

Child Specific Recruitment Benchmarks

Child Name:

Child ID#:

Swan ID#:

Affiliate agency:

Affiliate agency worker:

Benchmark	Date Requested/ Initiated	Date Completed	Worker (name)	Comments
<p>1. Affiliate receives referral from SWAN.</p> <p>* SWAN Program Components, Section E, 1) Direct Services, f) Child Specific Recruitment (CSR)</p> <p>* SWAN Program Components, Section E, 1) Direct Services, f) CSR, CSR Program Activities #2</p>				
<p>2. Affiliate assesses current workload.</p> <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. 				
<p>3. Affiliate worker discusses case with County Worker within 5 business days of having case assigned to:</p> <p>* SWAN Program Components, Section D: Network Participant Roles, Affiliates</p> <p>* SWAN Program Components, Section E, 1) Direct Services, f) CSR Program Activities #3</p> <ul style="list-style-type: none"> ● Identify the child preparation activities completed <p>* SWAN Program Components, Section E, 1) Direct Services, c) Child Preparation</p> <p>* Attachment I - CSR Plan</p>				
<ul style="list-style-type: none"> ● Identify the child's readiness for adoption - obtain the child profile 				

<p>* Attachment I - CSR Plan</p>				
<ul style="list-style-type: none"> ● Identify the CSR plan timeline and tasks and responsibilities <p>* Attachment I - CSR Plan</p>				
<ul style="list-style-type: none"> ● Clarifies affiliate role in selection process 				
<p>4. Affiliate completes the CSR Plan tasks</p> <ul style="list-style-type: none"> ● Affiliate assures child is registered on PAE. <ul style="list-style-type: none"> ○ If not registered, affiliate submits a CY 130 to PAE. <p>* SWAN Program Components, Section E, 1) Direct Services, b) Child Profile - Child Profile Enhancements bullet #2</p> <p>* Attachment C</p> <p>* SWAN Program Components, Section E, 1) Direct Services, f) CSR - CSR Enhancements, bullet #1</p> <p>* Attachment I - CSR Plan</p> 				
<ul style="list-style-type: none"> ● Affiliate reviews the child profile <p>* SWAN Program Components, Section E, 1) Direct Services, b) Child Profile</p>				
<ul style="list-style-type: none"> ● Schedule an initial meeting with the child within 30 days of receipt of referral <p>* Attachment I - CSR Plan</p>				
<ul style="list-style-type: none"> ○ Affiliate will attach a child outcome form to the CSR plan noting meeting date, names of all parties involved and outcomes. (See Template) 				
<ul style="list-style-type: none"> ○ Affiliate will discuss with the child his/her ideas for finding a family, including but not limited to: 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Relatives / friends / school teachers / therapists / counselors / church members / community members / coaches / previous foster families 				

<ul style="list-style-type: none"> ■ Affiliate will contact all potential resources identified by child or otherwise identified 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Affiliate will attach a child matching log to the CSR plan noting date of contacts, names of parties involved, and outcomes (See Template) 				
<ul style="list-style-type: none"> ● Affiliate determines the mediums of recruitment to be used for the child, including but not limited to: <ul style="list-style-type: none"> * SWAN Program Components, Section E, 1) Direct Services, f) CSR - CSR Enhancements, bullet #3 * Attachment I - CSR Plan 				
<ul style="list-style-type: none"> ○ Affiliate confirms photo of child is available 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ If no photo is available, affiliate notifies the Prime Contractor Coordinator 				
<ul style="list-style-type: none"> ○ Flyers / TV / collage / video / brochures 				
<ul style="list-style-type: none"> ● Affiliate determines the locations for recruitment to be used for this child 				
<ul style="list-style-type: none"> ○ Churches / Fairs / Newsletters / Websites / Foundations 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Affiliate will copy and attach any written medium material 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Affiliate will attach a summary of contacts 				
<ul style="list-style-type: none"> ● Affiliate will use the SWAN Quarterly meetings as a recruitment tool 				

[* Attachment I - CSR Plan](#)

○ Order photo enlargements and write-ups from PAE prior to the meeting

○ Present the child verbally at the meeting using a strengths based perspective

○ Show a video

○ Bring an adequate supply of child's flyer to distribute

○ Display a large photo of child and/or bring adequate supply of child's photo to distribute

○ Write down any potential adoptive resources and follow-up immediately after the meeting

○ Include the CSR worker's name, agency and phone number on all information distributed

○ Consider having a display table for your agency at the meeting

● Affiliate will use the Statewide Adoption Conference as a recruitment opportunity

○ Make arrangements with PAE to display a poster size photo of the child

○ Make arrangements with PAE to provide an ample number of the child's PAE page to distribute or bring ample supply of the child's flyers for distribution

○ Have a video available for viewing

○ Have a display table for your agency

○ Review waiting families in the matching area. Contact any potential matches immediately after conference / meeting

<ul style="list-style-type: none"> ○ Include CSR worker's name, address and phone number on all information distributed 				
<p>5. Affiliate will develop alternative matching activities. Please identify:.</p> <p>* Attachment I - CSR Plan</p>				
<p>6. Affiliate will identify and inform the Diakon /FDR Coordinator of additional training needs within the geographical region to meet the specific needs of the CSR children.</p>				
<p>7. Affiliate submits a monthly Inquirer's Report to the county regarding the progress of matching activities (See Template).</p> <p>* Attachment I - CSR Plan</p>				
<p>8. Affiliate will review all CSR cases with the County on at least a quarterly basis.</p>				
<p>9. Affiliate provides input into selection process.</p>				
<p>10. Affiliate has county approve CSR plan prior to invoicing.</p>				
<p>11. Affiliate invoices the prime contractor for payment.</p> <p>* SWAN Program Components, Section E, 1) Direct Services, f) CSR, 3rd paragraph</p> <p>* SWAN Program Components, Section E, 1) Direct Services, f) CSR - SWAN program activities #6</p>				