



Service Name: Re-Admission process for Relapse Case with Court Order of Recommitment

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

Office or Division:	Quezon City Drug Treatment and Rehabilitation Center, Department of Justice - Office of the City Prosecutor Quezon City, Quezon City Regional Trial Court	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Recovering Person Who Use Drugs (RPWUDs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Court Order for Recommitment		Quezon City Regional Trial Court Respective Barangay Hall
2. Barangay Certificate of Residency (1) Original Copy		
3. Government Issued ID Present any of the following: <ul style="list-style-type: none">• QCitizen ID• UMID, SSS• Driver's License• PRC ID• Voter's ID• Passport• Persons with Disability (PWD) ID		Quezon City Citizen Services Department Social Security System Land Transportation Office Philippine Regulatory Commission COMELEC Office Department of Foreign Affairs Persons with Disabilities Affairs Office PDAO or City Social Welfare and Development Office
Remarks: Identification Card to be presented must not be expired.		
If the client / Recovering Person Who Use Drugs (RPWUDs) is recommended for treatment and rehabilitation after the Drug Dependency Evaluation		
1. Prosecutor's Clearance (1) Original Copy		Office of the City Prosecutor Quezon City - Department of Justice



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>2. Basic Medical Laboratory Examination (1) Original Copy</p> <p>Remarks: Basic laboratory examination requirements (Any DOH-Accredited Medical Laboratory)</p> <ul style="list-style-type: none"> • Complete Blood Count (CBC) • Urinalysis • Fecalalysis • Chest X-Ray PA view • Electrocardiogram (ECG) for 35 years old and above • Pregnancy Test (for Female) <p>Additional Laboratory examination results for:</p> <ul style="list-style-type: none"> • Hypertensive / Cardiac Client (Lipid Profile, Serum Creatinine) • Diabetic Client (Fasting Blood Sugar, Serum Creatinine) <p>*Fees will be paid at the corresponding Medical Laboratory*</p> <p>*Submit Laboratory Examination Results once available*</p>		Any DOH-Accredited Medical Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Undergo drug testing (testing positive twice on a narco-urine test will lead to an evaluation by a DOH-Accredited Physician)</p> <p>Location: Quezon City Drug Treatment and Rehabilitation Center - TAHANAN</p> <p>Molave Extension Diamond Hills</p>	Administer drug test	None	30 minute/s	<ul style="list-style-type: none"> • Social Worker Officer II; Quezon City Drug Treatment and Rehabilitation Center



Subdivision Barangay Payatas, Quezon City				
Aftercare and Follow-Up Section (Second Floor)				
<p>2. Proceed with initial assessment with the assigned case manager</p> <p>Location: Quezon City Drug Treatment and Rehabilitation Center - TAHANAN</p> <p>Molave Extension Diamond Hills Subdivision Barangay Payatas, Quezon City</p> <p>Aftercare and Follow-up Section (Second Floor)</p>	<p>Psychosocial interview with the client and guardian.</p> <p>2.1.a. The case manager will refer the client and guardian to the Intake Section for screening interview</p>	None	30 minute/s	<ul style="list-style-type: none"> • Social Worker Officer II; Quezon City Drug Treatment and Rehabilitation Center
<p>3. Proceed to Drug Dependency Evaluation (DDE) and Mental Status Evaluation (MSE) and wait for the result.</p> <p>Location: Quezon City Drug Treatment and Rehabilitation Center - TAHANAN</p> <p>Molave Extension Diamond Hills Subdivision Barangay Payatas, Quezon City</p> <p>Screening and Intake Section (First Floor)</p>	<p>Conduct of DDE and MSE with the center's DOH-Accredited Physician.</p> <p>3.1.a. If for rehabilitation intake officer will furnish the guardian with the list of requirements for recommitment of the client.</p> <p>3.1.b. If for continuation of aftercare program, aftercare case manager will schedule the extended program of the client.</p> <p>3.1.c. If for psychiatric management, the DOH-Accredited Physician will issue a referral to the preferred psychiatric facility.</p>	None	45 minute/s	<ul style="list-style-type: none"> • Chief Health Program Officer; Quezon City Drug Treatment and Rehabilitation Center • In-House DOH-Accredited Physician; Quezon City Drug Treatment and Rehabilitation Center



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Securing and submission of necessary documents for recommitment of Recovering Person Who Use Drugs (RPWUDs) Location: Quezon City Drug Treatment and Rehabilitation Center - TAHANAN</p> <p>Molave Extension Diamond Hills Subdivision Barangay Payatas, Quezon City</p> <p>Aftercare and Follow-Up Section (Second Floor)</p> <p>Notes/Instruction: Documents to be submitted:</p> <ul style="list-style-type: none"> • Laboratory Examination Results • Prosecutor's Clearance <p>*Laboratory fee and Prosecutor's Clearance fee will be shouldered by the Recovering Person Who Use Drugs (RPWUDs) / Client*</p>	<p>Reviewing the necessary documents 4.1.a. Preparation and filing of Request for Recommitment to the court and informing the family thereafter of the court's decision.</p>	<p>None</p>	<p>3 day/s, 30 minute/s</p>	<ul style="list-style-type: none"> • Social Worker Officer II ; Quezon City Drug Treatment and Rehabilitation Center



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>5. If physically fit for Residential / In-Patient Rehabilitation Recovering Person Who Use Drugs (RPWUDs) will be subsequently admitted Location: Quezon City Drug Treatment and Rehabilitation Center - TAHANAN</p> <p>Molave Extension Diamond Hills Subdivision Barangay Payatas, Quezon City</p> <p>Screening and Intake Section (First floor)</p>	<p>Final evaluation, medical certification and subsequent admission of Recovering Person Who Use Drugs (RPWUDs)</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Chief Health Program Officer ; Quezon City Drug Treatment and Rehabilitation Center • In-House DOH-Accredited Physician; Quezon City Drug Treatment and Rehabilitation Center