

**Family Profile/Preparation Benchmark**

**Family Name:**

**Family 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 E: SWAN Services, 1) Direct Services, a) Family Profile  \*SWAN Program Components, Section B: Eligible Families | | | |  |  |  |
| * 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 Referred Family Profile, ARFP: Affiliate contacts family within 5 business days of initial family contact with the agency   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Identification #2 | | | |  |  |  |
| * County referred: Affiliate contacts county worker and family within 5 business days of having case assigned   \*SWAN Program Components, Section D: Network Participant Roles, Roles of Network Participants, Affiliates | | | |  |  |  |
| 1. **Affiliate Provides Introductory Information to Family** | | | | | | |
| * Need for clearances   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Identification #5 | | | |  |  |  |
| * Need for references   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Identification #5 | | | |  |  |  |
| * Information about affiliate agency | | | |  |  |  |
| * An opportunity to participate in face-to-face orientation with the affiliate within 30 days of the family indicating their interest in permanency *(Family must attend orientation before moving forward)* Orientation consists of: * What Families Can Expect (See Sample) * Family Profile process (See Sample) * Thinking Points for Families (See Sample) * Information on Act 101 and Voluntary Post-Adoption Contact Agreement, PACA   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, Family Profile Enhancements Bullet #5  \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Identification #2  \*Attachment F: Family Profile, Section B & C  Family Orientation - What Families can Expect  Family Orientation – Family Profile Process  Family Orientation – Thinking Points for Families | | | |  |  |  |
| 1. **Completing the Family Profile** | | | | | | |
| * Affiliate receives family’s completed application to provide permanency   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Identification #5 | | | |  |  |  |
| * Affiliate registers family with Resource Family Registry | | | |  |  |  |
| * Affiliate receives signed Profile Authorization Agreement Form from family (See Form)   \*Attachment F-1: Family Profile Authorization Agreement Form | | | |  |  |  |
| * Affiliate interviews each of the applicants, children and other household members in person | | | |  |  |  |
| * Affiliate completes at least one home visit. Completes Home Safety Checklist (See Template)   \*Attachment G: Determination of Acceptability for Permanency, Section I | | | |  |  |  |
| * Affiliate receives necessary paperwork: | | | | | | |
|  | * Child Abuse and Criminal History clearances for all household members age 18 and over who reside in the home of a foster parent or prospective adoptive parent for at least 30 days in a calendar year.   \*Attachment F: Family Profile, Section E | | |  |  |  |
|  | * FBI clearances for all household members 18 and over who reside in the home of a foster parent or prospective adoptive parent for at least 30 days in a calendar year.   \*Attachment F: Family Profile, Section E | | |  |  |  |
|  | * Act 160 of 2004 disclosures for all household members over 18 years | | |  |  |  |
|  | * References (minimum of 3 references from people who have observed the applicants in situations that may indicate their capacity for parenthood)   \*Attachment F: Family Profile, Preparation and Assessment, Section D | | |  |  |  |
|  | * Medical history and recent physical examinations for applicants   \*Attachment F: Family Profile, Preparation and Assessment, Section C, #6 | | |  |  |  |
|  | * Financial summary and supporting documents of applicants   \*Attachment F: Family Profile, Preparation and Assessment, Section C, #3 | | |  |  |  |
|  | * Autobiography from each applicant | | |  |  |  |
|  | * Additional paperwork as required by the individual affiliate/county. Please identify | | |  |  |  |
| 1. **Family Profile Preparation Program** | | | | | | |
| * Affiliate confirms family received or completed Family Preparation: | | | | **Received/Completed** | |  |
|  | * SWAN recommends a minimum of 24 hours of training | | | Yes  No | |  |
|  | * If family has not attended affiliate sponsored or approved preparation training within the previous 12 months, affiliate reviews training curriculum to determine what updated or additional training the family needs (this should include the review of materials, planning and delivery of training as well as the work done afterwards in terms of follow-up and TOL) | | | Yes  No | |  |
|  | * Training curriculum includes: | | |  | |  |
|  |  | | * How the system works | Yes  No | |  |
|  |  | | * Attachment | Yes  No | |  |
|  |  | | * Grief and Loss | Yes  No | |  |
|  |  | | * Who the permanency parents are (to include “Reasonable and prudent parent standard/Normalcy for children/youth”) | Yes  No | |  |
|  |  | | * Who the children are | Yes  No | |  |
|  |  | | * Child development | Yes  No | |  |
|  |  | | * Parenting | Yes  No | |  |
|  |  | | * Resources | Yes  No | |  |
| \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, Family Profile Enhancements, Bullets #1 & #2  \*Attachment F: Foster/Adopt Family Profile Issues, Preparation and Assessment, Section A | | | |  | |  |
| 1. **Required Family Profile Sections** | | | | | | |
| * For ARFP, affiliate completes: | | | | | | |
|  | | * Families At A Glance (See Template), if a child is not identified for family | |  |  |  |
|  | | * Family Profile Synopsis (See Template), if a child is not identified for family | |  |  |  |
|  | | * Family Approval Document (See Template) | |  |  |  |
| * For county referred Family Profile, affiliate completes: | | | | | | |
|  | | * Family Approval Document (See Template) | |  |  |  |
| 1. **Final Steps in the Family Approval Process** | | | | | | |
| * Affiliate reviews and makes final determination of approval / non-approval of Family Profile | | | |  |  |  |
| * Affiliate informs family of approval or non-approval in a face-to-face meeting   \*Attachment F: Family Profile, Preparation and Assessment, Section D #3 | | | |  |  |  |
| * Affiliate obtains family signature on the profile indicating they have read the profile for accuracy and understand the content   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Profile #3 | | | |  |  |  |
| * Affiliate forwards follow-up written notification of approval / non-approval to family within 2 weeks after the profile is signed   \*Attachment F: Family Profile, Preparation and Assessment Section D, #4 | | | |  |  |  |
| * Affiliate prints blank CY 131 Affiliate assists family in completing the CY 131 *(The CY 131 is required for all families)* * Family indicates their agreement with the information by signing the form * Affiliate signs and maintains CY 131 in family file * Affiliate informs family they are added to the Resource Family Registry   \*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, Family Profile Enhancements, Bullet #5 | | | |  |  |  |
| * Affiliate submits CY 131 to SWAN electronically | | | |  |  |  |
| 1. **After Completion of Family Profile** | | | | | | |
| * 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, a) Family Profile, Invoicing Information for Affiliate Agencies | | | |  |  |  |