

*Annex H. DSWD-RLA-FH Assessment Tool for Accreditation
 for Child Placement Services*

ASSESSMENT TOOL FOR ACCREDITATION OF CHILD PLACEMENT SERVICES

Status of Application	Client Served:	Scope/Coverage
<input type="checkbox"/> New Application <input type="checkbox"/> Renewal DSWD Previously Issued Certificate No: _____ Date of Issuance: _____ Date of Expiration: _____	<input type="checkbox"/> Children <input type="checkbox"/> Foster Families <input type="checkbox"/> Adoptive Families <input type="checkbox"/> Legal Guardians	<input type="checkbox"/> More than one Region/ Nationwide: _____ (Regions) <input type="checkbox"/> Regional: _____ (Region)

Identifying Information:

1. Name of Agency: _____
2. Address: _____
3. Agency Head: _____ Designation: _____
4. Telephone/ Mobile Number/s: _____ Fax No. _____
5. E-mail Address: _____ Website: _____
6. Registration & License No: _____ Date Issued: _____ Expiration Date: _____

Instructions:

1. Assessment shall be based on all or combination of any of the following methods, as long as all possibilities are exhausted to determine presence or absence of indicators:
 - a. Review of pertinent documents such as records, reports, written plans and other materials;
 - b. Ocular survey/observation of facilities, offices, project sites i.e., foster homes, actual conduct of agency activities;
 - c. Individual or focused group discussion/interview with children and foster families on relevant information on service delivery by the agency;
 - d. Individual or group interview with persons exercising managerial or supervisory functions in the agency;
 - e. Individual or group interview with administrative and program staff;
 - f. Other useful and relevant method of data gathering in relation to the indicators. This has to be specified by the administering SB personnel and indicate the reason for such method.

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2. The Standards and Indicators are divided into the following categories:

- a. On Compliance column indicate check (✓) mark if complied; and cross (x) mark for non-compliance. Please take note of the level of indicators to wit:
 - **MUST /Level 1 (M)** – these are MANDATORY compliance (minimum) which should be complied with since absence of one would compromise the safety and welfare of the residents served and the service implementation as well.
 - **DESIRED /Level 2 (D)** – are optimal but compliance would increase the quality of service implementation to a higher level.
 - **EXEMPLARY / Level 3 (E)** – are highest standards that, if complied, will make the facility a CENTER FOR EXCELLENCE.
- b. On the other hand, there are identified **Negotiable Indicators** which are variables with each having a corresponding score either 2 – totally complied, 1 – slightly complied and 0 – non compliance. Please indicate the corresponding score of compliance from among those listed on the Level/Score Column that you deem appropriate for the indicator found
- c. However, if an agency where certain items does not apply, indicate N/A and add the total N/A to the corresponding work areas per level.
- d. Assessment shall be done per program/service i.e., if the Agency has both foster care and adoption program, separate assessment shall be done in the two programs/services.

4. *Items per Work Areas*

Work Areas	Total Score per Work Areas			
	Must (M)	Desired (D)	Exemplary (E)	Negotiable Indicators (NI)
I. Administration and Organization	57	34	31	28
II. Program Management	4	6	7	20
III. Case Management				
a. Foster Care	31	13	13	
b. Adoption	11	3	3	
c. Legal Guardianship	8			
IV. Helping Interventions	17	9	7	
V. Physical Structure and Safety	13	1		4
Total (Foster Care)	122	63	58	52
Total (Adoption)	102	53	48	52
Total (Legal Guardianship)	99	50	45	52

5. *Level of Accreditation of programs and services to be given to the SWDA*

Work Areas	Level of Accreditation		
	Level 1 (3 yrs accreditation)	Level 2 (4 yrs accreditation)	Level 3 (5 yrs accreditation)

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I. Administration and Organization	(57 M) + (10NI)	(57 M) + (34D) + (20NI)	(57 M) + (34D) + (31E) + (28NI)
II. Program Management	(4M) + (7NI)	(4M) + (6D) + (14NI)	(4M) + (6D) + (7E) + (20NI)
III. Case Management			
a. Foster Care	(31M)	(31M) + (13D)	(31M) + (13D) + (13E)
b. Adoption	(11M)	(11M) + (3D)	(11M) + (3D) + (3E)
c. Legal Guardianship	(8M)	(8M)	(8M)
d. Helping Strategies	(17M)	(17M) + (9D)	(17M) + (9D) + (7E)
e. Physical Structures and Safety	(13M)	(13M) + (1D) + (2NI)	(13M) + (1D) + (4NI)

Total (Foster Care)	(122M) + (17NI)	(122M) + (63D) + (36NI)	(122M) + (63D) + (58E) + (52NI)
Total (Adoption)	(102M) + (17NI)	(102M) + (53D) + (36NI)	(102M) + (53D) + (49E) + (52NI)
Total (Legal Guardianship)	(99M) + (17NI)	(99M) + (50D) + (36NI)	(99M) + (50D) + (45E) + (52NI)

Standards and Indicators:

Work Areas	Level/Score	Compliance	Specific Findings/Remarks
I. ADMINISTRATION AND ORGANIZATION			
A. Clear Statement of the VMG and Policies			
1. Consistency of the VMG The organization has VMG which is consistent with its objectives, programs and services.	(NI) 2		
The organization Has VMG but is not consistent with its objectives, program and services.	1		
The organization has no VMG at all.	0		
2. The VMG is written, posted in a conspicuous area such as bulletin boards, receiving areas, etc.	(M)		
3. VMG is translated into information, education and communication (IEC) materials in a form or language that is understood by its clients and the public as well.	(D)		

