New logo

Child Preparation Program Proposal Guidelines

This proposal allows the Prime Contractor to ascertain how SWAN affiliate agencies intend to implement Child Preparation benchmarks, as well as their readiness to do so. The Prime Contractor will review and assess proposals and provide technical assistance to affiliates as needed.

The program proposal is divided into several segments. Please make sure all specified areas of discussion are addressed within the narrative you provide. Thank you for your cooperation.

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| **Affiliate Information** | |
| Name: | Date of proposal: |
|  |  |
| Name of person completing proposal: | |
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**Upon approval, affiliates are limited to a capacity of up to 4 units of Child Preparation. Program and regional technical assistants will work with affiliates to increase capacity as appropriate.**

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| **Capacity Discussion** |
| Please discuss your understanding of the purpose of capacity and how you can use it to manage referrals and keep your Child Preparation practice strong and healthy. |
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| Once fully implemented, estimated number of children serviced per month: |
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| **Staffing (Complete attached Child Preparation Staff Form)** |
| 1. How do you train Child Preparation staff? Discuss number of hours, content, means of delivery of the training and materials used. |
| 1. List each of your satellite offices and describe the Child Preparation work done in those locations. Discuss how you manage your satellite offices, including training and development of staff, ongoing monitoring of quality of work, accepting and assigning referrals. |
| 1. What is your current caseload distribution plan when a worker provides multiple services (foster care, Family Preparation, etc.) in addition to Child Preparation. For example, does your agency use a point system or limit the number of cases assigned to each worker? |
| 1. Child Preparation benchmarks require accepting and assigning a referral within 5 business days. Explain how the structure of your agency will allow you to meet this benchmark. |

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| **Delivery of Service** |
| 1. Child Preparation benchmarks require collaboration with the referring county. How do you maintain active communication with the counties you work with? |
| 1. Child Preparation benchmarks require a team approach to the service. Who would you include in the child preparation team and how will you ensure their involvement and the youth’s participation in the process? |
| 1. How will you prepare caretakers/facilities to be involved and supportive of Child Preparation services? Has your agency prepared brochures or other materials? (please attach) |
| 1. Describe your agency’s approach to developing lifebooks. |
| 1. Meeting Activity Summary Reports are submitted to the county bi-monthly and the Final Summary Report at the end of the service. How does your agency monitor the timeliness of required paperwork? |
| 1. Will you provide group Child Preparation? Describe that practice and attach your curriculum. |
| 1. What is your understanding of the difference between independent living services and Child Preparation for older youth? |
| 1. What strategies, tools, and techniques will you use to work with older youth? |
| 1. How will you provide closure when the unit of service is completed? How will you ensure transition of the process to the identified permanency resource? |

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| **Theoretical Framework** |
| 1. A key component of Child Preparation is the 3-5-7 Model framework. This framework is described in the Child Preparation Guideline located on the SWAN online training at [www.swan-online.org](http://www.swan-online.org). How will your agency use the preparation activities described in this section? |
| 1. Describe how you will integrate the 5 goals of Child Preparation into the process and how you will demonstrate that in Meeting Activity and Final Summary Reports. |
| 1. Grief and loss, abandonment, identity, control, loyalty, attachment and shame are core issues for all children in out-of-home care. How will your agency address these issues in Child Preparation sessions and reflect that in Meeting Activity and Final Summary Reports? |
| 1. Child Preparation benchmarks require a minimum of 6 months of service that include at least 10 face to face sessions. Discuss your understanding of why this is important. |

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| **Key Contact Person** |
| 1. Review the attached “Key Contact Person, Role and Qualifications” |
| 1. Complete the key contact person registration form and submit it to your assigned program technical assistant. |

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| **Technical Assistance** |
| What immediate needs do you have to implement this service? Is there anything SWAN regional or program technical assistants can do to help get your Child Preparation services established? |

**Child Preparation Staff Form**

Indicate the names of staff providing Child Preparation services.

| **Name** | **F/T or P/T** | **Weekly Hours Dedicated to Child Preparation** | **This column is for Contracted Staff Only:**  **Maximum Number of Cases** | **Years of Child Preparation Experience** | **Minimum Requirements** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | SWAN Web Based Child Preparation Training  Child Preparation Guide Training  Grief and Loss Training  One month shadowing with experienced Child Preparation worker  3 hours Child Preparation related training per year |
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|  |  |  |  |  | SWAN Web Based Child Preparation Training  Child Preparation Guide Training  Grief and Loss Training  One month shadowing with experienced Child Preparation worker  3 hours Child Preparation related training per year |

**KEY CONTACT PERSON**

**Role and Qualifications**

**PURPOSE:** The key contact person will function within the affiliate agency as an internal resource for information about the training, skills, tools and best practice standards needed for Child Preparation. The contact person will be the point of contact about Child Preparation within their agency.

**QUALIFICATIONS:**

**Required:**

* Supervisor or supervisory designee
* Knowledge and understanding of the Child Preparation unit of service including:
  + Its use for all permanency goals
  + The 3-5-7 Model
  + The five goals of Child Preparation
  + How to complete Child Preparation plans, meeting activity reports and final summary reports.
  + Child Preparation benchmarks

**Preferred:**

* Experience in permanency work
* Child Preparation skills and experience
* Child welfare experience

**ROLE WITHIN THE AGENCY**

Function as a Child Preparation Resource:

* The key contact will provide information and guidance about all aspects of Child Preparation. Some examples include, but are not limited to:
  + Discuss practice issues
  + Review cases
  + Explain the 3-5-7 Model
  + Help child preparation workers learn how to complete the plans, summary reports, Child Preparation benchmarks, etc.
  + Recommend training
  + Assist with training of new staff
  + Assure benchmark completion
* The key contact is expected to attend SWAN-sponsored meetings that discuss child preparation information. Some examples are:
  + Unit of Service meetings
  + Quarterly or statewide meetings
  + Regional meetings.
  + Training on the Child Preparation Guide
* The key contact will disseminate child preparation information within their agency.

**ROLE WITH THE REGIONAL TECHNICAL ASSISTANT**

* The key contact will:
  + Notify the Regional TA of any changes in contact
* May participate in site visits with the TA
* Inform the TA of training needs within the agency.

**KEY CONTACT PERSON REGISTRATION FORM**

*(To be completed and submitted to your assigned program technical assistant)*

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| **Affiliate Agency** | |
| Agency Address: | |
| Agency Phone #: | Agency Fax #: |

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| **Key Contact Person (KCP)** | |
| KCP Name: | |
| KCP Email Address: | |
| KCP Office Phone #: | KCP Cell Phone #: |

**Child Preparation Key Contact Person Required Qualifications**

* Supervisor or supervisory designee
* Knowledge and understanding of the Child Preparation unit of service to include:
  + Its use for all permanency goals
  + The 3-5-7 Model
  + How to complete Child Preparation Plans, Meeting Activity Reports and Final Summary Reports.
  + Completion of the benchmarks

**As the Child Preparation key contact person for my agency, I understand and meet the required qualifications.**

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| Signature | Date |