facilitative in providing relevant information on issues/problems affecting the client and/or available resources that can be accessed by the client |  |  |  |  |  |

**Assessment:**

**Recommendations:**

Assessed/Reviewed by:

Signature Over Printed Name

Designation

Date