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
4. It is translated into a service user’s guide that is accessible and available. It contains among others the <ul style="list-style-type: none"> a. Summary of policies and procedures b. Programs and services c. Safety procedures d. Complaints and grievance procedures e. Health promotion and protection in the workplace 	(E)		
5. Understanding on VMG VMG are known and can be articulated by all staff and governing board or its equivalent very well	(NI) 2		
The Board members, staff, beneficiaries and stakeholders articulated the VMG poorly	1		
None of Board members, staff, beneficiaries and stakeholders articulates the VMG.	0		
6. Manual of operation is available translating policies into operations. It contains among others the following information:	(M)		
a. Administrative Policies and Procedures a.1. Core values of the agency	(M)		
a.2. Display of the Registration/License and Accreditation certificate of the agency in their office	(M)		
a.3. Personnel policies to include staffing, job description, filing of leave, trainings of staff, wages, benefits, privileges, incentives, rewards and sanctions, etc.	(M)		
a.4. Staff schedule including field visits	(M)		
a.5. Protection of staff and clients from sexual harassment and other forms of abuse/violation of human rights	(M)		
a.6. Management of Complaints and grievance both for the clients and staff	(M)		
a.7. Safety and emergency procedures	(M)		
a.8. Receipt and utilization of donations	(M)		
a.9. Repairs and maintenance	(M)		
b. Program Policies and Procedures b.1. Case planning	(M)		
b.2. Placement of children to foster families/adoptive families	(M)		
b.3. Case recording and access to records	(M)		
b.4. Confidentiality	(M)		
b.5. Referral system	(M)		
b.6. Termination	(M)		
b.7. Discharge of children from foster families / adoptive families	(M)		

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
b.8. Institutionalized tracking system and feedback mechanism on the placement and discharge of children, movements in the number of foster families, adoptive families and legal guardians.	(M)		
B. Functional Organizational and Management Structure			
1. Delineation of Authority and Accountability There is an existing organizational structure which clearly defines the delineation of responsibilities and duties of the governing body and the personnel.	(NI) 2		
The organization observes delineation on the responsibilities, authority and accountability but these are not written.			
There is no organizational structure at all	0		
2. The organizational chart is posted in a conspicuous area. It indicates the flow of work and other activities	(D)		
3. All staff have copies of the organizational chart and know the functions and roles of each member of the organization	(E)		
4. Executive/Program Director/Manager or Head – who is responsible for administering, planning, managing and controlling the daily activities and for ensuring that the service quality requirements are met Renders full time services with corresponding appointment	(D)		
Hired on part time arrangement	(M)		
5. Supervisors (Administrative and Technical) – who is under the direct supervision of the director/manager/head and each supervises not more than 15 staff	(NI)		
a. Renders full time with corresponding appointment	2		
b. Hired on part time arrangement	1		
c. Absence of supervisor	0		
6. Policy-making structure- has a governing board or its equivalent that review and/or formulate administrative and program policies and discuss other organizational concerns.	(NI)		
a. Meet more than what is specified in the Constitution and by-Laws	2		
b. Meets as specified in the Constitution and by-Laws	1		
c. No meeting held at all	0		
7. The Executive Director attends board meeting and participates in the policy	(M)		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
making process			
8. Minutes of Board meetings are available	(D)		
9. Presence of the working committee who recommends to the board policies for decision	(E)		
10. Management structure – presence of management personnel as reflected in the organizational chart who provide leadership, guidance and support in all aspects of operation.	(M)		
11. Staff supervision shall be done on a regular basis as follows			
a. At least one and a half (1 ½) hours of one to one supervision each month and supervisor notes available	(M)		
b. New staffs are supervised at least – one (1) hour every two weeks during the first 6 months of their employment.	(D)		
c. Supervision is done one hour per week	(E)		
12. Staff meeting			
a. Monthly meeting of program staff is conducted within the division/unit to discuss issues and concerns on the management of the agency or facility and implementation of its programs and services	(M)		
b. Division/unit meeting is conducted monthly with proceedings available	(D)		
c. General assembly is held once a month to all the administrative and program staff of the agency with proceedings available	(E)		
13. Orientation to Staff			
a. All new personnel including contractual employees receive basic orientation about the agency’s services within one week from the date of assumption to duty	(M)		
b. Updates of Agencies programs and services are provided every year from the date of assumption to duty	(D)		
c. Updates of agencies programs and services is provided six months from the date of assumption to duty	(E)		
14. Strategic and operational planning system			
a. A two-year strategic plan based on a set of desired outcomes for the program is formulated and translated into work and financial plan	(M)		
b. A three-year strategic plan is formulated and translated into a work and financial plan reviewed and updated annually to determine whether	(D)		

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
these are responsive to the advancement of the program.			
c. A five year strategic plan is formulated and translated in a work and financial plan. Institutionalized conduct of annual program review and evaluation workshop to assess past performance/ accomplishments and to re-plan, re-direct activities based on SWA’s VMG.	(E)		
15. Policy-making process and procedures a. The policies are written, disseminated and implemented.	(M)		
b. Staff and clients are consulted in the review and formulation of policies;	(D)		
c. Planned activities/ set indicators of character for the month and its sustainability (checklist for staff)	(E)		
16. Ethical conduct a. There are written and clear policies governing conflict of interest and ethical standards in dealing with the foster families, adoptive families and children.	(M)		
b. Conduct “character of the month” activity in the workplace i.e. among staff.	(D)		
c. Planned activities/ set indicators of character for the month and its sustainability (checklist for staff)	(E)		
C. Efficient Financial Resource Management			
1. Financial management system a. There are written and operational policies, systems and procedures on financial transactions; all financial transactions and report from fund sourcing, receipt of financial donation and utilization are transparent and documented; disbursements are covered by duly authorized vouchers and are subjected to annual internal and external auditing	(NI) 2		
b. The organization follows certain policies and procedures but these are not written	1		
c. There are no known policies in written and unwritten form	0		
2. Fund allocation – there shall be adequate funds for program implementation which is not less than 70% of the total budget for the administrative expenses of not more than 30% of the total budget.	(M)		
3. Stability of Funding Funding source is regular	(NI) 2		

