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**Child Preparation Benchmark**

**Child Name:**

**Child ID#:**

**SWAN ID#:**

**Affiliate Agency:**

**County Caseworker:**

| **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, c) Child Preparation |  |  |  |
| * 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** | | | |
| * Affiliate schedules record review |  |  |  |
| * Affiliate obtains consent to review records and contact collateral parties |  |  |  |
| * Affiliate collaboratively identifies people who may be part of Child Preparation team, including the child or youth   \*SWAN Program Components, Section D: Network Participant Roles, Roles of Network Participants, Affiliates |  |  |  |
| 1. **Child Preparation Tasks** | | | |
| * Affiliate organizes team meeting with service providers and significant others to discuss Child Preparation process   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation, SWAN Program Activities, Child Preparation, #2 |  |  |  |
| * If service providers cannot attend meeting, affiliate meets with them separately to gather information to be included in the Initial Contact Form, ICF (See Template) |  |  |  |
| * Affiliate, county and other team members collaborate to develop Child Preparation Plan (See Template) and complete ICF (See Template)   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation, 2nd paragraph  \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation, SWAN Program Activities, Child Preparation, #2  \*Child Preparation Plan Template (Attachment E) |  |  |  |
| * Affiliate has county sign Child Preparation Plan (See Template) and ICF (See Template) |  |  |  |
| * Affiliate submits Child Preparation Plan (See Template) and ICF (See Template) to county |  |  |  |
| * Affiliate requests advanced notification to participate in county meetings and court dates about child |  |  |  |
| * Affiliate may be requested to testify at court or submit a written or verbal report |  |  |  |
| * Affiliate researches and reviews information compiled for child (to include the Child Profile, if completed) * 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 Preparation Plan Template (Attachment E)  \*Initial Contact Form Template |  |  |  |
| * If Child Specific Recruitment, CSR, is not referred, affiliate informs county and recommends CSR unit of service be referred, if appropriate |  |  |  |
| * Affiliate contacts all collateral parties to obtain information about child   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation, SWAN Program Activities, Child Preparation, #2  \* Child Preparation Plan Template (Attachment E) |  |  |  |
| * Affiliate meets with child’s current primary and any future identified caregivers (could include birth parents, kinship caregivers, adoptive family or legal custodians) to prepare them for Child Preparation process, issues that may arise and to inform them how they may participate |  |  |  |
| * Affiliate demonstrates teamwork through continued contact with team members throughout unit of service |  |  |  |
| * Affiliate meets with child within 30 days of referral to begin engagement and introduction of Child Preparation   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation, 2nd paragraph  \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation, SWAN Program Activities, Child Preparation, #2  \*Child Preparation Plan Template (Attachment E)  \*Initial Contact Form Template |  |  |  |
| * Affiliate determines and identifies specific techniques to carry out Child Preparation (lifebooks / lifebox / timelines, etc)   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation, SWAN Program Activities, Child Preparation, #3 |  |  |  |
| 1. **Child Preparation Sessions and Documentation** | | | |
| * Affiliate meets with child for 6 months forminimum of 10 face to face sessions to address Child Preparation goals * Gives the child a voice * Honors the past * Answers the questions * Makes the connections * Looks to the future   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation, Child Preparation Enhancements, Bullet #3  \* Child Preparation Plan Template (Attachment E)  \*Initial Contact Form Template |  |  |  |
| * Creation of lifebook, journal, video lifebook, etc. |  |  |  |
| * Affiliate submits Child Preparation Meeting Activity Report (See Template) to county agency worker a minimum of every 2 months |  |  |  |
| * Affiliate submits Child Preparation Final Summary Report (See Template) after 6 months and a minimum of 10 face to face sessions |  |  |  |
| * Affiliate may be requested by county to attend a closure meeting to discuss any concerns and needs for follow-up |  |  |  |
| 1. **After Completion of Child Preparation** | | | |
| * Affiliate recommends additional unit of service if appropriate |  |  |  |
| * Affiliate submits copy of lifebook, digitally if possible, to county   SWAN Child Preparation Lifebook Guidelines |  |  |  |
| * 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, c) Child Preparation, 3rd paragraph |  |  |  |