

Child Preparation Benchmarks

[Printable Child Preparation Benchmarks \(Child Prep Benchmark.PDF\)](#)

Child Name:

Child ID#:

Swan ID#:

Affiliate agency:

County Caseworker:

Benchmark	Date Requested/ Initiated	Date Completed	Worker (name)	Comments
1. Affiliate is an approved child preparation provider				
2. Affiliate receives referral from SWAN * SWAN Program Components, Section E, 1) Direct Services, c) Child Preparation				
3. Affiliate assesses current workload <ul style="list-style-type: none">● If the affiliate rejects the referral<ul style="list-style-type: none">○ Affiliate worker notifies the Prime Contractor within 5 business days of receiving referral				
<ul style="list-style-type: none">● If the affiliate accepts the referral<ul style="list-style-type: none">○ Case is assigned and affiliate worker notifies County of acceptance and case assignment within 3 business days of receiving referral				
4. Affiliate worker discusses case with the County Worker within 5 business days of having case assigned, to set up a timeline detailing tasks and responsibilities. * SWAN Program Components, Section D: Network Participant Roles - Affiliates				
5. Affiliate completes the child preparation plan tasks <ul style="list-style-type: none">● Affiliate meets with the county worker to develop and implement the child preparation plan, and to identify all parties who are part of the child preparation team. * SWAN Program Components, Section E, 1) Direct Services, c) Child Prep, 2nd				

<p>paragraph</p> <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Prep, SWAN Program Activities, Child Prep, #2</p> <p>* Attachment E</p> <p>* Child Preparation Plan Template</p>				
<ul style="list-style-type: none"> ● Affiliate researches and reviews information compiled on the child (to include the child profile if completed). <p>* Attachment B</p> <p>* Attachment E</p> <p>* Child Preparation Plan Template</p>				
<ul style="list-style-type: none"> ● Affiliate contacts all collateral parties to obtain information relative to the child. <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Prep, SWAN Program Activities, Child Prep, #2</p> <p>* Attachment E</p>				
<ul style="list-style-type: none"> ● Affiliate meets with the child's current family to prepare the family for the child preparation process and the issues that may arise during the child preparation process. 				
<ul style="list-style-type: none"> ● Affiliate organizes group meeting time / times with various service providers and significant others to discuss child preparation plans. <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Prep, SWAN Program Activities, Child Prep, #2</p>				
<ul style="list-style-type: none"> ○ Affiliate educates the attendees to the child specific preparation activities 				
<ul style="list-style-type: none"> ● Affiliate meets with the child to begin the child preparation process. <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Prep, 2nd paragraph</p> <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Prep, SWAN Program Activities, Child Prep,</p>				

<p>#2</p> <p>* Attachment E</p> <p>* Child Preparation Plan Template</p>				
<ul style="list-style-type: none"> ○ Affiliate assesses the child's level of resolution of grief and loss issues and attachment development 				
<ul style="list-style-type: none"> ○ Affiliate assesses the child's ability to engage in the child preparation activities 				
<ul style="list-style-type: none"> ○ Affiliate establishes a baseline of the child's readiness for adoption 				
<ul style="list-style-type: none"> ● Affiliate determines and identifies the specific techniques to be utilized to carry out the child preparation (Lifebooks / Lifebox/ timelines, etc). <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Prep, SWAN Program Activities, Child Prep, #3</p>				
<ul style="list-style-type: none"> ● Affiliate submits an affiliate summary report to the County identifying the child's baseline for readiness for adoption and the specific techniques to be utilized (See Template). <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Prep - Child Preparation Enhancements, bullet #3</p> <p>* Attachment E</p> <p>* Child Preparation Plan Template</p>				
<ul style="list-style-type: none"> ● Affiliate meets with the child for a maximum of 10 meetings over a 6 month period - list dates and locations of each meeting. <p>* SWAN Program Components, Section E SWAN Services, 1 C Child Preparation For Permanency, Child Preparation Enhancements, bullet#3</p>				
<ul style="list-style-type: none"> ○ Affiliate submits a meeting activity summary report to the County every other month summarizing meeting activity. (See Template). 				
<ul style="list-style-type: none"> ● Affiliate forwards a final written summary report of the child 				

<p>preparation plan to the county agency worker to include a synopsis of the child's readiness for adoption.(See Template).</p>				
<p>6. Affiliate invoices the prime contractor, to include the signed Certification of Service Completion Form. (This certifies that the activities contained within the written child preparation plan have been completed.)</p> <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Prep - 3rd paragraph</p>				

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Developed by Diakon/FDR for SWAN