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Work Areas	Level/Score	Compliance	Specific Findings/Remarks
Funding source is irregular	1		
No funding source at all	0		
4. Resource generation			
a. Resource generation activities such as solicitation, fund raising projects international fund sourcing are conducted in accordance with the existing laws and regulations, properly reflected in the financial report	(M)		
b. Resource generation activities institutionalized and documented with discussions on its impact to the program.	(D)		
c. Availability of trust fund to ensure the financial stability of the agency for the sustainability of its programs and services.	(E)		
5. Control – Financial report or statement is audited annually by an external Certified Public Accountant or Commission of Audit representative, whichever is applicable specifically for those SWAs with income P500,000 above whereas for those with income below P500,000 the financial report will only be audited by an internal auditor	(M)		
6. Registered with BIR as a non-profit organization, for NGOs	(D)		
7. Endowment Fund is available for its programs and services.	(E)		
D. Material Resource Management			
1. Facilities/assets -			
a. All assets and facilities are documented and <i>insured</i> ; annual inventory being done to monitor acquisition/ procurement, utilization, distribution, disposal, repair and maintenance	(M)		
b. Available budget for the annual repair and maintenance of equipment and facilities	1		
c. A capital outlay for permanent improvement is carried out	0		
E. Human Resource Management and Development			
1. Recruitment, selection, hiring and retention system	(NI)		
a. There are written policies for recruitment specifying among others the qualification standards for each position and the criteria for the selection process consistent with Civil	2		

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
Service rules and regulations or its equivalent in the private sector; qualifications and background of applicants are assessed based on the written policies on hiring personnel; job description for each position are written and actual tasks are aligned with what is written.			
b. Policies and procedures are inadequate, vague/unclear, lack some components and are not fully practiced.	1		
c. There are no known policies and procedures in written or unwritten	0		
2. Staffing – appropriate number of staff are hired and maintained based on the number foster families, adoptive families and children and the nature of programs and services being provide. The minimum staff complement are as follows: a. Executive/Program Director/Manager or Head – one per facility	(M)		
b. Supervising Social Worker (SSW) (as applicable) – one for every 5 SW supervisees and at most 10 other non-social work/technical staff. Hiring of SSW becomes a must if the Executive Director is not a SW graduate	(M)		
➤ One for every 4 social workers and at most 7 other technical staff	(D)		
➤ One for every 3 social workers at most 4 other technical staff	(E)		
c. Direct Social Workers (SWs) – number of SWs will depend on the number of children, foster family/ies, prospective adoptive families and actual number of cases at any given time (refer to caseload under Case Management)	(M)		
d. Administrative Supervisors – one for at most 15 non-social work staff/ administrative staff	(M)		
e. Administrative Staff/Aide – at least one staff for every division/section of the agency	(M)		
f. Driver			
➤ One per vehicle (if applicable)	(M)		
➤ Hired on a full-time basis	(D)		
g. Other qualified professionals and specialists (as necessary) ➤ Other qualified professionals and specialists (as necessary) i.e.,	(M)		

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Work Areas	Level/Score	Compliance	Specific Findings/Remarks
psychologist			
<ul style="list-style-type: none"> ➤ Depending on the needs of the current children and families being served and helping interventions needed, these personnel may be hired on retainer, contractual or MOA basis. 	(D)		
<ul style="list-style-type: none"> ➤ Complete staffing pattern 	(E)		
<p>3. Personnel competencies and qualification standards – staff hired for the following positions shall meet the following minimum qualifications:</p> <p>a. Executive/Program Director/ Manager or Head</p> <ul style="list-style-type: none"> ➤ Graduate of Behavioral Science Course with at least two (2) years supervisory or managerial experience or its equivalent professional grade eligibility or relevant training. 	(NI) 2		
<ul style="list-style-type: none"> ➤ Non-Social Work or Behavioral Science Course graduate who has at least attended ten (10) days or eighty (80) hours of relevant trainings recognized by DSWD with two (2) years supervisory/managerial experience in related field. 	1		
<ul style="list-style-type: none"> ➤ No training or experience in the management of a social welfare agency. 	0		
<ul style="list-style-type: none"> ➤ Registered Social Worker (RSW) with three (3) years supervisory or managerial experience or its equivalent professional grade eligibility or relevant training. 	(D)		
<ul style="list-style-type: none"> ➤ Completion of post graduate studies either in social work and with five (5) years supervisory/managerial experiences 	(E)		
<p>b. Supervising Social Worker</p> <ul style="list-style-type: none"> ➤ A RSW who has at least one (1) year supervisory experience and in handling child placement services. 	(M)		
<ul style="list-style-type: none"> ➤ Supervisory experience of two (2) years 			
<ul style="list-style-type: none"> ➤ Supervisory experience – three (3) years or more 	(E)		
<p>c. Social Worker</p> <ul style="list-style-type: none"> ➤ RSW 	(M)		
<ul style="list-style-type: none"> ➤ With at least 180 hours of formal training in handling child 	(D)		

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Work Areas	Level/Score	Compliance	Specific Findings/Remarks
placement services.			
➤ With at least 360 hours of formal training and one year of work experience in handling child placement services.	(E)		
d. Other program and administrative staff ➤ Completed the required training education, degree or obtained appropriate license/ registration or eligibility for the position as provided by law or as stipulated in the agency’s written policies.	(M)		
➤ College level with at least 120 hours of relevant training/seminars.	(D)		
➤ College graduate with at least 160 hours of relevant training/seminars.	(E)		
4. Training and Development a. Basic orientation for newly hired staff to include agency’s VMG, programs and services, guiding principles, rules and regulations and their respective roles and responsibilities and developmental stages of a child, Maslow’s hierarchy of needs and other training needed to understand families and children better. ➤ Provided within one month upon assumption of duty	(NI) 2		
➤ Provided after a month upon assumption of duty	1		
➤ No orientation provided	0		
b. Continuing training program for all staff appropriate to programs and services being implemented to upgrade and acquire new skills and competencies. This shall cover the following concerns:			
➤ At least 40 hours in year	(M)		
➤ 80 hours/year (10 days)	(D)		
➤ 240 hours/year (30 days)	(E)		
➤ 60 percent of the staff are provided and/or accessed to specialized training locally per year	(D)		
➤ Staff, on rotation basis, are provided and/or accessed to specialized training locally per year	(E)		
c. Coverage of continuing training	(M)		

