

Child Specific Recruitment Benchmark

& Cost/Time Guidelines

(\* Required item for Benchmark Submission)

**Child Name:**

**Child ID#:**

**Swan ID#:**

**Affiliate Agency:**

Affiliate Agency Worker:

| **Benchmark** | **Date Completed** | **Worker (Name)** | **Comments** |
| --- | --- | --- | --- |
| 1. **Initial Referral\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this step.Time - Include time spent* Notifying county of acceptance, case assignment
* Notifying county and SWAN RTA if rejecting referral
 |
| * Affiliate receives referral from SWAN

[\*SWAN Program Components, Section A: Child Population Served](http://swantoolkit.org/cprep111/)[\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR)](http://swantoolkit.org/csr112/)[SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Program Activities #2](http://swantoolkit.org/csr113/) |  |  |  |
| * Affiliate worker notifies county of acceptance and case assignment within 5 business days of receiving referral
 |  |  |  |
| * If affiliate rejects referral, affiliate notifies county and SWAN regional technical assistant, RTA, within 5 business days
 |  |  |  |
| 1. **Initial Contact and Planning\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Contacting/discussing with county worker about:
* Child preparation work and referral
* Obtaining copy of current child profile
* Reviewing child profile
* Scheduling, conducting record review, identifying family members from record
* Requesting, receiving, documenting missing records
* Determining if child needs registered on PAE
* Completing, updating CY 130, asking county to register with PAE
* Identifying, scheduling, meeting with CSR team
* Providing names, contact information, roles of team members to county
* Determining which team members will contact identified family members
* Clarifying child’s permanency goal
* Scheduling, meeting about, completing, obtaining county signature on CSR plan within 30 days of referral
* Mailing CSR plan to county
* Clarifying affiliate role in selection process
* Supervisory review and edits of documents
 |
| * Affiliate worker initiates discussion with county worker within 5 business days of having case assigned
* Confirms and identifies any Child Preparation activities completed
* Requests Child Preparation referral, if appropriate

[\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation](http://swantoolkit.org/cprep112/)[\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * CSR worker will work with Child Preparation worker to make sure all resources have been identified
* Affiliate requests Child Profile
* If no Child Profile exists or existing

one is 3 or more years old, affiliate informs county and recommends Child Profile unit of service bereferred. Affiliate involves RTA if necessary Or if Child Profile is less than 3 years old, affiliate may ask county to request an update yearly or when significant changes have occurred. Affiliate involves RTA if necessary[\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, Child Profile Enhancements, Bullet #4 & #5](http://swantoolkit.org/cprep381/)[\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate reviews Child Profile within 10 days of receiving document

[\*SWAN Program Components, Section E:SWAN Services, 1) Direct Services, b) Child Profile](http://swantoolkit.org/cpro1112/) |  |  |  |
| * Affiliate conducts a thorough record review and identifies all family members and friends found in the record
 |  |  |  |
| * Affiliate determines if child needs to be registered with the Pennsylvania Adoption Exchange, PAE
* If child needs to be registered, affiliate asks county to submit CY130 to PAE
* Affiliate may assist county with completing form

[\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, Child Profile Enhancements, Bullet #2](http://swantoolkit.org/csr3311/)[\*Attachment C](http://swantoolkit.org/cpro232/)[SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Enhancements, Bullet #1](http://swantoolkit.org/csr112/)[\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate identifies Child Specific Recruitment, CSR, team (child, therapist, birth family members, resource families, caseworkers)
* Affiliate assures names, contact information and roles of team members are provided to county

[\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate clarifies child’s permanency goals
 |  |  |  |
| * Affiliate schedules meeting with caseworker or caseworker’s supervisor within 30 days of referral to develop CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx). At meeting:
* Identifies CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) timeline, tasks and responsibilities
* Assures CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) relates to all permanency goals including primary and concurrent goal
* Obtains county signature approving CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)

[\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate submits CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) to county

