

2.1 Issuance of Comprehensive Social Case Study Report/Parenting Capability Assessment Report

This is a document of comprehensive report about a certain client situation (child abuse/children in conflict with the law/adoption/parenting capability assessment) that needs comprehensive assessment and diagnosis, intervention plans, action taken and recommendations for other available services, programs and legal proceedings and case management.

Office/ Division:	Municipal Social Welfare and Development Office			
Classification:	Highly Complex			
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen			
Who may avail:	Citizen who would like to request for a document/report that will be used in legal proceedings and case management to court and other government and non government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Parenting Capability Assessment Report				
Copy of Letter Request for PCAR		Referring Agency		
For Comprehensive Social Case Study Report on CICL/CNSP				
Copy of Letter Request/Court Order/Resolution		Referring agency/Court/Fiscal's Office		
For Comprehensive Social Case Study Report on Adoption				
Copy of Letter Request/Court Order		Referring Agency/Court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Log Book in the office.	1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Comply and submit the requirements to the staff in charge.	2. Check the submitted requirements	None	2 Minutes	<i>Social Worker for Special Cases /Office Staff</i> MSWD Office
3. Will undergo collateral interview and home visits about the history and background	3. Conduct an interview to gather the	None	(+ or -) 1-3 years	<i>Social Worker for Special Cases /Office Staff</i> MSWD Office

information of the client.	needed information 3.1 Prepare the comprehensive Social Case Study Report 3.2 Bring the report to MSWD Officer for signature before giving it to the client.			
4. Claim the Social Case Study Report; sign the logbook to acknowledge receipt.	4. Issue the Social Case Study Report and the logbook for the client to acknowledge receipt.	None	2 Minute	<i>Social Worker for Special Cases /Office Staff</i> MSWD Office
TOTAL		None	(+ or -) 1-3 years and 20 minutes	

Issuance of Comprehensive Social Case Study Report/Parenting Capability Assessment Report (for CICL/CNSP/ADOPTION/Parenting Capability Assessment Report) is qualified for multi-stage processing