



**Service Name:** Admission for Treatment and Rehabilitation for Person Who Use Drugs (PWUDs) with criminal case/ Drug case/ Court Orders and Child In Conflict with the Law (CICLs)

Service Information: Quezon City Drug Treatment and Rehabilitation Center admits PWUDs and CICLs with court order for their treatment and rehabilitation

<b>Office or Division:</b>	Screening and Intake Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	PWUDs with court cases / Orders and CICLs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Copy of Court Orders</li> <li>• Results of laboratory examination</li> <li>• Case summary report for CICLs referred by Social Services and Development Department</li> </ul>		Court, BJMP, Police Statements Bureau of Corrections, SSDD  Respective laboratories  SSDD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transfer/Proceed to Quezon City Drug Treatment and Rehabilitation Center for screening and intake interview  2. Submit all available requirements.	Receive the requirements and check for validity and completeness  Intake interview	None	15 – 30 minutes	Front desk officer / Intake Officer



3. Undergo Drug Dependency Evaluation, Mental Status Evaluation and Physical Examination.	Do the Drug Dependency Evaluation, Mental Status Evaluation and Physical Examination	None	30 - 45 minutes	Medical Officer III
4. Subsequent admission				Medical Officer III

**Service Name:** Re-Admission process for Relapse Case

Service Information: Quezon City Drug Treatment and Rehabilitation Center facilitates re-admission process of relapse case clients for treatment and rehabilitation.

<b>Office or Division:</b>	Aftercare and Follow up Section and Screening and Intake Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Recovering Person Who Use Drugs (RPWUDs)	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Court clearance</li> <li>• Barangay certificate of residency</li> <li>• Laboratory requirements</li> <li>• 2pcs 2x2 latest ID picture</li> <li>• Any valid ID of client</li> <li>• Proof of Billing</li> </ul>	<p>RTC</p> <p>Barangay</p> <p>Respective Laboratories</p>	