

Child Profile Benchmarks

[Printable Child Profile Benchmarks \(T201_Child_Profile_Benchmark.PDF\)](#)

Child Name:

Child ID#:

Swan ID#:

Affiliate agency:

County Caseworker:

Benchmark	Date Requested/ Initiated	Date Completed	Worker (name)	Comments
1. Affiliate receives a referral from SWAN or County * SWAN Program Components, Section A: Child Population Served * Attachment B: Child Profile, I				
2. 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 3 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				
3. Assigned 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 Participants Roles, Roles of Network Participants: Affiliates				
<ul style="list-style-type: none">• Requesting a confidentiality release form (See Sample).				
<ul style="list-style-type: none">• For children with a goal of adoption, the affiliate checks status of child's registration on PA Adoption Exchange (PAE) with the county.				

<p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile, Child Profile Enhancements</p> <p>* Attachment C: Pennsylvania Adoption Exchange Instructions</p>				
<p>4. Affiliate completes the child profile tasks:</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile</p> <p>* Attachment B: Child Profile</p>				
<ul style="list-style-type: none"> ● Affiliate reviews all pertinent files relative to the child at children youth, and at all placement agencies. <p>* Attachment B: Child Profile</p>				
<ul style="list-style-type: none"> ● Affiliate meets with the county worker. <p>* Attachment B: Child Profile</p>				
<ul style="list-style-type: none"> ● Affiliate meets with the foster care worker. <p>* Attachment B: Child Profile</p>				
<ul style="list-style-type: none"> ● Affiliate meets with the child and reviews the child's Lifebook (If no Lifebook exists, affiliate will inform the county). <p>* Attachment B: Child Profile</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, c Child Preparation for Permanency, SWAN Program Activities for Child Preparation, Child Preparation #3</p>				
<ul style="list-style-type: none"> ● Affiliate meets with the child's current primary caregivers. <p>* Attachment B: Child Profile</p>				
<ul style="list-style-type: none"> ● Affiliate attempts to obtain copies of necessary documents not included in the county file. <p>* Attachment B: Child Profile</p>				
<ul style="list-style-type: none"> ● Affiliate makes collateral contacts. If unsuccessful in obtaining information, the affiliate documents <p>* Attachment B: Child Profile</p>				
<ul style="list-style-type: none"> ○ Birthparents 				

○ Relatives				
○ Former foster parents				
○ Teachers				
○ Medical information / history sources				
○ Therapeutic treatment providers (counselors, therapists, etc.)				
○ Others involved with the child. Please specify.				
<p>5. Affiliate submits the child profile, which includes a high quality color photograph and a one-page written synopsis of the child for recruitment activities to the county worker within 90 days of accepting the referral. (Only those children who need recruitment must have a high quality color photograph and a one-page synopsis)</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile, Child Profile Enhancements</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile, SWAN Program Activities for Child Profile #3 & 4</p> <p>* Attachment B: Child Profile, II</p>				
<ul style="list-style-type: none"> ● A photograph should be given to the child's current caregiver for the purpose of the Lifebook. <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, c Child Preparation for Permanency, SWAN Program Activities for Child Preparation, Child Preparation #3</p>				
6. County agency reviews the profile and accepts it or request revisions within two weeks of their receipt of the profile.				
If revisions are required:				
<ul style="list-style-type: none"> ● The County identifies the requested changes in writing. 				
<ul style="list-style-type: none"> ● The County forwards the profile with written recommendations to affiliate within 2 weeks of receipt. 				
<ul style="list-style-type: none"> ● The affiliate revises the profile within 2 weeks of receipt. 				
<ul style="list-style-type: none"> ● County accepts the revised profile. 				

<p>If no revisions are required or when revisions are completed:</p> <ul style="list-style-type: none"> • County forwards signed authorization form to the affiliate within 1 week after the profile is approved.. 				
<p>7. The affiliate will destroy all documentation utilized to prepare the child profile after receiving the Certification of Service Completion Form from the county agency</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile, SWAN Program Activities for Child Profile #9</p>				
<p>8. Affiliate invoices the Prime Contractor for payment (including the signed Certification of Service Completion Form).</p> <p>* SWAN Program Components, Section C: Units of Service, Payment rates and Authorization Required</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile</p>				
<p>9. At the request of the County, the affiliate completes an addendum and provides an updated photograph each year in cases where the child does not get a placement during the first and/or second year following the completion of the original child profile. The completion of two addendums if necessary are included in the unit cost).</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile</p> <p>* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile, Child Profile Enhancements</p>				

After the placement, the child profile will be located only in the following four places

- Selected family;
- Placing county agency
- Affilaite agency that prepared the child profile; and
- Affilaite agency that supervised and provided permanency, if different than the agency completing the child profile

[* SWAN Program Components, Section E: SWAN Service, 1 Direct Services, b Child Profile, SWAN Program Activities for Child Profile #8](#)

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Developed by Diakon/FDR for SWAN

