****

**Child Profile 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, b) Child Profile  \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, Child Profile Enhancements  \*Attachment B: Child Profile,  \*Child Profile See Template  \*See Child Profile Guidelines | |  |  |  |
| * 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** | | | | |
| * Within 5 business days of having case assigned, affiliate sets up timeline detailing tasks and responsibilities   \*SWAN Program Components, Section D: Network Participant Roles, Roles of Network Participants, Affiliates | |  |  |  |
| * Affiliate discusses county protocol for accessing confidential information and records   NOTE: According to the Department of Public Welfare regulations, the release of information that would identify the person or entity who made a report of suspected child abuse or neglect or a person who cooperated in a subsequent investigation is prohibited.  **(c) Protecting identity of person making report.--**Except for reports pursuant to subsection (a)(9) and (10), the release of data that would identify the person who made a report of suspected child abuse or the person who cooperated in a subsequent investigation is prohibited unless the secretary finds that the release will not be detrimental to the safety of that person. Law enforcement officials shall treat all reporting sources as confidential informants. 23 Pa. Cons. Stat. Ann. § 6340 | |  |  |  |
| * For children with a goal of adoption, affiliate checks status of Pennsylvania Adoption Exchange, PAE registration to ensure that the status is correct and information is current   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, Child Profile Enhancements, Bullet #4 & #5  \*Attachment C: Pennsylvania Adoption Exchange Instructions | |  |  |  |
| 1. **Child Profile Tasks** | | | | |
| * Affiliate reviews all pertinent files about the child at county agency and all placement agencies   \*Attachment B: Child Profile | |  |  |  |
| * Affiliate discusses case with county worker   \*Attachment B: Child Profile | |  |  |  |
| * Affiliate discusses case with placement provider   \*Attachment B: Child Profile | |  |  |  |
| * Affiliate meets with child and reviews child’s lifebook * If no lifebook exists, informs county and recommends a Child Preparation unit of service be referred   \*Attachment B: Child Profile  \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, c) Child Preparation for Permanency, SWAN Program Activities for Child Preparation, Child Preparation #3 | |  |  |  |
| * Affiliate discusses case with child’s current primary caregiver   \*Attachment B: Child Profile | |  |  |  |
| * Affiliate requests copies of necessary documents not included in the county file   \*Attachment B: Child Profile | |  |  |  |
| * Affiliate makes case-appropriate collateral contacts. If unsuccessful in obtaining information, affiliate documents attempts in comment section | |  |  |  |
|  | * Birth parents | Yes  No | |  |
|  | * Relatives | Yes  No | |  |
|  | * Previous foster parents | Yes  No | |  |
|  | * Previous placement agencies | Yes  No | |  |
|  | * Teachers/School | Yes  No | |  |
|  | * Medical information/history sources | Yes  No | |  |
|  | * Therapeutic treatment providers (counselors, therapists, etc) | Yes  No | |  |
|  | * Other people involved with child (Please specify who in comment section) | Yes  No | |  |
| * A written child profile document using the Child Profile template will be created by the affiliate. | |  | |  |
| \*Attachment B: Child Profile | |  | |  |
| 1. **After Completion of Child Profile** | | | | |
| * Within 90 days of receiving referral, affiliate submits Child Profile with a photograph to county   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, Child Profile Enhancements  \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, SWAN Program Activities for Child Profile #3 & #4 | |  |  |  |
| * If child requires recruitment efforts, affiliate submits one page written synopsis to county | |  |  |  |
| * Affiliate follows up with county two weeks after submission to verify if revisions are needed | |  |  |  |
| * Date county requested revisions, if applicable | |  |  |  |
| * Affiliate revises profile within 2 weeks of county request | |  |  |  |
| * Date county certifies Child Profile | |  |  |  |
| * Affiliate submits completed printed or electronic copy of benchmark to county | |  |  |  |
| * Affiliate submits completed benchmark to SWAN prime contractor   \*SWAN Program Components, Section C: Units of Service, Payment Rates and Authorization Required  \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile | |  |  |  |

After the placement, the Child Profile will be located only in the following four places:

* Selected family
* Placing county agency
* Affiliate agency that prepared the Child Profile
* Affiliate agency that supervised and provided permanency, if different than agency completing the Child Profile

\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, b) Child Profile, SWAN Program Activities for Child Profile #8