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Work Areas	Level/Score	Compliance	Specific Findings/Remarks
<p>program may include any of the following:</p> <ul style="list-style-type: none"> ➤ Relevant International Conventions/ Declarations and national/local legislations for foster care and adoption; ➤ Updates on Child Placement Services; 			
<ul style="list-style-type: none"> ➤ Care approaches and skills appropriate to families and children including the nature and analysis of their situations, developmental characteristics and dynamics in working with them; communicating with children with special needs ➤ Rights of the Child ➤ Erik Erikson’s Developmental Stages ➤ Responsibilities of Parents ➤ Health and Nutrition ➤ Working with Families and Communities ➤ Early Detection, Prevention and Management of Childhood Disabilities ➤ Stimulating Activities for Children ➤ Basic Life Support or First Aid ➤ Personal safety and protective behavior to avoid/prevent sexual advances/abuse to children. ➤ Gender and development and Gender Sensitivity Training 	(M)		
<ul style="list-style-type: none"> ➤ Conduct of self-care/human sexuality sessions ➤ Case management skills development ➤ Critical Incidence Stress Debriefing (CISD) ➤ Skills on trauma management for children and foster parents. ➤ Alternative discipline for children. ➤ Parent Effectiveness Seminar ➤ Health education and nutrition ➤ Safety at work, fire precaution and other emergency measures ➤ Conduct of purposeful and enjoyable activities as part of positive care experience ➤ Interview techniques ➤ Staff supervision (for those with 			

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
supervisory functions)			
d. Career path and development ➤ A program for career pathing and development is developed and implemented by the agency	(M)		
➤ Career development plan is monitored and evaluated on an annual basis	(D)		
➤ Career development plan is monitored and evaluated every six months	(E)		
5. Staff support services			
a. Counseling/Stress Debriefing			
➤ Individual and/or group counseling/stress debriefing is provided whenever necessary	(M)		
➤ Critical incident stress management activities are conducted twice a year	(D)		
➤ Critical incident management stress activities are conducted once every quarter	(E)		
b. Support mechanisms are in place, which include but are not limited to:			
➤ Social insurance system, i.e., GSIS, SSS	(M)		
➤ Annual physical, and medical examination	(M)		
➤ Annual rest and recreation activities	(D)		
➤ Technical sharing sessions on knowledge and skills among staff	(D)		
➤ Team building and other organizational development activities	(D)		
➤ There is an existing retirement plan for the staff	(E)		
➤ A health insurance program is afforded to all personnel	(E)		
➤ Annual psychological evaluation	(E)		
6. Performance Appraisal System			
a. Tool for performance appraisal is developed and implemented establishing standards for quantity and quality of output, timeliness of results, manner of performance, effectiveness in use of resources, and includes trait-based criteria (personal character and attributes) both in dealing with co-workers and residents	(M)		
b. Performance appraisal is used as basis for performance bonus and other	(D)		

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Work Areas	Level/Score	Compliance	Specific Findings/Remarks
forms of incentives			
c. Performance appraisal is used as basis for promotion	(E)		
d. Assessment of staff performance is based on agreed upon plans and targets and systematic feedback mechanisms on its result are installed	(NI)		
➤ Semi-annually	2		
➤ Done annually	1		
➤ No assessment conducted	0		
7. Compensation system			
a. For government agencies	(M)		
➤ Salaries, benefits and incentives are given in accordance with the Salary Standardization Law, Civil Service Commission rules and regulations and other relevant laws and government policies			
➤ Collective Negotiation / Agreement	(D)		
➤ Collective negotiation agreement is signed and implemented	(E)		
b. For non-government agencies	(M)		
➤ Compensation policies including incentives and benefit system such as, but not limited to, provision of separation pay for 5 years of employment; retirement plan among others are developed written and implemented in accordance with existing wage prescribed by the Regional Wage Board, labor laws and regulations.			
➤ Compensation for Social Work positions and other professionals is not less than the amount of similar entry positions in government.	(D)		
c. Performance-based incentives and rewards	(M)		
➤ In place to motivate the staff to works towards the promotion and fulfillment of the rights of the children, foster parents and adoptive families and serve.			
➤ Quarterly recognition of high performing staff with corresponding reward system	(D)		
➤ Merit and award system institutionalized	(E)		
8. Discipline			

