

Finalization 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 a referral from SWAN</p> <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, e Finalization</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 SWAN and the referring agency 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 referral source of acceptance and case assignment within 3 business days of receiving referral 				
<p>(For fost/adoption - need to capture both date of referral and date work started - package referrals)</p> <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, e Finalization</p>				
<p>3. Affiliate verifies that the County and family have finalized the subsidy agreement.</p> <p>* SWAN Program Components, Section E: SWAN Services, 1 Direct Services, Family Profile, Family Profile Enhancements 3rd bullet</p> <p>* Attachment D</p>				
<p>4. Affiliate coordinates and supervises placement:</p> <ul style="list-style-type: none"> ● Affiliate continues to coordinate family's obtaining of support services (educational, behavioral, medical) 				

<p>5. Affiliate provides ongoing support to the child and family (including ongoing training, case management, crisis intervention, and counseling)</p>				
<p>6. Affiliate monitors child(ren)'s safety (See * Home Safety Checklist Template, * Child Safety Assessment / Safety Plan Template and * Child Safety Assessment / Safety Plan Update Template)</p> <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization, Placement Supervision Services, #5</p> <p>* Attachment H, letter H</p>				
<p>7. Affiliate shall provide supervisory reports consistent with Attachment H of the SWAN bulletin at least once every two months to the county agency until finalization.</p> <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - Finalization Enhancements, 1st bullet</p> <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - Placement Supervision Services</p>				
<p>8. Affiliate / county files the following legal documents</p> <ul style="list-style-type: none"> • Report of Intention to Adopt within 30 days of child being placed with family for purposes of adoption or TPR (For fost-adopts: 30 days from the beginning of the finalization services). <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - Finalization Enhancements, 2nd bullet</p>				
<ul style="list-style-type: none"> • Affiliate / County prepares the Report of Intermediary. 				
<ul style="list-style-type: none"> • Affiliate verifies the adoption petition has been filed. <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - Finalization Enhancements, 2nd bullet</p>				
<p>9. County agency consent is obtained.</p> <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - SWAN Program Activities, #2 & #3</p>				
<p>10. Affiliate assists family with reviewing the IASP to ensure the inclusion of post permanency services (See Template).</p> <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - Finalization Enhancements, 3rd bullet</p>				

<p>11. Affiliate assists the family in ensuring the continuation of services post finalization.</p> <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - Finalization Enhancements, 3rd bullet</p>				
<p>12. Affiliate accompanies family to "finalization court hearing".</p>				
<p>13. Affiliate obtains executed "adoption decree" and assures proper distribution.</p> <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - SWAN Program Activities, #2 & #3</p>				
<p>14. Affiliate invoices prime contractor for payment.</p> <p>* SWAN Program Components, Section E, 1) Direct Services, e) Finalization - 3rd paragraph</p>				