[\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate clarifies role in selection process
 |  |  |  |
| 1. **Recruitment Activities, Meetings, Documentation\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Preparing for, scheduling, meeting with child monthly, starting within 30 days of referral
* Documenting sessions, including discussion with child about search for at least one significant connection with supportive adult
* Updating CSR plan
* Obtaining, reviewing, mailing family profiles
* Contacting, meeting with potential families
* Reviewing case monthly, discussing identified families with county
* Communicating about, preparing for, submitting report or attending court hearing or transition team meeting
* Obtaining written/verbal county authorization to contact birth family/resources/connections
* Collaborating with county to determine if any potential resources identified by child or others should be contacted by county or someone other than affiliate
* Writing, editing, mailing monthly and final reports
* Supervisory review and edits of documents
* Communicating about, preparing for, attending, documenting recruitment opportunities, including SWAN quarterly, statewide meetings, summer conference
* Contacting potential resources immediately after meeting/conference
 |
| * Affiliate schedules initial meeting with child within 30 days of receiving referral
* Affiliate meets with child monthly
* Affiliate submits a Child Specific Recruitment Report monthly [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Report-Newly-revised-121918.docx) to county about progress of matching activities
* Affiliate updates CSR [Plan (See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)

[\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate reviews CSR case monthly with county
* With county collaboration, affiliate uses Decision Making Matrix to review identified families. Final family selection belongs to county
 |  |  |  |
| * Affiliate explains search for at least one significant connection with a supportive adult to child/youth using age appropriate language and concepts
* Consider family members and resources, friends, school teachers, therapists, counselors, church members, community members, coaches, previous foster families
* Identify activities used to find connections such as lifemap, connect-o-gram, mobility mapping, people remembered chart, review of lifebook
* Youth Resource List checklist
 |  |  |  |
| * Affiliate attends transition team meeting for youth 16 or older, if appropriate
 |  |  |  |
| * Affiliate may be requested to testify at court or submit written or verbal report to the court
 |  |  |  |
| * Affiliate obtains county written/verbal authorization to talk with family members and resources/connections identified by child or affiliate
 |  |  |  |
| * After obtaining county approval, affiliate collaborates with county to determine if any potential resources identified by child or others should be contacted by county or someone other than affiliate
 |  |  |  |
| * Affiliate completes Child Specific Recruitment Report monthly, noting date of contacts, names of parties involved and outcomes [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Report-Newly-revised-121918.docx)
 |  |  |  |
| * Affiliate, with input from county, determines types of recruitment to be used for child, such as:
* Affiliate confirms photo of child is available
* If no photo is available, affiliate may contact PAE coordinator for direction
* Flyers, TV, collages, video, brochures

[\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Enhancements, Bullet #3](http://swantoolkit.org/csr31131/) |  |  |  |
| * Affiliate, with input from county, determines locations for recruitment to be used for this child
* Churches, fairs, newsletters, websites, foundations, resource parent associations
* Affiliate copies and attaches any written medium material to CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)
* Affiliate encourages child’s participation in matching events such as Older Child Matching Initiative, OCMI, adoption coalitions and agency