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
a. Appropriate complaints and grievance system/machinery is in place and functional of which progressive discipline system is properly administered	(M)		
b. Complaints and grievances addressed and resolved in accordance with the policy	(D)		
c. Complaints and grievances to higher officials are addressed and resolved in accordance with the policy	(E)		
F. Availability of Support Services			
1. General services	(M)		
a. Policies and systems on transactions involving procurement, repair and maintenance of building/facilities, vehicles and equipment are written, operational and property documented.			
b. Timeline for processing each transaction is indicated	(D)		
c. Period for each transaction is completed within a minimum of 15 and a maximum of 60 working days, depending on the requirements and nature of the transactions	(E)		
2. Management Information System			
a. Recording of administrative and program files captures critical organizational events, and significant information on cases of residents in aid of organizational decision-making, policy and program development, research and development as well as for management and accountability purposes	(M)		
b. Feedback mechanism such as suggestion box, public satisfaction survey, etc. is installed and operational. It is utilized in determining areas for improving quality of service delivery	(D)		
c. Information communication technology (ICT) devices including ICT system, i.e. hardware, software, are available and functional	(E)		
3. Advocacy and social marketing			
a. IEC Materials ➤ Existence of updated social marketing and advocacy plan and/or IEC materials acquired from other agencies relevant to the situation of residents under care and the programs and	(NI) 2		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
services being provided.			
➤ Availability and accessibility of IEC materials produced by the agency	1		
➤ Agency has no IEC materials	0		
b. Foster care forums for public awareness thereby increasing the numbers of foster care family applicants.	(M)		
c. Adoption Forums for public awareness thereby increasing the numbers of legal adoption process and adoptive family applicants.	(M)		
d. Advocacy and social marketing activities for public awareness in the issues affecting the residents to improve public response; and for generating fund support.	(NI)		
➤ Conducted at least once a year	2		
➤ Conducted at least once a year	1		
➤ Not conducted at all	0		
II. Program Management			
A. Clear Written Program Plan is Available			
1. The plan is consistent with the goals and objectives for the residents considering their priority issues to be addressed, expected output, time frame, resources needed and responsible person.	(M)		
2. The plan formulated is supported with baseline data and situational analysis	(M)		
3. A plan developed in consultation with the staff and concerned stakeholders	(D)		
4. Plan developed well-articulated by stakeholders involved in the planning process	(E)		
B. Implementation of program and services is guided by the agency's policies and procedures			
1. Program/service manual	(NI)		
a. There is a written and operational foster care, adoption and/or legal guardianship manual indicating the policies, procedures, strategies and guidelines of each program, service and helping intervention implemented with adequate corresponding resources	2		
b. There is a written and operational program/service but several gaps/inconsistencies are observed and/or lacking in some areas	1		
c. There is no written program/service	0		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
manual at all			
2. Management Support	(NI) 2		
a. The management supports program implementation through provision of timely and necessary resources and authority or power to implementers and to undertake the planned activities			
b. Resources and authority or power to undertake the planned activities though given on time are sometimes inadequate			
c. Resources are inadequate to undertake the planned activities	0		
3. Implementation of activities	(NI) 2		
a. 100% of the program of activities are implemented as planned			
b. At least 85% of the planned activities are implemented	1		
c. None of the planned activities are implemented	0		
4. Institutional linkages with other Gas, NGOs/Pos in implementing programs	(NI)		
a. There is an established and fully functional mechanism to sustain inter-agency linkage	2		
b. There is an established mechanism but is partly functional	1		
c. There is no established mechanism at all	0		
5. Referral system is in place	(NI)		
a. There is an established and fully functional referral system who may wish to refer a child for foster care and/or other services.	2		
b. There is an established mechanism but is partly functional	1		
c. There is no established mechanism at all	0		
6. Existence of innovative program/s or strategies implemented with proper documentation.	(E)		
C. Monitoring is in place and conducted on a regular basis			
1. Monitoring of program/service implementation	(NI)		
a. A monitoring system has been institutionalized and is fully functional	2		
b. A monitoring system has been institutionalized but not functional	1		
c. There is no monitoring system installed	0		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
2. Report on the status of program implementation	(M)		
3. The report includes information on funds utilization	(D)		
4. Accomplishment Report	(NI) 2		
a. Quarterly accomplishment report prepared by the staff involved in program implementation and properly noted by the concerned staff supervisor			
b. There is no accomplishment report prepared by the staff. Recording of the day-to-day program operation is being done instead.	1		
c. The concerned staff does not prepare accomplishment report nor any equivalent document	0		
d. Staff monthly accomplishment reports submitted	(D)		
e. Semi-annual agency accomplishment report complied with the standards reporting prescribed by sec, dswd and/or funding agencies	(E)		
5. Inventory of cases-turned-around period of cases served	(M)		
6. Review of progress notes:	(NI) 2		
a. Maintains progress notes of all significant incidents encountered in program/service implementation. The supervisor or concerned staff reviews the said progress notes and take appropriate action			
b. The organization maintain progress notes of all significant incidents but no action has been undertaken	1		
c. The organization does not maintain any progress note at all.	0		
d. Monitoring tools are formulated to check on the progress and/or gaps in implementation as well as basis to remedy the gaps	(D)		
e. Meeting with foster families and APs at least once in a quarter; documentation of best practices	(E)		
D. Evaluation			
1. Program Evaluation			
a. Annual assessment of plan vs. Accomplishment is done, result of which is utilized as basis for program planning and enrichment, among others with the participation of the clients, staff and other stakeholders.	(M)		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
b. Mid-year assessment of plan vs. Accomplishment is conducted as basis for re-focusing/re-directing and re-targeting to address implementation gaps.	(D)		
c. Impact evaluation conducted every 3 years	(E)		
2. Utilization of the results of program evaluation/assessment	(NI)		
e. Results of the assessment are always utilized in the modification/development of programs/policies	2		
f. Results of the assessment are seldom utilized, though needed, in the modification/development of programs/policies	1		
g. Results of the assessment are never utilized in the modification/development of programs/policies	0		
3. Feedbacking to the beneficiaries and partner agencies	(NI)		
a. Results of evaluation are always shared to the project beneficiaries and partner agencies, if necessary	2		
b. Results of evaluation are seldom shared to the project beneficiaries and partner agencies, if necessary	1		
c. Results of evaluation are never shared to the project beneficiaries and partner agencies, if necessary	0		
III. Case Management			
A. Foster Care Programs			
1. Caseload			
a. Social Worker – one full time social worker for:			
a.1. At most, 25 foster families with or without child/ren placed.	(M)		
Caseload is between 21 to below 25.	(D)		
Number of cases is 20 less	(E)		
b. Foster Families	(E)		
b.1. The number of children under the care of Subsidized Foster Families is in accordance of their perspective license.			
b.2. Volunteer and subsidized Foster Family Care – from 0 – 18 – years old.			
i. One healthy child at a time	(M)		
ii. two healthy children at a time with age difference of 3 years and above, age can be set aside if siblings’ group.	(D)		
iii. three healthy children at a time with age difference of 3 years and above, age can be set aside if sibling group.	(E)		

