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| **Name of Agency:** | **Agency Worker:** |
| **Name of Family:** | **Date of Family Approval:** |

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| **Agency’s Responsibilities** | | | |
| **Activity** | **Date** | **Status** | **Comments** |
| **Register with PAE** | | | |
| * Register family with PAE |  |  |  |
| * Complete CY 131 |  |  |  |
| * Update CY 131 as needed |  |  |  |
| **Families at a Glance** | | | |
| * Add family to agency’s Families at a Glance |  |  |  |
| * Distribute to counties and agencies with waiting children |  |  |  |
| **Family Profile Synopsis** | | | |
| * Complete Family Profile Synopsis |  |  |  |
| * Distribute to counties and agencies with waiting children |  |  |  |
| **Recruitment materials** | | | |
| * Prepare flyer/recruitment materials |  |  |  |
| * Send flyer to counties |  |  |  |
| * Display flyer at SWAN quarterlies and statewide meetings |  |  |  |
| * Post flyer to list serve |  |  |  |
| * Present family and/or flyer at matching events. Please identify: |  |  |  |
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| **Educate family** | | | |
| * Benefits of family lifebook |  |  |  |
| * [www.adoptpa.kids.org](http://www.adoptpa.kids.org) |  |  |  |
| * Pennsylvania Adoption Exchange/Helpline seamless system   1-800-585-SWAN |  |  |  |
| * SWAN Facebook Page |  |  |  |
| * Provide family with list of relevant websites |  |  |  |
| **Consider waiting children** | | | |
| * Visit [www.adoptpa.kids.org](http://www.adoptpa.kids.org) |  |  |  |
| * Attend matching events with or without the family. Please list: | | | |
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| * Visit agency displays at SWAN quarterly and statewide meetings |  |  |  |
| * Review flyers and suggested matches for family. |  |  |  |
| * Document follow up in Family Matching Log |  |  |  |
| **Engage family** | | | |
| * Review matching activities with family every month | | | |
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| **Other activities. Please list:** | | | |
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| **Family’s Responsibilities** | | | |
| **Activity** | **Date** | **Status** | **Comments** |
| **Family visits** [www.adoptpakids.org](http://www.adoptpakids.org) **and notes the children they are interested in:** | | | |
| * Calls SWAN Helpline for information on children they are interested in (Pennsylvania Adoption Exchange/Helpline seamless system 1-800-585-SWAN) | | | |
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| **Lifebook** | | | |
| Family prepares their lifebook |  |  |  |
| **Family participates in monthly support group/educational seminars. Note dates of attendance at indicate function:** | | | |
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| **Family attends statewide matching opportunities. Please identify:** | | | |
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| **List meetings between county children & youth agencies and family:** | | | |
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| **Other activities. Please list:** | | | |
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| **Signatures:** | |
|  |  |
| Agency Worker: | Date |
|  |  |
| Family: | Date |
|  |  |
| Family: | Date |