sponsored events\*Child Specific Recruitment Plan Template (Attachment I)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate uses SWAN quarterly and statewide meetings, as well as summer conference as recruitment tool:
* Presents child’s information or facilitates child’s own presentation at meeting using strengths-based perspective
* Shows video
* Brings adequate supply of child’s flyer to distribute, and displays large photo of child
* Includes CSR worker’s name, agency and phone number on all information distributed
* Considers having agency display table at meeting
* Reviews waiting families in matching area
 |  |  |  |
| * Contacts any potential matches immediately after conference/meeting
 |  |  |  |
| 1. **Search and Engagement Tools\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Creating a list of all possible family members and resources from search
* Contacting, communicating with family members/resources
* Contacting birth parents to obtain information on family members or other potential resources
* Interviewing extended family members to determine additional resources
* Requesting, reviewing, meeting about Diligent Search/Accurint search
* Requesting ongoing Accurint searches
* Using search engines other than Accurint
* Using diligent search packet
* Determining which team members will contact identified family members
* Communicating with county,clarifying roles in family meetings
* Scheduling, attending follow-up meeting with caseworkers/team members withing 2 weeks of family meeting to determine who will follow up with connections and how
* Reviewing, contacting list of identified family members/connections to determine commitment level
* Re-evaluating, revising CSR plan with the county
* Recommending additional SWAN services
* Supervisory review and edits of documents
 |
| In the CSR unit of service, affiliates are tasked with locating family members and other significant people in a child’s life who may serve as a permanent resource or connection. It is the responsibility of the county and not the affiliate to arrange or facilitate any type of family group meeting. |  |  |  |
| * Affiliate determines if diligent search was initiated and if one has not been done requests one to be completed.
* Affiliate requests information from any diligent search
 |  |  |  |
| * Affiliate requests Accurint search results from county or requests the search be initiated and determines who will conduct the search
 |  |  |  |
| * If Accurint search results are not available to affiliate, other search engines may be used if deemed appropriate by county
 |  |  |  |
| * Affiliate requests and plans for team meeting review of Accurint or other searches
* Affiliate determines which members of the team will contact the identified family members
 |  |  |  |
| * Affiliate will list possible family members and resources from search
 |  |  |  |
| * Affiliate will call phone numbers identified in search or send letters if no number is available
 |  |  |  |
| * Affiliate will contact parents to obtain and record detailed information on family members and resources who may become a significant connection with a supportive adult
* Discuss process for establishing permanent connections
 |  |  |  |
| * Affiliate will interview extended family members to determine additional resources that have not been identified by parents or review of records
* Affiliate will request family members to provide additional family contacts and their contact information
* Affiliate will determine if family members are willing to participate in process to establish permanent connections
 |  |  |  |
| * Affiliate continues to request Accurint or run other identified search methods and use diligent search packet to continue to locate additional resources throughout the life of the case.
 |  |  |  |
| * County and affiliate clarify the roles for participating in any family meeting
* Determine how the meeting will be conducted with the affiliate’s role, if any, outlined in CSR plan
 |  |  |  |
| * Within two weeks of completion of family group decision making, family conferencing, teaming, affiliate will:
* Schedule a meeting with the caseworker, casework supervisor and team members to debrief and ensure future planning
* At the meeting, discuss if follow-up is needed with family members, connections, who and when phone calls will be made.
 |  |  |  |
| * Affiliate will review CSR plan to determine any further tasks required by county
 |  |  |  |
| * Affiliate determines how many family members are known after family group decision making, family conferencing, teaming
* Affiliate reviews list of identified connections and determines their commitment level
* Affiliate discusses with county to determine how follow-up by the county will occur for identified connections
* Affiliate documents in CSR final report

[(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Report-Newly-revised-121918.docx)[Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| If no viable permanent resources or connections result from this search, the affiliate will meet with the county and re-evaluate the CSR plan to see what services may be needed to help achieve permanency. |  |  |  |
| * Affiliate recommends additional SWAN services as needed, including Child Preparation, Child Profile, Family Profile, Placement, Finalization and Post-Permanency
 |  |  |  |
| 1. **Completion of CSR\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Preparing and mailing documents
* Discussing additional referral with county
* Tracking cost and time throughout the course of the unit
* Supervisory time reviewing entry of cost/time.
 |
| * At the end of 6 months, affiliate attaches final Child Specific Recruitment Report, flyers and any other recruitment materials developed throughout unit of service to CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)
* Affiliate submits completed CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) and attachments to county agency worker

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| * Affiliate recommends an additional unit of service if no permanent resource found
 | [ ]  Yes[ ]  No |  |  |
| * Affiliate submits completed printed or electronic copy of benchmark to county
 |  |  |  |
| * Affiliate submits completed benchmark to SWAN prime contractor

[\* SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), 3rd paragraph](http://swantoolkit.org/csr541/)[SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), SWAN Program Activities, #6](http://swantoolkit.org/csr542/) |  |  |  |