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
b.3 Maximization of Volunteer and Subsidized Foster Families as Resources. i. All foster families in the roster have children under their care.	(E)		
ii. 85% of families in the roster have children under their care.	(D)		
iii. 75% of families in the roster have children under their care.	(M)		
b.4 Kinship care – a licensed relative or godparent.			
i. One healthy child relative / godchild at a time	(M)		
ii. two healthy children (relatives or one of the children is godchild) at a time with age difference of 3 years and above, age can be set aside if sibling group.	(D)		
iii. three healthy children (relatives or one of the children is godchild) at a time with age difference of 3 years and above, age can be set aside if sibling group.	(E)		
b.5 Availability of either subsidized or volunteer Foster Family to care for children with Special Needs – i.e., children with behavioral problems (CICL, abused, street child, with disability, victims of armed conflict, with HIV or other diseases) or whose adoption has been disrupted and needs temporary placement.	(E)		
b.6 Emergency Foster Care is necessary especially after raids or rescue operations of workplace where children are found and no available institutions for them. Or the children whose placement has been disrupted can also be placed with them.			
i. Emergency placement child to an unlicensed foster family which has been licensed within the week of placement.	(E)		
ii. Emergency placement child to an unlicensed foster family which has been licensed within the week later after of placement.	(D)		
iii. Emergency placement child to an unlicensed foster family which has been licensed two week or more later after of placement.	(M)		
b.7. All Placements are covered by a Foster Placement Authority.	(M)		
b.8. No report of any form of child abused while in placement.	(M)		
2. Helping Process			
a. Recruitment and Development of Foster Family a.1 individualized approach to Families	(M)		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
i. Six foster families were added in the roster of foster families in a year	(M)		
ii. Ten foster families were added in the roster of foster families in a year.	(D)		
iii. fifteen foster families were added in the roster of foster families in a year.	(E)		
a.2 Continuous conduct of foster care for a			
i. Two foster families were added in the roster of foster families.	(M)		
ii. Five foster families were added in the roster of foster families.	(D)		
iii. Ten foster families were added in the roster of foster families.	(E)		
a.3 Meetings of foster families	(M)		
a.4 Organization of Foster Families	(M)		
Support Group at:			
i. Agency Level	(M)		
ii. Barangay Level	(D)		
iii. Municipal Level	(E)		
b. Selection of Foster Family			
b.1 Foster Home Study	(M)		
i. Family assessment through:			
a. The Relationship and Individual Functioning Questionnaire	(M)		
b. Home Visits	(M)		
c. Collateral Interviews	(M)		
d. Documents (e.i psychological evaluation, medical certificate) review.	(M)		
e. Preparation of extensive home study report which would include the following: e.1 Personality and characteristics of foster family applicants. e.2 Foster Family Background e.3 Motivation for Fostering a non-related child e.4 Family Relationship e.5 Experiences and attitudes towards children e.6 General financial, social and Physical situation. e.7 Housing and Neighborhood e.8 Participation in Religious and community activities e.9 Health condition of couple and family member e.10 Character Reference	(M)		
b.2 Approval/Disapproval of Application			
i. Approval/Licensing			
i.a. 100% of applicants were licensed.	(E)		
i.b. 75% of the applicants were licensed.	(D)		
i.c. 50% of the applicants were licensed.	(M)		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
ii. Disapproval			
ii.a. 0 disapproval of applicants	(E)		
iii. Re- application for a foster care license.			
iii.a. 25% of disapproved families were licensed after re-application	(M)		
iii.b. 50% of disapproved families were licensed after re- evaluation	(D)		
iii.c. 75% of disapproved families were licensed after re- evaluation	(E)		
iv. Revocation of License	(M)		
v. Grounds for Revocation	(M)		
vi. Renewal of Foster Care License	(D)		
b. 3 Maintenance of a pool of Foster Families	(M)		
i. Agency’s Foster Social Worker has 3 foster families for infants, one each for 2-4yo and above, or six foster families at any time.			
ii. Agency’s Foster Social Worker has 4 foster families for infants, two each for 2-4yo, 5-8yo and above, or eight foster families at any time and one for children with special needs.	(D)		
iii. Agency’s Foster Social Worker has 4 foster families for infants, two each for 2-4yo, 5-8yo and above, or eight foster families at any time and one for children with special needs.	(E)		
b. 4 Matching			
i. No disruption of placement	(E)		
2. Matching process is done for all children to be placed in foster families	(D)		
b.5 Pre-placement Preparation	(M)		
i. Preparation of Foster Parents			
ii. Preparation of child			
iii. Pre-placement of visits			
b.6 Placement of child to the foster Home	(M)		
b.7 Supervision of Foster Homes	(M)		
b.8 termination of placement	(M)		
b.9 Post placement/ After Care	(M)		
3. Case Records			
a. Case folder of the foster child must contain the following:	(M)		
a.1 Social Case Study Report			
a.2 Matching Process			
a.3 Pre- placement preparations			
a.4 Actual placement of child			
a.5 Supervision of Foster Homes			
a.6 Medical Records			
a.7 Progress Notes			
a.8 Termination of placement, if applicable			
a.9 Post Placement/ After Care Service, if applicable			

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
a.10 Records on actions take relative to the treatment plan for the child i.e., profile of PAP, parental Assessment of family where the child would be returned (whatever is applicable).			
b. Case Folders of the foster family must contain the following:	(M)		
b.1 Application Form			
i. Relationships and Individual questionnaire.			
ii. Home visits process recordings.			
iii. Collateral interviews process recordings.			
iv. Psychological evaluation, if possible			
v. Medical Certificate			
vi. Process recordings on issues on bereavement, separation anxiety.			
b.2 Foster Home Study			
i. Personality and Characteristics of foster applicants (i.e. physical attributes height, weight, etc, emotional maturity/stability-sexual identity interests/hobbies, life style, role performance, significant cultural practices/beliefs.			
ii. Foster family’s background which shall include (i.e. individual family history of husband/wife, educational background, cultural origin/ background, attitudes and relationship with parents, brothers, sisters and with other relatives and community, significant childhood experience, pattern of discipline of parents, problem solving and decision making patterns of parents, coping mechanism:)			
iii. Motivation for fostering non related child (i.e. reason for wanting to foster a non-related child, how long has fostering a child been considered, how was decision made, who made the decision, if couple have children, why did they decide to foster a non-related child, feelings and attitudes towards unmarried parents and children born-out-of-wedlock, about inherited traits and parents relinquishing their children, plan for foster child.)			
iv. Family relationship (in the areas of marital adjustment, parent-child relationship and other family members, communication pattern, how time is spent together as family, willingness to accept a foster child as a member of the family.			
v. Experiences and attitudes towards children (child rearing practices, attitudes towards foster children and fostering in general)			

