

Assessment Tool for Senior Citizen Center

**ACCREDITATION ASSESSMENT TOOL FOR
SENIOR CITIZEN CENTER**

I. PROFILE:

A. Identifying Information.

Name of Center:	
Address:	
Tel/Cell/Fax Nos.	E-mail Address:
Name of Center Head/Manager:	Position/Title Designation:
SEC/DTI/CDA Registration No:	Date Issued:
Accreditation No (latest):	Date Issued:

B. Programs and Services Available (Please check specific programs/services noted/observed during the visit)

- | | |
|---|--|
| <input type="checkbox"/> Livelihood/Skills Training | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Recreational and Other Cultural Activities | <input type="checkbox"/> Spiritual Enhancement |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Community Participation |
| <input type="checkbox"/> Volunteer Resources Services | |
| <input type="checkbox"/> Others, pls. specify _____ | |

C. Staff Complement (at the time of visit):

Name/s	Position/s	Status of Employment (Indicate if permanent, contractual, job orders, volunteers)	Reporting Schedule/ Arrangement
1.			
2.			
3.			
4.			
5.			
6.			

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II. Assessment Tool – Please Write Y to represent a Yes or positive response from the variables/indicators and to write N for a No or negative response. Additional sheet may be used for findings/observations not captured in the assessment tool but may have a significant effect on the outcome of the assessment process.

WORK AREAS	STANDARDS AND INDICATORS	YES (Y) NO (N)	INDICATE MEANS OF VERIFICATION/SOURCE OF INFORMATION	SIGNIFICANT FINDINGS/REMARKS
I. ADMINISTRATION AND ORFANIZATION				
A. Clear statement of the Objectives/ vision, mission and goals (VMG) and policies	The Objectives is clear indicating the purpose and target sectors in intends to serve and the programs and services it offers.			
	SEC Registration/Constitution and By-Laws/ Local Ordinance or Resolution is available.			
B. Functional Organization and Management structure	1. Presents of organizational chart and clear delineations of positions, levels of authority and relationships of P/M/CSWDOs, LCEs and Senior Citizens association members.			
	a. The Senior Citizen Center (SCC) is managed by the SC association member or president or person duly designated/appointed by the Local Chief Executive.			
	b. Social Worker – Shall provide social welfare services to senior citizen e.g. conduct of consultative meetings a part of the technical assistance & support			

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	2. Senior citizens meeting is held regularly to discuss issued and concerns regarding the welfare of senior citizens and implementation of its programs and services.			
	3. Availability of Work and Financial Plan (WFP) – funds required in the implementation of its programs and services are incorporated in the WFP of the MSWDOs/CSWDOs/PSWDOs/OS CA			
	4. Senior citizen are consulted in the review, formulation and passage of local ordinances and resolutions among others.			
C. Financial Resources Management	1. There are written and operational policies, systems and procedures on financial transactions such as fund sourcing			
	2. Receipts of donation (in cash and in kind) and utilization are transparent and documented.			
	3. Disbursements are supported by duly signed and approved vouchers.			
D. Materials and Human Resources Management & Development	1. Facilities/assets – assets acquired through purchase or donation properly documented and with updated inventory.			

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	2. Attendance to meetings, consultation dialogue, and advocacy for a, on senior citizens among others.			
	3. Sharing sessions on new knowledge and skills learned among center staff and senior citizens.			
	4. Team building and other organizational development activities conducted.			
E. Availability of Support Services	1. Policies on procurement, repair and maintenance of building/facilities, vehicles and equipment are available.			
	2. Information Management systems – recording of administrative, program files and IT equipment are available.			
	3. Presence of functional advocacy and social marketing plans/activities.			
II. PROGRAM MANAGEMENT				
A. Program Plan is Available	The plan is consistent with the goals and objectives of senior citizens center.			
B. Implementation of program and services	Programs/Projects/activities in the center are implemented as planned.			
C. Monitoring	1. Submission of annual accomplishment and financial reports.			
	2. Folder/logbook is available to show record of activities, accomplishments and significant events among others.			
D. Evaluation	1. Review of plan vs. accomplishment conducted.			
	2. Issues and gaps identified and action taken			

