

Family Profile/Preparation Benchmarks

[Printable Family Preparation/Profile Benchmarks \(T301 Family Benchmark.PDF\)](#)

Family Name:

Family ID#:

Swan ID#:

Affiliate agency:

County Caseworker:

Respite/Support Group Provider:

Benchmark	Date Requested/ Initiated	Date Completed	Worker (name)	Comments
1. Affiliate receives a referral from SWAN or family * SWAN Program Components, Section B: Eligible Families				
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 referring agent (family of 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 family (self-referral) or County of acceptance and case assignment within 3 business days of receiving referral				
3. Assigned affiliate worker discusses case with the County Worker or family within 5 business days of having case assigned, and creates a preparation plan and timeline. * SWAN Program Components, Section D: Network Participant Roles, Roles Network Participants, Affiliates				
4. Affiliate schedules and verifies the offer of an Orientation within 30 days after the family has indicated their interest in adoption. An Orientation consists of: * SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, Family Profile Enhancements 5th bullet				

<p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, SWAN Program Activities for Family Profile, Family Identification #2</p> <p>* Attachment F: Family Profile B&C</p> <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, SWAN Program Activities for Family Profile, Family Identification #5</p> <p>SAMPLES:</p> <p>What Families Can Expect</p> <p>Family Profile Process</p> <p>Thinking Points for Families</p>				
<ul style="list-style-type: none"> ● Initial contact <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, SWAN Program Activities for Family Profile, Family Identification #2</p>				
<ul style="list-style-type: none"> ● Informational packet <ul style="list-style-type: none"> ○ Need for clearances ○ Need for references ○ (Other information to be identified) <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, SWAN Program Activities for Family Profile, Family Identification #5</p>				
<ul style="list-style-type: none"> ● Face-to-face meeting <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, SWAN Program Activities for Family Profile, Family Identification #5</p>				
<p>5. Prior to completion of the writing of the family profile document, the following tasks need to be completed</p>				
<ul style="list-style-type: none"> ● Family submits a completed application for adoption <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, SWAN Program Activities for Family Profile, Family Identification #5</p>				
<ul style="list-style-type: none"> ● Family completes preparation training and application process 				

<p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, Family Profile Enhancements bullet 5</p> <p>* Attachment F: Foster/Adopt Family Profile Issues</p> <p>* Attachment F: Foster/Adopt Family Profile Issues, Preparation and Assessment</p>				
<ul style="list-style-type: none"> ● Family signs the Profile Authorization Agreement Form (In cases involving foster parents, their annual foster care approval is also required) <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile</p> <p>* Attachment F-1: Family Profile Authorization Agreement Form</p> <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, Family Profile Enhancements bullet 8</p>				
<ul style="list-style-type: none"> ● Interview each of the pre-adoptive parents, children, and other household members 				
<ul style="list-style-type: none"> ● Complete at least one home visit <p>* Attachment G: Determination of Acceptability for Permanency, Section I</p>				
<ul style="list-style-type: none"> ● Complete home safety checklist (see Template) 				
<ul style="list-style-type: none"> ● All the necessary paperwork <ul style="list-style-type: none"> ○ Clearances for all household members age 18 and over <p>* Attachment F: Family Profile, Section E</p> 				
<ul style="list-style-type: none"> ○ References (from persons who have observed the applicants in situations that may indicate their capacity for parenthood) <p>* Attachment F: Family Profile, Section D</p>				
<ul style="list-style-type: none"> ○ Medical history & recent physical examination <p>* Attachment F: Family Profile,</p>				

<p>Section C #6</p>				
<p>○ Financial summary</p> <p>* Attachment F: Family Profile, Section C #3</p>				
<p>● Additional paperwork as required by the individual affiliate / County. Please identify</p>				
<p>If you are working with a <i>FOSTER TO ADOPT PLACEMENT</i>, and you <i>WILL NOT BE RECEIVING THE PLACEMENT UNIT</i>, continue with the benchmarks as written.</p> <p>If you <i>WILL BE RECEIVING THE PLACEMENT UNIT</i> of service, skip this section and <i>MOVE TO #6</i> in the benchmarks.</p> <p>* Attachment F: Foster/Adopt Family Profile Issues</p> <ul style="list-style-type: none"> ● Affiliate assists family with reviewing the identified child information <ul style="list-style-type: none"> ○ Review of child information to include the child profile if available with the family, informing family that the information on the child is confidential, and addressing questions from family and availability of subsidy <p>* Attachment G: Determination of Acceptability for Permanency</p>				
<ul style="list-style-type: none"> ● County makes a decision on the suitability of the family for the identified child <p>* Attachment G: Determination of Acceptability for Permanency, Section E</p>				
<ul style="list-style-type: none"> ● Disclosure <ul style="list-style-type: none"> ○ Affiliate requests information from County <p>* Attachment G: Determination of Acceptability for Permanency</p>				
<ul style="list-style-type: none"> ○ Affiliate requests a meeting with the County and identified family to discuss information 				