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
vi. General financial, social and physical situation (management of income/properties, budgeting/savings, other sources of income, assets and liabilities)			
vii. Housing and neighborhood (family living conditions, kind of neighborhood, safety measures in the house)			
viii. Participation on religious and community activities			
ix. Health condition of couple and family members (medical history presence of ay illness/handicap and treatment therapy)			
x. Character reference (impression of the foster family's relationship and family life, particular strengths and weaknesses as foster parents)			
xi. Evaluation and recommendation (general evaluation of capabilities to foster a related/non-related child and potentials for parenthood, recommendation for characteristics of a child to foster)			
b.3. Foster Family License			
b.4. Foster Placement Authority			
b.5. Termination of Placement, if applicable			
b.6. Family Picture of the Foster Family			
b.7. Picture of the Foster Child			
B. Adoption Services			
a. Adoptive Families			
1. Caseload One Social Worker - one full time social worker for:			
i. At most, 25 PAPs	(M)		
ii. Caseload is not less than 21 but not more than 24.	(D)		
iii. Number of cases is 20 or less	(E)		
a.2. Organization of Information and Education Fora/Discussions			
i. Semestral	(M)		
ii. Quarterly	(D)		
iii. Monthly	(E)		
a.3 Helping Process			
1. Information, Education and Communication	(M)		
a. Two families were added in the roster of PAPs	(M)		
b. Five families were added in the roster of PAPS	(D)		
c. Ten families were added in the roster PAPS	(E)		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
2. Counseling Biological Parents	(M)		
a.1. Signed Deed Voluntary Commitment			
b. Prospective Adoptive Parents			
b.1. Certificate of Attendance			
c. Prospective Adoptee			
3. Application Form	(M)		
4. Preparation of Home/Child Study Reports	(M)		
2. Case Records	(M)		
a Case Folders must contain the following:	(M)		
a.1 Prospective Adoptive Parents			
<i>Local</i>			
a. Application Form			
b. Authenticated birth certificate			
c. Authenticated Marriage Contract or Divorce, Annulment, Declaration of Nullity, or Legal Separation documents			
d. Written consent to the adoption legitimate and adopted children and legitimate children, if living with the applicant/s, who are at least 10 years old.			
e. Physical and medical evaluation by a duly licensed physician, and when appropriate, psychological evaluation.			
f. NBI or police clearance			
g. Latest income tax return or any other document showing financial capability (e.g. certificate of employment, bank certificate, or statement of assets and liabilities)			
h. Three letters of character references (e.g. the local Church/minister, employer, and a non-relative member of the immediate community who have the applicant(s) for at least three (3) years.			
i. 3 x 5 sized pictures of the applicant(s) and his/her/their immediate family taken within the last three (3) months			
j. Certificate of attendance at a pre-adoption forum or seminar.			
<i>Foreign Nationals (additional)</i>			
k. Certificate of Legal Capacity to Adopt in his/her country			
l. Certificate of Residence in the Philippines Issued by the Bureau of Immigration or Department of Foreign Affairs, as appropriate			
m. Two (2) character references from non-relatives who knew the applicant(s) in the country of which he/she is a citizen or was a resident prior to residing in the			

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Work Areas	Level/ Score	Compliance	Specific Findings/Remarks
Philippines, except for those who have resided in the Philippines for more than fifteen (15 years)			
n. Police Clearance from all places of residence in the past two years immediately prior to residing in the Philippines			
<i>Local & Foreign Nationals</i>			
o. Home study Report			
p. Notice of approval or disapproval of application			
b. Adoptee			
b.1. Child Study Report			
b.2. SECPA Birth Certificate or Founding Certificate			
b.3. Medical Certificate			
b.4. Psychological Evaluation, if applicable			
b.5. Decree of Abandonment/ Deed of Voluntary Commitment/ Affidavit of Consent of minor's biological parents			
b.6 Death Certificate of mother/father, if applicable			
b.7 Affidavit of consent to Adoption of the adoptee if 10 years old and above.			
b.8. Latest picture			
b.9. Recordings on the following:			
1. Matching			
2. Pre-placement preparations			
i. Preparation of Adoptive parents			
ii. Preparation of the Child			
3. Actual placement of child			
i. Presentation of Pre-Adoption Placement Authority			
4. Supervised Trial Custody			
i. Issues on adoption between adoptive parents and adoptive child, if applicable			
5. Disruption of Adoption, if Applicable			
6. Rescission of Adoption, if applicable			
b.10. Records of the following on finalization of child's adoption	(M)		
1. Consent to Adoption			
2. Copy of Petition for Adoption			
3. Adoption Decree			
4. Amended Birth Certificate			
5. Certificate of Finality			
C. Legal Guardianship			
1. Caseload			
1.1 Social worker- Is a full-time social worker who is also handling adoption or foster care	(M)		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
services within the agency			
2. Helping Process			
2.1. Counselling	(M)		
a. Continuous Provision of Counselling to Child for legal Guardianship			
b. Continuous Provision of Counselling to Child for legal Guardianship			
c. Continuous Provision of Counselling to biological Parent(s) of the child for legal Guardianship, if possible or Applicable			
2.2. Referral for legal counselling of Both child and possible legal Guardian.	(M)		
2.3. Filing of Petition for Legal Guardianship	(M)		
2.4. Attendance to Court Hearings	(M)		
3. Case Records			
3.1. Case Folders must contain the Following:	(M)		
a. Authenticated birth certificate of possible legal guardian			
b. Authenticated Marriage Contract or divorce annulment, declaration of nullity, or legal separation documents.			
c. Written consent to the legal guardianship by the legitimate and adopted children and illegitimate children, if living with the applicants, who are at least 10 years old.			
d. Physical and medical evaluation by a duly licensed physician; and when appropriate, psychological evaluation of the possible legal guardian(s)			
e. NBI or police clearance			
f. Latest income tax return or any other document showing financial capability (e.g. certificate of employment, bank certificate, or statement of assets and liabilities)			
g. Three character references (e.g. the local Church/Minister, employer, and a non-relative member of the immediate Community who have known the applicants) for at least three (3) years.			
h. 3 x 5 sized pictures of the applicant(s) and his/her/their immediate family taken Within the last three (3) months			
i. Homestudy Report			
j. Notice of approval or disapproval of application			
k. Authenticated birth certificate of the child			
l. Medical history of the child			
m. Social Case Study Report of the child			