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	3. Use of evaluation result as basis for next years' WFP.			
III. PROGRAMS AND SERVICES				
A. Medical, Health and Dental Services	1. Conduct of physical, medical and dental check-up and eye care to senior citizens.			
	2. Conduct of lectures on proper health and nutrition and how to grow old gracefully.			
	3. Referrals for cases needing appropriate intervention.			
B. Social-cultural & recreational services	Social interaction with peers; active participation in sports; recreation and holding of special celebration such as birthdays and special events like elderly Filipino Week, family week/ family thanksgiving day, nutrition month, and other special holidays to recognize the contributions of the senior citizens.			
C. Spiritual enhancement	Conduct of spiritual services such as bible studies, special masses, retreats and other kinds of religious services of their choice; preparation for death and support services for the dying and their families.			
D. Livelihood	Senior citizens are provided/ referred to other GOs/NGOs for capital/employment assistance, skills trainings/livelihood opportunity to supplement their earnings.			
E. Volunteer Resources Services	Senior citizens are identified/recruited/trained and mobilized for community volunteer works where they can share their time, talent,			

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	resources and willingness to be involved in the community development.			
F. Other Services	Accessing Senior Citizens to services provided by the national government agencies/NGOs & other private sectors (e.g. counseling, stress debriefing, legal assistance, burial assistance and protective care among others.)			
IV. PHYSICAL STRUCTURES AND SAFETY				
A. Location and Design	1. Accessible to community facilities to facilitate referrals, access to and mobilization of existing community resources such as schools, churches, clinic or hospitals, and recreation centers among others.			
	2. Must be in a safe distance from dangerous structure like gas and power stations, conflict areas, cliff, rivers; safety measures are installed to prevent loss of life and harm to physical and health condition that may be caused by these structures/ elements.			
	3. Present of rail, ramp, and other accessibility building features in compliance to Batas Pambansa 344 s. 1995.			
B. Facilities and Fixtures	1. Utilities for communication, electricity, potable water supply are available.			
	2. There is a designated area for interaction of senior citizens with available amenities for socialization such as karaoke, CD player, TV and			

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	radio among others.			
	3. Available office equipment such as filing cabinets, chairs/sofa and tables for the senior citizens and inquiring public.			
	4. Has a separate toilet and lavatory for the female and male senior citizens			
	5. Available reading area with books and magazines, etc.			
	6. With designated area or clinics with fixtures and basic first aid kit, medicines for common illness, and well maintained medical supplies necessary for medical consultation. Said area is kept clean and orderly.			
C. Sanitation and Waste Management System	1. The area is generally clean and organized			
	2. Functional drainage and sewerage system.			
	3. Implements proper waste disposal system (segregation of biodegradable and non-biodegradable waste) and other practices that support Clean Air Act			
D. Emergency and safety measures	1. Availability of updated building structural safety permit			
	2. Availability of updated fire safety Inspection Certificate.			
	3. Presence of a warning system and emergency exit known to all staff and senior citizens.			

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V. EFFECTS OF THE SENIOR CITIZENS CENTER TO THE ELDERLY:

The assessor shall conduct a Focus Group Discussion (FGD) to a group of 5-6 or more senior citizens present during the visit focusing on the following: (1) Senior Citizens feelings/opinions/observations/experiences/ on the programs/projects and activities conducted at the center; (2) their challenges and difficulties encountered and the action/s taken; (3) Their successes/failures if any; (4) Suggestions/recommendations to improve the senior citizens centers; quality service delivery and compliance to the provisions stated in RA 7876.

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III. Findings/ Assessment:

IV. Recommendations:

Assessed by: _____

Name of Staff & Designation

Date

Reviewed by:

Division Chief

Date