

Placement Benchmarks

Child Name:

Child ID#:

Swan ID#:

Affiliate agency:

Affiliate agency worker:

Benchmark	Date Requested/ Initiated	Date Completed	Worker (name)	Comments
<p>1. Affiliate Submits an approved (Waiting family) Family Profile along with a quality color photograph and a one page summary of profile themes to the Prime Contractor and invoices for payment.</p> <p>* SWAN Program Components, Section E, 1. Direct Services, a. Family Profile, 2. Family Profile, #3</p>				
<p>2. Affiliate Develops a "matching plan" with the family</p> <p>* SWAN Program Components, Section E, 1. Direct Services, d. Placement</p> <ul style="list-style-type: none"> ● Affiliate identifies a specific plan to match the family with an appropriate SWAN child including activities that the Affiliate will do with and on behalf of the family to accomplish that goal 				
<ul style="list-style-type: none"> ● The "matching plan" should outline activities for a six-month period and include: <ul style="list-style-type: none"> * SWAN Program Components, Section E, 1. Direct Services, d. Placement ○ Registration of families on exchanges and List Serve <ul style="list-style-type: none"> * Attachment C - C & I ■ PAE, TRAC 				
<ul style="list-style-type: none"> ○ Addition of the family to a "Families at a Glance listing" (See Template) summarizing the availability of the family to all counties at least 2 x annually. 				
<ul style="list-style-type: none"> ○ Distribute fliers during all statewide events with a quality photograph 				

Submission of the family profile document to county caseworkers upon request.				
<ul style="list-style-type: none"> ● Interaction with the family on a monthly basis to include: <ul style="list-style-type: none"> ○ Provide listing of websites which may offer relevant information 				
<ul style="list-style-type: none"> ○ Contact family at least once a month to review potential matches pursued and the status of those potential matches (See Agency Matching Activity Summary Template) 				
<ul style="list-style-type: none"> ○ Encourage family to attend matching events locally / regionally / statewide (See Family Matching Activity Summary Template) 				
<ul style="list-style-type: none"> ○ Educate the family to the benefits and uses of a family life book 				
<ul style="list-style-type: none"> ○ Encourage family participation in affiliate functions / events / training 				
<ul style="list-style-type: none"> ● Perform an annual review of family situation. If unmatched, determine possible reasons and make necessary changes. Update CY 131 if applicable. 				
<p>3. Affiliate and family identify a possible child(ren) to match with the family.</p> <ul style="list-style-type: none"> ● Affiliate assists the family with identifying a potential match using the matching plan 				
<ul style="list-style-type: none"> ● Affiliate contacts the custodial County Agency of the potential match 				
<ul style="list-style-type: none"> ● The County Agency assesses the family and agrees to the affiliate proceeding with the matching process <p>* Attachment G - F</p>				
<p>Number of times the family profile has been forwarded to pursue a match () (See Matching Log Template)</p>				
<p>4. Affiliate assists family with reviewing the identified child information.</p>				

<p>* SWAN Program Components, Section E, 1. Direct Services, b. Child Profile, SWAN Program Activities #5 & #7</p> <p>* SWAN Program Components, Section E, 1. Direct Services, d. Placement, SWAN Program Activities #2</p> <p>* Attachment D</p> <p>* Attachment G</p> <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>5. County makes a final decision on the suitability of the family for the identified child and notifies the affiliate.</p> <p>* SWAN Program Components, Section E, 1. Direct Services, d. Placement, SWAN Program Activities #1</p> <p>* Attachment G - E</p>				
<p>6. Disclosure.</p> <ul style="list-style-type: none"> ● Affiliate requests information from County 				
<ul style="list-style-type: none"> ● Affiliate requests a joint meeting with the County and identified family to discuss information 				
<ul style="list-style-type: none"> ● Affiliate has family sign the Acknowledgement of Receipt of Information form (See Template) prior to placement 				
<p>7. Family makes final decision whether or not to proceed with potential match and notifies the affiliate.</p> <p>* Attachment F, Preparation and Assessment - A</p> <ul style="list-style-type: none"> ● If family will not proceed, affiliate agency continues with matching plan efforts 				
<ul style="list-style-type: none"> ● If family will proceed, affiliate notifies the county of family plans <p>* Attachment G - F</p>				
<p>8. Affiliate formulates and develops a written Individualized Adoption Services Plan (IASP) with input from the family, county, and child (when possible). (See</p>				

<p>Template)</p> <p>The IASP will be reviewed every 3 months or upon request if sooner than 3 months.</p>				
<p>9. Affiliate receives referral from SWAN / County</p> <ul style="list-style-type: none"> ● Indicate legal status <ul style="list-style-type: none"> ○ Termination of Parental Rights ○ Legal Risk <ul style="list-style-type: none"> ■ Goal adoption ■ Goal reunification ■ Goal other planned permanency 				
<p>10. Affiliate implements the IASP through coordination and supervision of pre-placement activities</p> <p>* SWAN Program Components, Section E, 1. Direct Services, d. Placement, 1st paragraph</p> <p>* Attachment E</p> <ul style="list-style-type: none"> ● Affiliate ensures child preparation activities are completed. 				
<ul style="list-style-type: none"> ● Affiliate completes family preparation activities. <p>* SWAN Program Components, Section E, 1. Direct Services, d. Placement, 1st paragraph</p>				
<ul style="list-style-type: none"> ● Affiliate assists in the scheduling of pre-placement visits. <p>* Attachment G - G</p> <ul style="list-style-type: none"> ○ Affiliate completes the Home Safety Checklist (See Template) and ensures pre-adoptive family is aware of and prepared to meet safety needs of the child prior to first pre-placement visit. <p>* SWAN Program Components, Section E: 1. Direct Services, e. Finalization - Placement Supervising Services #5</p> <p>* Attachment G - I</p>				
<ul style="list-style-type: none"> ○ Affiliate participates in the supervision of pre-placement visits and completes the Child Safety Assessment / Safety Plan (See Template). 				

<p>* Attachment G - H</p>				
<ul style="list-style-type: none"> ● Within 30 days of the child's placement in the pre-adoptive home, the affiliate submits to the county a placement summary describing why the family was chosen, description of the pre-placement visits, and reasons for going forward with placing the child in the pre-adoptive home. 				
<ul style="list-style-type: none"> ● Affiliate coordinates family's obtaining of support services (educational, behavioral, medical). <ul style="list-style-type: none"> ○ Affiliate provides ongoing support to the child and family (including ongoing training, case management, crisis intervention, and counseling). 				
<p>11. Affiliate ensures the pre-adoptive family prior to the child's placement in the family's home has signed a SWAN Adoption Placement Agreement. (See Template)</p>				
<p>12. Affiliate will ensure the intent to adopt is filed within 30 days of placement or termination of parental rights (TPR).</p> <p>* SWAN Program Components - Section E, 1. Direct Services, d. Placement - 2nd and 3rd paragraphs</p>				
<p>13. Affiliate invoices prime contractor for payment.</p> <p>* SWAN Program Components - Section E, 1. Direct Services, d. Placement - 2nd and 3rd paragraphs</p>				