



## **PROCEDURE FOR ADMISSION OF CHILDREN**

Procedure for admission:

### 1. Pre-admission phases

- The Placement Social Worker (PSW) will coordinate with the referring party for initial assessment of the case.
- Coordinate and consult the Receiving Home (RH) team regarding the medical case status of the child to be admitted.
- Facilitate the pre-admission conference which is usually held in CRIBS or Placement and RH team goes to the referring party's office. The conference will be attended by the referring party and the PSW and Receiving Home Senior staff. The aim of the conference is to ensure the smooth transition of the child and the proper endorsement of the case. More so, to establish partnership with the referring party and involvement of the referring party for the fast delivery of service of the child. The following should be considered in the conference
  - ❖ Determine the placement needs and history of the child.
  - ❖ Ensure the availability of the required/needed documents.
    - Referral letter
    - Child's Study Report
    - Birth/Foundling Certificate
    - Barangay and Police Blotter
    - Medical Abstract (ideal: mother and child)
    - Results of any laboratory test/s

### 2. Admission Phase

- Coordinate with the RH team for the preparation of home for the new baby/child.
- Facilitate the admission conference
  - ❖ Completion and finalization of the documents from the referring party
  - ❖ Contract setting with the referring party.
- Preparation and filing of the initial documents
  - ❖ Admission Slip
  - ❖ Psycho-social Intake Sheet
  - ❖ Treatment Plan/Case Movement
  - ❖ Initial Case Study Report and assessment
  - ❖ Documentation
  - ❖ Maintain a master list of children.

## *GUIDELINES FOR ADMISSION*

Qualifications:

GUIDELINES FOR ADMISSION OF THE CHILDREN

By: Jean Toyhacao-Cadelina  
Placement Program Supervisor

1. The child/ren must be a surrendered, abandoned, dependent or foundling case.
2. The number of admission will depend on the capacity of home (25 babies).
3. All cases for admission will undergo a pre-admission conference with CRIBS social worker and the referring party and an admission conference upon completion of necessary documents.

Criteria for Children's admission:

1. The child/ren is not more than one year old at the time of admission.
2. Referring party must be willing to help in facilitating documents needed for adoption.
3. Children with history of the following illnesses even resolve cannot be accommodated:
  - Communicable diseases such as
    - Meningitis
    - HIV (+)
    - Hepatitis
  - Intusseption
  - Cadiomegaly
  - Heart Anomalies
  - Cerebral Palsy
  - Epilepsy
  - Mental Retardation
  - Hydrocephalus
  - Prematurity
  - Physical deformities
    - Blindness
    - Deafness
    - Missing or webbed fingers/toes
4. Children with the following histories of illnesses but resolved can be accommodated:
  - Bronchopneumonia
  - Typhoid fever
  - Roseola (Exanthema Subitum)
  - Measles
  - Sepsis neonatorum
  - Malnutrition
  - Jaundice