|  |  |
| --- | --- |
| **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:
 |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **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:
 |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| * 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 |