

**Family Profile Addendum**

**Benchmark & Cost/Time Guidelines**

(\*Required Item for Benchmark Submission)

**Family Name:**

**Family 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 family profile addendum referral from SWAN no earlier than one year after the completion date of the original family profile or previous addendum.   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile](http://swantoolkit.org/fp1111/)  [\*SWAN Program Components, Section B: Eligible Families](http://swantoolkit.org/fp1112/) |  |  |  |
| * Affiliate worker notifies county of acceptance and case assignment within 5 business days of receiving family profile addendum referral |  |  |  |
| * If affiliate rejects family 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 * Contacting county and/or family | | |
| * Affiliate Referred Family Profile, ARFP: Affiliate contacts family within 5 business days of addendum referral   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Identification #2](http://swantoolkit.org/fp211/) |  |  |  |
| * County referred: Affiliate contacts county worker and family within 5 business days of addendum referral   [\*SWAN Program Components, Section D: Network Participant Roles, Roles of Network Participants, Affiliates](http://swantoolkit.org/fp221/) |  |  |  |
| 1. **Updating Documents\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Obtaining required documents (clearances, medicals, financial, Act 160) * Instructing, assisting applicants to update autobiography * Completing additional paperwork required by county, affiliate | | |
| * Affiliate receives necessary paperwork: | | | |
| * Child Abuse and Criminal History clearances for all household members age 18 and over who reside in the home of a foster parent or prospective adoptive parent for at least 30 days in a calendar year. * Child Abuse and Criminal History clearances must be current within one year at time of finalization   [\*Attachment F: Family Profile, Section E](http://swantoolkit.org/fp4611/) |  |  |  |
| * FBI clearances for all household members 18 and over who reside in the home of a foster parent or prospective adoptive parent for at least 30 days in a calendar year   [\*Attachment F: Family Profile, Section E](http://swantoolkit.org/fp4611/) |  |  |  |
| * Act 160 of 2004 disclosures for all household members over 18 years |  |  |  |
| * Medical history and recent physical examinations for applicants * Physical examinations for adoptive parents must be current within one year at time finalization   [\*Attachment F: Family Profile, Preparation and Assessment, Section C, #6](http://swantoolkit.org/fp4651/) |  |  |  |
| * Financial summary and supporting documents of applicants if any significant changes have occurred   [\*Attachment F: Family Profile, Preparation and Assessment, Section C, #3](http://swantoolkit.org/fp4661/) |  |  |  |
| * Updated autobiography from each applicant |  |  |  |
| * Additional paperwork as required by the individual affiliate/county. Please identify |  |  |  |
| 1. **Interviewing & Information Gathering\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Preparing for, interviewing family * Preparing for, conducting home visit, completing Home Safety Checklist | | |
| * Affiliate interviews each of the applicants * Addendum should include such things as family growth and life experiences * See suggested guidelines for updating information in the [Family Profile Addendum Protocol](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/Family-Profile-Addendum-Protocol-020515.doc) |  | |  |
| * Affiliate completes at least one home visit. Completes Home Safety Checklist (See Template)   [\*Attachment G: Determination of Acceptability for Permanency, Section I](http://swantoolkit.org/fp451/) |  | |  |
| 1. **Family Profile Preparation (Training)\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Reviewing curriculum materials to determine additional information needs for families | | |
| * Affiliate reviews training curriculum to determine what updated or additional information the family may need |  | |  |
| 1. **Writing the Family Profile Addendum\*** | **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, editing Families At A Glance, Synopsis and Family Approval Document for ARFP * Organizing, outlining, formatting, writing, editing Family Approval Document for county referred family * Supervisory review and edits of documents | | | |
| * For ARFP, affiliate updates: * Families At A Glance (See Template), if a child is not identified for family * Family Profile Synopsis (See Template), if a child is not identified for family * Family Approval Document (See Template)   + The original family profile is a legal document and must be maintained in the agency’s files in its original form with original signatures. Each updated version of the Profile is also kept on file as a legal document.   + A family profile addendum is completed by using the previous version and seamlessly integrating new information, thereby creating a new document.   [Family Profile Addendum Protocol](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/Family-Profile-Addendum-Protocol-020515.doc) |  |  |  | |
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| * For county referred Family Profile, affiliate updates: * Family Approval Document (See Template)   + The original family profile is a legal document and must be maintained in the agency’s files in its original form with original signatures. Each updated version of the profile is also kept on file as a legal document.   + A family profile addendum is completed by using the previous version and seamlessly integrating new information, thereby creating a new document.   [Family Profile Addendum Protocol](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/Family-Profile-Addendum-Protocol-020515.doc) |  |  |  | |
| 1. **Signature and Resource Family Registry\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Obtaining family signature on family profile * Updating CY131 with the family, if applicable | | | |
| * Affiliate obtains family signature on the family profile addendum indicating they have read the profile for accuracy and understand the content   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Profile #3](http://swantoolkit.org/fp731/) |  |  |  | |
| * Affiliate assists family without an identified child to update the CY 131 * Family indicates their agreement with the information by signing the form * Affiliate signs and maintains CY 131 in family file |  |  |  | |
| * Affiliate submits CY 131 to SWAN electronically |  |  |  | |
| 1. **Completion of Family Profile\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Tracking cost and time throughout the course of the unit * Supervisory time reviewing, entry of cost/time | | | |
| * 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, a) Family Profile, Invoicing Information for Affiliate Agencies |  |  |  | |