****

**Child Profile Addendum Protocol**

**Benchmark & Cost/Time Guidelines**

(\* Required item for Benchmark Submission)

**Child Name:**

**Child ID#:**

**Swan ID#:**

**Affiliate Agency:**

**County Caseworker:**

| **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 child profile addendum referral from SWAN no earlier than one year after the completion date of the original child profile or previous addendum.   [\*SWAN Program Components, Section A: Child Population Served](http://swantoolkit.org/cprep111/)  [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile](http://swantoolkit.org/cpro1112/)  [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, Child Profile Enhancements](http://swantoolkit.org/cpro1113/)  [\*Attachment B: Child Profile](http://swantoolkit.org/cpro1114/),  \*Child Profile [See Template](https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fswantoolkit.org%2Fwp-content%2Fuploads%2FChild-Profile-Template.docx)  [\*See Child Profile Guidelines](https://drive.google.com/file/d/0B3faHwAFvoJqc25OaXY3dGVxdms/view?usp=sharing) | |  |  |  |
| * Affiliate worker notifies county of acceptance of child profile addendum and case assignment within 5 business days of receiving child profile addendum referral | |  |  |  |
| * If affiliate rejects child profile addendum referral, affiliate notifies county and SWAN regional technical assistant, RTA within 5 business days | |  |  |  |
| 1. **Initial Contact** | | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Setting up timeline of tasks/responsibilities * Contacting county to discuss accessing confidential records * Updating CY 130 for children with goal of adoption * Any contact with PAE * Any necessary follow-up to contact with PAE | | |
| * Within 5 business days of having case assigned, affiliate sets up timeline detailing tasks and responsibilities   [\*SWAN Program Components, Section D: Network Participant Roles, Roles of Network Participants, Affiliates](http://swantoolkit.org/cprep231/) | |  |  |  |
| * Affiliate discusses county protocol for accessing confidential information and records   NOTE: According to the Department of Human Services regulations, the release of information that would identify the person or entity who made a report of suspected child abuse or neglect or a person who cooperated in a subsequent investigation is prohibited.  **(c) Protecting identity of person making report.--**Except for reports pursuant to subsection (a)(9) and (10), the release of data that would identify the person who made a report of suspected child abuse or the person who cooperated in a subsequent investigation is prohibited unless the secretary finds that the release will not be detrimental to the safety of that person. Law enforcement officials shall treat all reporting sources as confidential informants. 23 Pa. Cons. Stat. Ann. § 6340 | |  |  |  |
| * For children with a goal of adoption, affiliate checks status of Pennsylvania Adoption Exchange, PAE registration to ensure that the status is correct and information is current   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, Child Profile Enhancements, Bullet #4 & #5](http://swantoolkit.org/cprep381/)  [\*Attachment C: Pennsylvania Adoption Exchange Instructions](http://swantoolkit.org/cpro232/) | |  |  |  |
| 1. **Interviewing and Information Gathering\*** | | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Contacting, interviewing, requesting, receiving information from: * County workers * Current placement providers * Current caretakers * Teachers * Mental & physical health providers * Child * Scheduling, conducting record review, if necessary * Requesting, receiving, documenting missing records | | |
| * Affiliate reviews any new information at county agency and all placement agencies since completion of previous child profile   [\*Attachment B: Child Profile](http://swantoolkit.org/cpro1114/) | |  |  |  |
| * Affiliate discusses case with county worker   [\*Attachment B: Child Profile](http://swantoolkit.org/cpro1114/) | |  |  |  |
| * Affiliate discusses case with placement provider   [\*Attachment B: Child Profile](http://swantoolkit.org/cpro1114/) | |  |  |  |
| * Affiliate meets with child   [\*Attachment B: Child Profile](http://swantoolkit.org/cpro1114/)  [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation for Permanency, SWAN Program Activities for Child Preparation, Child Preparation #3](http://swantoolkit.org/cprep3141/) | |  |  |  |
| * Affiliate discusses case with child’s current primary caregiver   [\*Attachment B: Child Profile](http://swantoolkit.org/cpro1114/) | |  |  |  |
| * Affiliate requests copies of necessary documents not included in the county file   [\*Attachment B: Child Profile](http://swantoolkit.org/cpro1114/) | |  |  |  |
| * Affiliate makes case-appropriate collateral contacts. If unsuccessful in obtaining information, affiliate documents attempts in comment section | |  |  |  |
|  | * Teachers/School | Yes  No | |  |
| * New medical information | Yes  No | |  |
| * New therapeutic treatment providers (counselors, therapists, etc) | Yes  No | |  |
| * Other people newly involved with child since completion of original child profile or previous addendum (Please specify who in comment section) | Yes  No | |  |
| [\*Attachment B: Child Profile](http://swantoolkit.org/cpro1114/) | |  | |  |
| 1. **Completion of Child Profile\***   \*Child Profile [See Template](https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fswantoolkit.org%2Fwp-content%2Fuploads%2FChild-Profile-Template.docx)  [\*See Child Profile Guidelines](https://drive.google.com/file/d/0B3faHwAFvoJqc25OaXY3dGVxdms/view?usp=sharing) | | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Organizing, outlining, formatting, writing child profile addendum * Editing and supervisory review of child profile addendum * Obtaining photograph of child * Preparing child profile addendum to be sent to county * Following up with county to verify if revisions are needed * Revising, editing requested revisions, supervisory review * Resubmitting child profile addendum with completed revisions * Tracking cost and time throughout the course of the unit * Supervisory time reviewing, entry of cost/time | | |
| * A written child profile document using the child profile template will be created by the affiliate * The original child profile is a legal document and must be maintained in the agency’s files in its original form with its original signatures. Each updated version of the child profile is also kept on file as a legal document.   + A child profile addendum is completed by using the previous version and seamlessly integrating new information, thereby creating a new document. * See suggested guidelines for updating information in the [Child Profile Addendum Protocol](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CHILD-PROFILE-ADDENDUM-AMENDED-PROTOCOL-Sept-2011.-doc.doc) | |  |  |  |
| * Within 90 days of receiving referral, affiliate submits a child profile addendum with a photograph to county   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, Child Profile Enhancements](http://swantoolkit.org/cpro1113/)  [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, SWAN Program Activities for Child Profile #3 & #4](http://swantoolkit.org/cpro411/) | |  |  |  |
| * Affiliate follows up with county two weeks after submission to verify if revisions are needed | |  |  |  |
| * Date county requested revisions, if applicable | |  |  |  |
| * Affiliate revises child profile addendum within 2 weeks of county request | |  |  |  |
| * Date county certifies child profile addendum | |  |  |  |
| * Affiliate submits completed printed or electronic copy of benchmark to county | |  |  |  |
| * Affiliate submits completed benchmark to SWAN prime contractor   [\*SWAN Program Components, Section C: Units of Service, Payment Rates and Authorization Required](http://swantoolkit.org/cpro481/)  [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile](http://swantoolkit.org/cpro1112/) | |  |  |  |

After the placement, the Child Profile will be located only in the following four places:

* Selected family
* Placing county agency
* Affiliate agency that prepared the Child Profile
* Affiliate agency that supervised and provided permanency, if different than agency completing the Child Profile

[\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, SWAN Program Activities for Child Profile #8](http://swantoolkit.org/cprobottom0/)