<p>* Attachment G: Determination of Acceptability for Permanency</p>				
<ul style="list-style-type: none"> ○ Affiliate has family sign the disclosure statement (See Template). 				
<ul style="list-style-type: none"> ○ Family makes decision whether or not to proceed with potential match and notifies the affiliate 				
<ul style="list-style-type: none"> ● Affiliate formulates and develops a written Individualized Adoption Service Plan (IASP) with input from the family, county, and child (when possible). See Template under Placement Benchmark 				
<p>IASP will be reviewed every 3 months or upon request if sooner than 3 months</p>				
<p>6. Affiliate schedules and completes a SWAN certified preparation program that contains a minimum of the following components prior to the completion of the family profile: (The Prime Contractor is continuing to work on adding further definition to family preparation - Under Construction) ***** If the family has attended affiliate sponsored or approved preparation training within the previous 12 months, the affiliate will review training curriculum to determine if family will be required to attend updated training.</p> <p>* Attachment F: Foster/Adopt Family Profile Issues, Preparation and Assessment</p>				
<ul style="list-style-type: none"> ● How the system works 				
<ul style="list-style-type: none"> ● Who the children are 				
<ul style="list-style-type: none"> ● Child development 				
<ul style="list-style-type: none"> ● Parenting 				
<ul style="list-style-type: none"> ● Attachment 				
<ul style="list-style-type: none"> ● Grief & loss 				
<ul style="list-style-type: none"> ● Who the adoptive parents are 				
<ul style="list-style-type: none"> ● Resources 				
<ul style="list-style-type: none"> ● Additional. Components as required by the individual affiliate / County. Please identify 				
<p>7. Review and determine approval status</p>				

<p>of family profile</p> <ul style="list-style-type: none"> Inform family of approval / non approval in a face-to-face meeting <p>* Attachment F: Family Profile, Preparation and Assessment Section D #3</p>				
<ul style="list-style-type: none"> Family signs a statement indicating that they have read the profile for accuracy and understand the content <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, SWAN Program Activities for Family Profile, Family Profile #3</p>				
<ul style="list-style-type: none"> Forward follow-up written notification of approval / non approval to family within 2 weeks after the profile is completed <p>* Attachment F: Family Profile, Preparation and Assessment Section D #4</p>				
<p>8. Affiliate completes and reviews the CY 131 with the permanent family. Affiliate also assures the CY 131 matches information described within the family profile. (The CY 131 is currently required for all families).</p> <ul style="list-style-type: none"> Family indicates their review of the form by placing a signature somewhere on the form. <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, Family Profile Enhancements bullet 5</p>				
<p>9. Affiliate submits profile document of approved or non-approved family to the referring County agency within 2 weeks from the time of family approval / non-approval.</p>				
<p>10. Affiliate invoices the Prime Contractor for payment when the profile document is completed and shared with the family. The family profile must indicate whether or not the family is approved as a pre-adoptive family.</p> <p>* SWAN Program Components, Section E SWAN Services 1.A. Family Profile: Invoicing Information For Affiliate Agencies</p> <ul style="list-style-type: none"> If family is approved 				

<ul style="list-style-type: none"> Submit a high quality color photograph, a one-page written synopsis of the profile themes, and the CY 131 with the invoice to the Prime Contractor (Photograph and synopsis not required for families who have an identified child - foster / adopt, PLC, and kinship families. The CY 131 is currently required for all approved families). 				
<p>11. The affiliate will complete an addendum to the family profile during the first and/or second year following the completion of the original family profile in cases where a child is not placed with a pre-adoptive family. (The completion of two addendums if necessary are included in the unit cost).</p>				

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