

SWAN Post Permanency Respite Benchmark

[Printable Post Permanency Respite Benchmark \(Post Permanency Respite Benchmark.PDF\)](#)

Family Name:

Family ID#:

SWAN ID#:

Case Advocacy Affiliate Agency:

Case Advocate:

Respite/Support Group Provider:

Benchmark	Date Completed	Worker (Name)	Comments
1. Initial Referral and Contact			
<ul style="list-style-type: none"> Affiliate receives referral from SWAN <p><u>* SWAN Program Components, Section E: SWAN Services, 1) Direct Services, g) Post-Permanency Services, Respite</u></p>			
<ul style="list-style-type: none"> Affiliate worker must accept respite referral within 5 business days of receiving referral 			
<ul style="list-style-type: none"> If the affiliate accepts referral, assigned worker contacts family within 5 business days of accepting referral <p>NOTE: Families are eligible for one referral of Respite (See 2012 Revised Reauthorization Protocol)</p>			
<ul style="list-style-type: none"> If affiliate rejects referral, they notify SWAN regional technical assistant, RTA, within 5 business days of receiving referral 			
<ul style="list-style-type: none"> If assigned affiliate did not perform initial assessment: <ul style="list-style-type: none"> Worker requests signed releases of all assessment information from family within 10 business days of initial contact If requested records are not received within 10 business days, affiliate notifies the Post-Permanency program technical assistant, PTA Worker reviews Post-Permanency Family Support Plan completed during the assessment. If appropriate, worker revises the support plan 			
<ul style="list-style-type: none"> Within 30 days of receiving referral, holds meeting with family to develop respite plan <ul style="list-style-type: none"> Maximum of 48 hours of respite per month will be authorized for 6 months Respite programs can include private 			

<p>respite families, facility-based respite, camps, appropriate in-home services or youth advocate/mentor</p> <ul style="list-style-type: none"> ▪ Develop plan to implement respite schedule (See Template) ▪ Review in-home or out-of-home care liability statement and emergency procedures ▪ Assure appropriate medical treatment consent Authorization and emergency information forms are completed and signed ▪ Give copy of respite plan, medical treatment Authorization and emergency information forms to respite provider and family receiving respite services 			
<p>NOTE: Home Safety Assessment form must be completed for child's home once a month, if a visit occurs during a 30-day period (See Template)</p> <ul style="list-style-type: none"> • Child Safety Assessment Template must be completed once every 6 months (See Template). Worker must complete Child Safety Assessment Update Template each time they visit the child (See Template) • Home Safety Assessment form must be completed about each out of home respite provider before each out of home respite event (See Template) 			
<ul style="list-style-type: none"> • Within 5 business days, respite affiliate worker obtains brief written report describing respite event, and if applicable, submit it to case advocate (See Template) 			
2. Reassessment			
<ul style="list-style-type: none"> • <i>If a case advocate is working with the family under the Case Advocacy Post-Permanency unit of service, case advocate completes reassessment</i> • <i>If no case advocate is working with the family under the Case Advocacy Post-Permanency unit of service, affiliate respite worker completes reassessment at the sixth instance* using the following tools and submits assessment form: (See Form)</i> <ul style="list-style-type: none"> ▪ FACES III (for household members 12 and older) (See Packet) ▪ Child and Adolescent Functional Assessment Scale, CAFAS (for the identified school age child) (CAFAS Site) ▪ Child Safety Assessment / Safety Plan (See Template) ▪ PA Risk Assessment (See Info Sheet) ▪ Parent Questionnaire (See Template) • Reviews and revises Post-Permanency Family Support Plan to address family's plan for ongoing need of respite services when SWAN respite services are ending 			

3. Invoicing

<ul style="list-style-type: none">• After completing each instance of respite, affiliate submits invoice to SWAN prime contractor			
<ul style="list-style-type: none">• After completing final instance of respite:<ul style="list-style-type: none">▪ Affiliate submits completed benchmark and final invoice to SWAN prime contractor <p>*SWAN Program Components, Section E: SWAN Services, 1) Direct Services g) Post-Permanency Services, Advocate for Post-Permanency Services</p>			

*Instance refers to the services delivered within a month's time period