

Child Specific Recruitment Benchmark

**Child Name:**

**Child ID#:**

**Swan ID#:**

**Affiliate Agency:**

Affiliate Agency Worker:

| **Benchmark** | **Date Completed** | **Worker (Name)** | **Comments** |
| --- | --- | --- | --- |
| 1. **Initial Referral** | | | |
| * Affiliate receives referral from SWAN   \*SWAN Program Components, Section A: Child Population Served  \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR)  SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Program Activities #2 |  |  |  |
| * 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** | | | |
| * 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  \*Child Specific Recruitment Plan Template (Attachment I) |  |  |  |
| * 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 be |  |  |  |
| referred. 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  \*Child Specific Recruitment Plan Template (Attachment I) |  |  |  |
| * 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 |  |  |  |
| * 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)  \*Child Specific Recruitment Initial Contact Form |  |  |  |
| * Affiliate clarifies child’s permanency goals |  |  |  |
| * Affiliate schedules record review |  |  |  |
| * 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 schedules meeting with caseworker or caseworker’s supervisor within 30 days of referral to develop CSR Plan (See Template). At meeting: * Identifies CSR Plan (See Template) timeline, tasks and responsibilities * Assures CSR Plan (See Template) relates to all permanency goals including primary and concurrent goal * Completes CSR Initial Contact Form, ICF (See Template) * Obtains county signature approving CSR Plan (See Template) and ICF (See Template)   \*Child Specific Recruitment Plan Template (Attachment I)  \*Child Specific Recruitment Initial Contact Form |  |  |  |
| * Affiliate submits CSR Plan (See Template) and ICF (See Template) to county   \*Child Specific Recruitment Plan Template (Attachment I)  \*Child Specific Recruitment Initial Contact Form |  |  |  |
| * Affiliate clarifies role in selection process |  |  |  |
| * Affiliate may be requested to testify at court or submit written or verbal report to the court |  |  |  |
| 1. **Child Specific Recruitment Tasks** | | | |
| * Affiliate reviews Child Profile within 10 days of receiving document   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile |  |  |  |
| * 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  \*Attachment C  SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Enhancements, Bullet #1  \*Child Specific Recruitment Plan Template (Attachment I) |  |  |  |
| * 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) to county about progress of matching activities * Affiliate updates CSR Plan (See Template) and ICF (See Template) as needed   \*Child Specific Recruitment Plan Template (Attachment I)  \*Child Specific Recruitment Initial Contact Form |  |  |  |
| * 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 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) |  |  |  |
| * 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 |  |  |  |
| * 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) * 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) |  |  |  |
| * Affiliate uses SWAN quarterly and statewide meetings, as well as summer conference as recruitment tools: * 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** | | | |
| 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 reviews past diligent search efforts |  |  |  |
| * Affiliate will request an Accurint search from the county * If Accurint search results are not available to affiliate, other search engines may be used if deemed appropriate by county |  |  |  |
| * Affiliate worker will review results of search |  |  |  |
| * 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 |  |  |  |
| 1. **Follow Up to Search and Engagement Process** | | | |
| * 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 |  |  |  |
| 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. **After Completion of CSR** | | | |
| * 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) * Affiliate submits completed CSR Plan (See Template), ICF (See Template) and attachments to county agency worker   \*Child Specific Recruitment Plan Template (Attachment I)  \*Child Specific Recruitment Initial Contact Form |  |  |  |
| * 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  SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), SWAN Program Activities, #6 |  |  |  |