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
n. Copy of the petition for legal guardianship			
3.2. Recordings on the following:	(M)		
a. Pre-placement preparations			
b. Actual placement of child			
c. Supervised trial Custody			
d. Post Placement Services			
3.3 Records of the following on finalization of Child’s legal guardianship:	(M)		
a. Legal Guardianship Decree			
b. Certificate of Finality			
IV. Helping Strategies/interventions			
A. Psycho-social care			
1. Use of appropriate social work methods (casework, group work and community organizing)	(M)		
2. Critical incidents stress debriefing	(M)		
3. Psychological/psychiatric evaluation	(D)		
4. Group dynamic exercises	(D)		
5. Stress management activities	(E)		
Family conferencing and therapeutic sessions.	(E)		
B. Home life			
1. Dally living experience that are flexible and yet balanced that would help them develop or bond with their foster child/ adopted child/ child under guardianship.	(M)		
Available criteria to assess coping, interaction and leadership skills of foster/ adoptive parents and legal guardians.	(D)		
Criteria to determine level of empowerment of foster/ adoptive parents and legal guardians and child placed in their home.	(E)		
2. House rules to govern the behavior and conduct of the Children Corporal punishment and deprivation of basic needs are prohibited as a form of discipline.	(M)		
3. Food and nutrition consider the nutritional, social Cultural and health needs of the child placed in home	(M)		
C. Health Services			
1. Annual physical and medical and dental check up	(M)		
Specialized medical treatment within the country Is provided for cases with special medical needs.	(D)		
Children demonstrating healthy eating habits; conscious practice on health and sanitation.	(E)		
1. Laboratory examination	(M)		
2. Basic immunization for infants and toddlers	(M)		

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<i>Work Areas</i>	<i>Level/Score</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
3. Medicines should be administered according to the prescription of licensed physician.	(M)		
Foster families, PAPs & possible legal guardians are provided with training on the first aid and on handling/management of common health problems.	(D)		
4. Conduct of psychological evaluation for special cases.	(M)		
5. Hospitalization	(M)		
Provision of specialized medical treatment is provided.	(D)		
Specialized medical treatment outside the country Is provided for Cases with special medical needs	(E)		
D. Spiritual Enhancement			
1. Children are provided or accessed to Worship Service of their choice.	(M)		
Observes religious events	(D)		
Provision of space/room for the ecumenical worship of residents regardless of their religion	(E)		
E. Capability Building			
1. Child's Rights	(M)		
Child Psychology	(D)		
Alternative form of discipline	(E)		
2. Parent Effectiveness seminar	(M)		
3. Health needs of every child i.e. immunization, dental services	(M)		
F. Legal/paralegal assistance (adoption and legal guardianship)			
1. Activities are conducted to prepare families before the scheduled court Hearings, guided during trials and provided de-briefing sessions after each hearing.	(M)		
Lawyer is available to interpret the case proceedings and update the staff and family (if possible, the child on the progress of the case.	(D)		
G. Family Life			
1. Open Communication Within the family especially between foster Parent(s) and foster child/ adoptive Parent(s) and adopted child/ legal guardian(s) and child, if applicable	(M)		
V. Physical structure and Safety			
A. Location and design			
1. Accessibility of residence of the foster family, PAPs, and legal Guardian to community facilities	(NI)		
a. Accessible to, at least community	2		

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Work Areas	Level/Score	Compliance	Specific Findings/Remarks
Facilities to meet basic need Such as Schools, churches, clinic or hospitals, recreation centers			
b. Not accessible to any of the said Community facilities but some Measures were made to access to the other facilities	1		
c. Not accessible to any of the said Community facilities and does not Undertake any ensure to Establish access to other facilities	0		
2. Safety conditions in the neighborhood	(NI)		
a. Safety conditions in the neighborhood are high or at Least manageable. The neighborhood is conducive to raise a child, wholesome Environment, with available area for playing, with clean water, not near the gambling establishments or prostitution areas where the child can possibly be exposed to negative influences	2		
b. There are some conditions in the neighborhood that may be potentially dangerous or hazardous to the child but are still manageable. Necessary corrective measures/actions were already installed but are still insufficient	1		
c. Safety condition is very low. The family has not exerted any effort to install any corrective measures/actions	0		
3. Accessibility Features			
Other necessary devices are installed to meet the needs of those with disability			
Privacy of each member of the family is Respected and Practiced			
B. Appropriate and ample space and facilities are provided for organizational functions and activities.			
1. Has accessible and identifiable office space where daily organizational functions and activities are conducted.	(D)		
2. Office and facilities are kept in safe repair and decorated in such a way as to create a pleasant ambiance for personnel, clients and visitors.	(M)		
3. Adequately lit	(M)		
4. Well ventilated, warm (or cool) enough.	(M)		
5. Adaptive means of communication is installed and functional at all times.	(M)		
6. Area of interaction is free from physical obstructions that are hazardous to the safety of the clients.	(M)		
7. Physical structures have been declared	(M)		

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f. Foster Care	(31M)		(31M) + (13D)		(31M) + (13D) + (13E)	
g. Adoption	(11M)		(12M) + (3D)		(12M) + (3D) + (3E)	
h. Legal Guardianship	(8M)		(8M)		(8M)	
IV. Helping Strategies	(17M)		(17M) + (9D)		(17M) + (9D) + (7E)	
V. Physical Structures and Safety	(13M)		(13M) + (1D) + (2NI)		(13M) + (1D) + (4NI)	
Total (Foster Care)	(122M) + (17NI)		(122M) + (63D) + (36NI)		(122M) + (63D) + (58E) + (52NI)	
Total (Adoption)	(102M) + (17NI)		(102M) + (53D) + (36NI)		(102M) + (53D) + (48E) + (52NI)	
Total (Legal Guardianship)	(99M) + (17NI)		(99M) + (50D) + (36NI)		(99M) + (50D) + (45E) + (52NI)	

Recommendations:

A. For Issuance of Accreditation Certificate

In view of the above findings, the _____ (Name of SWDA)

has satisfactorily met the standards of accreditation under **Level** _____. An issuance of Certificate of Accreditation is hereby recommended with validity period of _____ **years** for implementing residential care services for _____ (Type of beneficiaries/clients).

B. For Non- Issuance of Accreditation Certificate

In view of the above findings, the issuance of accreditation certificate for _____ (Name of SWA) is hereby held in abeyance.

The Agency shall comply with the agreed action plan within _____ months after the assessment visit:

Areas for Compliance	Activities	Time Frame	Responsible Person	Resources Needed

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Assessed by:

(Name and Signature of DSWD Authorized Staff or Authorized)

Concurred by:

(Accreditor/Designation)/Date

(Name and Signature of Agency Head or Authorized Representative/Designation)/Date

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