***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