

Child Specific Recruitment 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 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, f) Child Specific Recruitment (CSR)](http://swantoolkit.org/csr112/)  [SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Program Activities #2](http://swantoolkit.org/csr113/) |  |  |  |
| * 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 and Planning\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Contacting/discussing with county worker about: * Child preparation work and referral * Obtaining copy of current child profile * Reviewing child profile * Scheduling, conducting record review, identifying family members from record * Requesting, receiving, documenting missing records * Determining if child needs registered on PAE * Completing, updating CY 130, asking county to register with PAE * Identifying, scheduling, meeting with CSR team * Providing names, contact information, roles of team members to county * Determining which team members will contact identified family members * Clarifying child’s permanency goal * Scheduling, meeting about, completing, obtaining county signature on CSR plan within 30 days of referral * Mailing CSR plan to county * Clarifying affiliate role in selection process * Supervisory review and edits of documents | | |
| * 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](http://swantoolkit.org/cprep112/)  [\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * 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](http://swantoolkit.org/cprep381/)  [\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate reviews Child Profile within 10 days of receiving document   [\*SWAN Program Components, Section E:SWAN Services, 1) Direct Services, b) Child Profile](http://swantoolkit.org/cpro1112/) |  |  |  |
| * 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](http://swantoolkit.org/csr3311/)  [\*Attachment C](http://swantoolkit.org/cpro232/)  [SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Enhancements, Bullet #1](http://swantoolkit.org/csr112/)  [\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * 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)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate clarifies child’s permanency goals |  |  |  |
| * Affiliate schedules meeting with caseworker or caseworker’s supervisor within 30 days of referral to develop CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx). At meeting: * Identifies CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) timeline, tasks and responsibilities * Assures CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) relates to all permanency goals including primary and concurrent goal * Obtains county signature approving CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)   [\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate submits CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) to county   [\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate clarifies role in selection process |  |  |  |
| 1. **Recruitment Activities, Meetings, Documentation\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Preparing for, scheduling, meeting with child monthly, starting within 30 days of referral * Documenting sessions, including discussion with child about search for at least one significant connection with supportive adult * Updating CSR plan * Obtaining, reviewing, mailing family profiles * Contacting, meeting with potential families * Reviewing case monthly, discussing identified families with county * Communicating about, preparing for, submitting report or attending court hearing or transition team meeting * Obtaining written/verbal county authorization to contact birth family/resources/connections * Collaborating with county to determine if any potential resources identified by child or others should be contacted by county or someone other than affiliate * Writing, editing, mailing monthly and final reports * Supervisory review and edits of documents * Communicating about, preparing for, attending, documenting recruitment opportunities, including SWAN quarterly, statewide meetings, summer conference * Contacting potential resources immediately after meeting/conference | | |
| * 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)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Report-Newly-revised-121918.docx) to county about progress of matching activities * Affiliate updates CSR [Plan (See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)   [\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * 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 may be requested to testify at court or submit written or verbal report to the court |  |  |  |
| * 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)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Report-Newly-revised-121918.docx) |  |  |  |
| * 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](http://swantoolkit.org/csr31131/) |  |  |  |
| * 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)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) * 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)](hhttps://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * Affiliate uses SWAN quarterly and statewide meetings, as well as summer conference as recruitment tool: * 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\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Creating a list of all possible family members and resources from search * Contacting, communicating with family members/resources * Contacting birth parents to obtain information on family members or other potential resources * Interviewing extended family members to determine additional resources * Requesting, reviewing, meeting about Diligent Search/Accurint search * Requesting ongoing Accurint searches * Using search engines other than Accurint * Using diligent search packet * Determining which team members will contact identified family members * Communicating with county,clarifying roles in family meetings * Scheduling, attending follow-up meeting with caseworkers/team members withing 2 weeks of family meeting to determine who will follow up with connections and how * Reviewing, contacting list of identified family members/connections to determine commitment level * Re-evaluating, revising CSR plan with the county * Recommending additional SWAN services * Supervisory review and edits of documents | | |
| 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 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 |  |  |  |
| * If Accurint search results are not available to affiliate, other search engines may be used if deemed appropriate by county |  |  |  |
| * 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 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 |  |  |  |
| * 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   [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Report-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| 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. **Completion of CSR\*** | **COST/TIME GUIDELINES**  Cost - Include mileage, parking, and/or toll expenses incurred in this step  Time - Include time spent   * Traveling, if applicable * Preparing and mailing documents * Discussing additional referral with county * Tracking cost and time throughout the course of the unit * Supervisory time reviewing entry of cost/time. | | |
| * 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)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) * Affiliate submits completed CSR Plan [(See Template)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx) and attachments to county agency worker   [\*Child Specific Recruitment Plan Template (Attachment I)](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Newly-revised-121918.docx)  [Child Specific Plan & Report Guidelines](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/CSR-Plan-Report-Guidelines-Revised-121918.docx) |  |  |  |
| * 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](http://swantoolkit.org/csr541/)  [SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), SWAN Program Activities, #6](http://swantoolkit.org/csr542/) |  |  |  |