

Post Permanency Respite Benchmarks

[Printable Post Permanency Respite Benchmarks \(Post Permanency Respite Benchmarks.PDF\)](#)

Family Name:

Family ID#:

Swan ID#:

Case Management Affiliate agency:

Case Manager:

Respite/Support Group Provider:

Benchmark	Date Requested/ Initiated	Date Completed	Worker (name)	Comments
<p>1. Affiliate receives a referral for respite from SWAN.</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, g Post-Permanency Services, Respite</p> <ul style="list-style-type: none">• A maximum of 48 hours of respite per month will be authorized for 6 months.				
<ul style="list-style-type: none">• Respite programs can include respite families, facility-based respite, camps, in-home sitter services, or adoptive family/youth advocate/mentor.				
<p>2. Affiliate assesses current workload</p> <p>* SWAN Program Components, Section D: Network Participant Roles, Roles of Network Participants, Affiliates</p> <ul style="list-style-type: none">• If the affiliate rejects the referral the affiliate worker notifies the Prime Contractor within 2 business days of receiving referral				
<p>3. <i>If the assigned affiliate performing respite is not the affiliate that performed the assessment</i>, the assigned worker obtains a signed release from the family and obtains assessment information.</p>				
<p>4. Affiliate contacts the client family</p>				
<p>5. Within 5 business days of contacting the client family, a meeting will be scheduled with the client family, the assessor, the</p>				

<p>respite coordinator, and in the case of the respite family option, the selected respite family.</p> <ul style="list-style-type: none"> • Respite coordinator facilitates the meeting, presents the program to the family, and gathers pertinent information 				
<ul style="list-style-type: none"> • A plan is developed to implement a respite schedule (See Template). 				
<ul style="list-style-type: none"> • The liability statement and emergency procedures are reviewed, and the appropriate treatment authorization and emergency information forms are completed and signed 				
<ul style="list-style-type: none"> • A copy of the schedule, treatment authorization, and emergency information forms are given to the respite provider 				
<p>6. Prior to each scheduled respite visit, the respite coordinator will complete a respite home safety check (See Template).</p> <ul style="list-style-type: none"> • Respite Coordinator will contact the respite provider with results of the safety check 				
<p>7. The respite affiliate will obtain a brief written report describing the respite event and submit it to the accessor / case manager within 5 business days (See Template).</p>				
<p>8. <i>If no case manager is working with the family under the advocacy / case management post permanency unit of service</i> the respite affiliate completes a 4 month evaluation of the following</p> <p><i>If a case manager is working with the family under the advocacy / case management post permanency unit of service, skip to #9 in the benchmarks.</i></p>				
<ul style="list-style-type: none"> • FACES III (See Packet) 				
<ul style="list-style-type: none"> • Child and Adolescent Functional Assessment Scale (CAFAS) (See Info Sheet) 				
<ul style="list-style-type: none"> • Child Safety Assessment / Safety Plan (See Template) 				
<ul style="list-style-type: none"> • PA Risk Assessment (See Info Sheet) 				
<p>9. <i>If no case manager is working with the family</i>, the respite affiliate will submit</p>				

<p>the Post Permanency Reevaluation Form to the Prime Contractor within 5 months of service initiation.</p> <p>If there is a case manager, the respite provider will submit their recommendations for service continuation to the case management affiliate and the case manager affiliate will submit the Post Permanency Reevaluation Form to the Prime Contractor within 5 months of service initiation</p> <p>(See Form)</p>				
<p>10. The respite affiliate will submit a monthly invoice to the Prime Contractor.</p> <p>* SWAN Program Components, Section E: Respite</p>				

- The respite option will be selected based upon the information gathered through the Assessment and telephone contact with the family.
- The respite affiliate is responsible for recruitment of families and facilitating the approval process. Respite families are subject to the same requirements as foster families. Minimum requirements for certification include:
 - Clearances: Child abuse and criminal history
 - Facility inspection
 - Facility safety assessment: initial and monthly
 - Training
- Respite affiliate must successfully meet criteria for annual re-certification.

These benchmarks are written from the perspective that the case management agency and the respite program provider are NOT the same agency. In cases where they are the same agency, the case manager will fulfill the responsibilities of the respite coordinator.

[Printable Post Permanency Respite Benchmarks \(Post Permanency Respite Benchmarks.PDF\)](#)

[Close window](#)



Developed by Diakon/FDR for SWAN

