

Child Specific Recruitment 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, f) Child Specific Recruitment (CSR)SWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Program Activities #2 |       |       |       |
| * 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**
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| * 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\*Child Specific Recruitment Plan Template (Attachment I) |       |       |       |
| * 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\*Child Specific Recruitment Plan Template (Attachment I) |  |  |  |
| * 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
 |       |       |       |
| * 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)\*Child Specific Recruitment Initial Contact Form |       |       |       |
| * Affiliate clarifies child’s permanency goals
 |       |       |       |
| * Affiliate schedules record review
 |       |       |       |
| * 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 schedules meeting with caseworker or caseworker’s supervisor within 30 days of referral to develop CSR Plan (See Template). At meeting:
* Identifies CSR Plan (See Template) timeline, tasks and responsibilities
* Assures CSR Plan (See Template) relates to all permanency goals including primary and concurrent goal
* Completes CSR Initial Contact Form, ICF (See Template)
* Obtains county signature approving CSR Plan (See Template) and ICF (See Template)

\*Child Specific Recruitment Plan Template (Attachment I)\*Child Specific Recruitment Initial Contact Form |       |       |       |
| * Affiliate submits CSR Plan (See Template) and ICF (See Template) to county

\*Child Specific Recruitment Plan Template (Attachment I)\*Child Specific Recruitment Initial Contact Form |       |       |       |
| * Affiliate clarifies role in selection process
 |       |       |       |
| * Affiliate may be requested to testify at court or submit written or verbal report to the court
 |       |       |       |
| 1. **Child Specific Recruitment Tasks**
 |
| * Affiliate reviews Child Profile within 10 days of receiving document

\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile |       |       |       |
| * 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\*Attachment CSWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), CSR Enhancements, Bullet #1\*Child Specific Recruitment Plan Template (Attachment I) |       |       |       |
| * 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) to county about progress of matching activities
* Affiliate updates CSR Plan (See Template) and ICF (See Template) as needed

\*Child Specific Recruitment Plan Template (Attachment I)\*Child Specific Recruitment Initial Contact Form |       |       |       |
| * 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 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)
 |       |       |       |
| * 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 |       |       |       |
| * 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)
* 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) |       |       |       |
| * Affiliate uses SWAN quarterly and statewide meetings, as well as summer conference as recruitment tools:
* 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**
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| 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 reviews past diligent search efforts
 |       |       |       |
| * Affiliate will request an Accurint search from the county
* If Accurint search results are not available to affiliate, other search engines may be used if deemed appropriate by county
 |       |       |       |
| * Affiliate worker will review results of search
 |       |       |       |
| * 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
 |       |       |       |
| 1. **Follow Up to Search and Engagement Process**
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| * 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
 |       |       |       |
| 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. **After Completion of CSR**
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| * 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)
* Affiliate submits completed CSR Plan (See Template), ICF (See Template) and attachments to county agency worker

\*Child Specific Recruitment Plan Template (Attachment I)\*Child Specific Recruitment Initial Contact Form |       |       |       |
| * 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 paragraphSWAN Program Components, Section E: SWAN Services, 1) Direct Services, f) Child Specific Recruitment (CSR), SWAN Program Activities, #6 |       |       |       |