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**Finalization Extension 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 finalization extension 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, e) Finalization](http://swantoolkit.org/fin112/) |  |  |  |
| * Affiliate worker notifies county of acceptance and case assignment within 5 business days of receiving finalization extension referral |  |  |  |
| * If affiliate rejects adoption expansion referral, affiliate notifies county and SWAN regional technical assistant, RTA, within 5 business days |  |  |  |
| 1. **Initial Contact-Checking Existing Documents\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Communicating with county worker: * Outlining timeframes for tasks and responsibilities * Determining legal paperwork requirements * Clarifying status of TPR * Clarifying where finalization will occur * Clarifying what attorney family may use * Discussing affiliates responsibility concerning PACA * Requesting, reviewing child profile * Requesting referral for child profile addendum * Requesting referral for family profile addendum if appropriate * Confirming subsidy discussion | | |
| * Defines affiliate responsibilities for: * Adoption legal paperwork from county of origin (varies by county) * Affiliate consults with county to obtain checklist of required paperwork * Voluntary post adoption contact agreement, PACA |  |  |  |
| * Affiliate clarifies:      * Status of termination of parental rights * Finalization proceeding, where it will occur and what attorney family may use * If out of county adoption, obtain list of documents needed to complete the finalization from county where adoption will be finalized. Share with child’s county of origin * If birth parents, potential adoptive parents and child, if applicable, received PACA notification * If Child Preparation and lifebook are completed. If no Child Preparation / lifebook work was completed, affiliate requests that Child Preparation be referred |  |  |  |
| * 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 a child profile addendum 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/) |  |  |  |
| * If family profile was completed more than 1 year ago, or if changes since the profile was written are significant, affiliate requests a referral for a family profile addendum If family profile was completed by another affiliate, affiliate asks county to refer an addendum to that affiliate. Affiliate involves RTA, if necessary   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, Family Profile Enhancements, Bullet #3, #6, & #7](http://swantoolkit.org/fin2511/) |  |  |  |
| * Affiliate confirms county and family have finalized the subsidy agreement   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, e) Finalizations, Finalization Enhancements, Bullet #3](http://swantoolkit.org/fin271/)  [\*Attachment D](http://swantoolkit.org/fin272/) |  |  |  |
| 1. **Post Adoption Contact Agreement** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Determining and documenting PACA notices were sent | | |
| * Affiliate assures PACA notices were sent |  |  |  |
| 1. **Supervision of Placement\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Scheduling, planning, attending supervisory visits every 30 days * Documenting support activities during and outside of supervisory visits * Completing bi-monthly supervisory reports * Maintaining monthly status updates with county * Printing, editing, mailing supervisory reports * Supervisory review and edits of documents * Completing, mailing Home Safety Checklist, Child Safety Assessment and Child Safety Assessment Updates * Scheduling, planning, meeting, communicating with county about the placement * Determining status of required documents, such as medicals and clearances | | |
| * Affiliate completes supervisory visits every 30 days |  |  |  |
| * Affiliate provides support to child and family including: * Ongoing training * Case management * Crisis intervention * Weekly support (or more if required) * Training for child specific needs/parenting * Advocacy for family (e.g. attending meetings, identifying resources, planning for services, etc.) * Ideas for connecting to their child(ren) * Education about navigating systems and locating service providers * Education about responsibilities and rights * Family engagement activities * Connection with mentoring families and support groups * Team meetings for brainstorming * PACA discussion * Coordination of visits with siblings and other family members * Use of prediction form * Discussion of transracial issues and connections with cultural/transracial events * Inclusion of therapist, child preparation worker, court appointed special advocate and county when coordinating services * Preparation of family for finalization hearing * Education and preparation for post-permanency, including SWAN Helpline, tax credits, subsidy, social security, new birth certificate, etc * Coordination of respite * After hours support |  |  |  |
| * Until finalization, affiliate: * Provides supervisory reports consistent with Attachment H in the SWAN Bulletin at least once every two months to the county agency *(a minimum of 3 supervisory reports is required)* * Affiliate’s supervisory report includes updates about developing a PACA, if applicable * Maintains monthly status update contacts with county * Determines status of required documents, such as medicals and clearances Affiliate obtains checklist from county   [\*Attachment H](http://swantoolkit.org/fin5331/)  [\*Supervisory Report](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/Supervisory-Report-072815.doc)  [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, e) Finalization, Finalization Enhancements, Bullet #1](http://swantoolkit.org/fin271/)  [\* SWAN Program Components, Section E: SWAN Services, 1) Direct Services, e) Finalization, Placement Supervision Services](http://swantoolkit.org/fin5333/) |  |  |  |
| * Affiliate monitors child’s safety * Affiliate completes Home Safety Checklist [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fswantoolkit.org%2Fwp-content%2Fuploads%2FHome-Safety-Checklist1.docx) every 3 months * Affiliate completes Child Safety Assessment [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fswantoolkit.org%2Fwp-content%2Fuploads%2FChild-Safety-Assessment-Safety-Plan.docx) every 6 months * Affiliate completes Child Safety Assessment Update [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fswantoolkit.org%2Fwp-content%2Fuploads%2FChild-Safety-Assessment-Safety-Plan-Update.docx) every time child is seen   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, e) Finalization, Placement Supervision Services #5](http://swantoolkit.org/fin5431/) |  |  |  |
| 1. **Disclosure Process\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Scheduling, preparing for, attending, documenting joint meeting between county and family * Obtaining Acknowledgment of Receipt of Information | | |
| * Affiliate requests joint meeting with county and identified family to discuss information. While affiliate is responsible to share all information they have obtained, county is responsible for full disclosure of information * Some 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, educational records, consultation with pediatrician, current care givers and mental health/intellectual disability services to review medical/developmental information |  |  |  |
| * Affiliate assures family signs the Acknowledgement of Receipt of Information Form [(See Form)](https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fswantoolkit.org%2Fwp-content%2Fuploads%2FAcknowledgementofReceiptofInformation1.docx) |  |  |  |
| 1. **Final Legal Documentation and Finalization Hearing\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Verifying submission of required legal documents, or completing and submitting legal documents as determined by county * Verifying clearances, medicals and family profile are current within a year of finalization * Providing copies of all documents to county, including legal forms, medicals, clearances, references * Supervisory review and edits of documents * Preparing for, attending, testifying at finalization court hearing | | |
| * Affiliate verifies the following required legal documents are filed either by affiliate, county or attorney * Written county Consent to Adoption * Report of Intention to Adopt * Report of Intermediary (clearances, medicals and Family Profile must be current within a year of finalization) * Adoption petition * If affiliate is filing, county needs copies of all documents filed including medicals, clearances and references   [\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, e) Finalization, Finalization Enhancements, Bullet #2](http://swantoolkit.org/fin7151/) |  |  |  |
| * Affiliate accompanies family to finalization court hearing |  |  |  |
| 1. **Completion of Finalization Extension\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable   Preparing, uploading child profile to PAIR   * Updating, submitting CY131 * Tracking cost and time throughout the course of the unit * Supervisory time reviewing entry of cost/time | | |
| * If appointed by county, affiliate uploads Child Profile to Pennsylvania Adoption Information Registry, PAIR |  |  |  |
| * Affiliate updates CY 131 |  |  |  |
| * 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, e) Finalization, 3rd paragraph](http://swantoolkit.org/fin851/) |  |  |  |