

**Placement 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, d) Placement |       |       |       |
| 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 |       |       |       |
| **Families without an Identified Child** |
| * Affiliate develops a matching plan with the family that outlines activities for a minimum of 1 year during which affiliate:
* Reviews and updates CY 131 as needed
* Educates the family about benefits and uses of a family lifebook
* Adds family to the affiliate’s “Families at a Glance” summarizing the affiliate’s waiting families (Refer to completed Family Profile)
* Distributes the Family Profile Synopsis to counties and other agencies that have waiting children for matching (Refer to completed Family Profile)
* Submits the Family Approval Document to agencies upon request (Refer to completed Family Profile)
* Informs family of Pennsylvania Adoption Exchange, PAE/Helpline seamless system
* Provides list of relevant websites

\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, d) Placement |       |       |       |
| * Affiliate interacts at least monthly with the family to:
* Review potential matches pursued and the status of those matches
* Document all interaction with and on behalf of the family using the Family Matching Activity Summary and Family Matching Log (See Templates)
* Encourage family to attend matching events locally, regionally and statewide, as well as affiliate functions, events and training
* Identify potential matches

\*Family Matching Activity Summary Template\*Family Matching Log Template |       |       |       |
| * Affiliate reviews the Family Matching Activity Summary (See Template) with family; amending every 6 months, if necessary, until a match occurs

\*Family Matching Activity Summary Template |       |       |       |
| 1. **Potential Match is Identified**
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| * Affiliate contacts custodial county agency or Child Specific Recruitment, CSR, agency to discuss potential match. Affiliate checks with county agency or CSR worker for direction on proceeding with the match

\*Attachment G: Section F |       |       |       |
| * Affiliate assists family in reviewing all available information on the child, including the Child Profile, if available, and addressing questions from family. Affiliate informs family information is confidential

\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, SWAN Program Activities #5 & #7\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, d) Placement, SWAN Program Activities #2\*Attachment D\*Attachment G |       |       |       |
| * 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 |       |       |       |
| * Affiliate assists family to predict future financial obligations to assure long-term needs of the child can be met, including but not limited to:
* Cost of respite
* Therapy
* Specialized programs
* In-patient and out-patient treatment
* Cost of higher education
 |       |       |       |
| * Affiliate provides family with information about financial resources such as subsidy and tax credits for the child being placed

\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, d) Placement, SWAN Program Activities #5 |       |       |       |
| * Affiliate formulates Individual Permanency Service Plan, IPSP (See Template)
 |       |       |       |
| * Affiliate meets with all parties to discuss the IPSP (See Template), and sign that they are in agreement
 |       |       |       |
| * Affiliate helps family obtain support services (educational, behavioral, medical, etc.) as identified in the IPSP (See Template)
 |       |       |       |
| * Affiliate ensures the county, family and affiliate have a copy of IPSP (See Template)
 |       |       |       |
| 1. **Disclosure Process**
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| * Affiliate requests a joint meeting with the county and identified family to discuss information. While the affiliate is responsible to share all information they have obtained, the county is responsible for full disclosure of information
* Some of the tools to assist in this review are: Child Profile, Individual Education Plan (IEP), IPSP, progress reports, lifebook, psychological reports, medical records, Child Preparation sessions, Decision Making matrix, Family Adaptability and Cohesion Evaluation Scales (FACES III), educational records, consultation with pediatrician, current care givers and mental health/intellectual disability services to review medical/developmental information
* Include discussion of post-adoption contact agreement
 |       |       |       |
| * Affiliate assures family signs the Acknowledgement of Receipt of Information Form (See Form)
 |       |       |       |
| * After disclosure, county and family mutually agree on the family’s suitability for the identified child

\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, d) Placement, SWAN Program Activities #1\*Attachment G: Section E |       |       |       |
| * Affiliate confirms with family that they have made a final decision to proceed with permanency

\*Attachment F: Preparation and Assessment, Section A\*Attachment G: Section F |       |       |       |
| * Affiliate verifies what services were provided to prepare child, including Child Preparation
* If not completed, affiliate requests that county refers Child Preparation unit of service or assesses the need of additional units of Child Preparation
 |       |       |       |
| * Affiliate confirms notification letter of the Voluntary Post Adoption Contact Agreement, PACA, was sent to the family
* If delegated by county agency, affiliate facilitates development of PACA with potential adoptive family, birth family and child, if appropriate
 |       |       |       |
| * Affiliate defines PACA and discusses its implications with potential adoptive family, birth family and child, if appropriate
 |       |       |       |
| * Affiliate verifies paperwork for PACA is in order and ready to submit to court in time to allow for review before finalization
 |       |       |       |
| 1. **Transitioning the Child**
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| * Affiliate completes Home Safety Checklist (See Template) and assures family is prepared to meet safety needs of child before first pre-placement visit

\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, e) Finalization, Placement Supervision Services #5\*Attachment G: Section G |       |       |       |
| * Affiliate coordinates pre-placement visits:
* Provides feedback to county bi-weekly
* Assists in scheduling visits
* Provides feedback to the family
* Completes IPSP pre-placement section
 |       |       |       |
| * Affiliate monitors child’s safety
* Affiliate completes SWAN Child Safety Assessment Update (See Template) every time child is seen. List dates of contact with child
 |       |       |       |
| * Affiliate completes SWAN Child Safety Assessment / Safety Plan (See Template)
 |       |       |       |
| * Affiliate assures family has signed a Placement Agreement (See Form) before child is placed in the home
* Affiliate provides copy to county
 |       |       |       |
|  |       |       |       |
| 1. **After Completion of Placement**
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| * 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, d) Placement, 2nd and 3rd paragraphs |       |       |       |