

**Family Profile Addendum**

**Benchmark & Cost/Time Guidelines**

(\*Required Item for Benchmark Submission)

**Family Name:**

**Family ID#:**

**Swan ID#:**

**Affiliate Agency:**

**Affiliate Agency Worker:**

| **Benchmark** | **Date Completed** | **Worker (Name)** | **Comments** |
| --- | --- | --- | --- |
| 1. **Initial Referral\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Notifying county of acceptance, case assignment
* Notifying county and SWAN RTA if rejecting referral
 |
| * Affiliate receives family profile addendum referral from SWAN no earlier than one year after the completion date of the original family profile or previous addendum.

[\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile](http://swantoolkit.org/fp1111/)[\*SWAN Program Components, Section B: Eligible Families](http://swantoolkit.org/fp1112/) |  |  |  |
| * Affiliate worker notifies county of acceptance and case assignment within 5 business days of receiving family profile addendum referral
 |  |  |  |
| * If affiliate rejects family profile addendum referral, affiliate notifies county and SWAN regional technical assistant, RTA, within 5 business days
 |  |  |  |
| 1. **Initial Contact**
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Contacting county and/or family
 |
| * Affiliate Referred Family Profile, ARFP: Affiliate contacts family within 5 business days of addendum referral

[\*SWAN Program Components, Section E: SWAN Services, 1) Direct Services, a) Family Profile, SWAN Program Activities for Family Profile, Family Identification #2](http://swantoolkit.org/fp211/) |  |  |  |
| * County referred: Affiliate contacts county worker and family within 5 business days of addendum referral

[\*SWAN Program Components, Section D: Network Participant Roles, Roles of Network Participants, Affiliates](http://swantoolkit.org/fp221/) |  |  |  |
| 1. **Updating Documents\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Obtaining required documents (clearances, medicals, financial, Act 160)
* Instructing, assisting applicants to update autobiography
* Completing additional paperwork required by county, affiliate
 |
| * 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.
* Child Abuse and Criminal History clearances must be current within one year at time of finalization

[\*Attachment F: Family Profile, Section E](http://swantoolkit.org/fp4611/) |  |  |  |
| * 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](http://swantoolkit.org/fp4611/) |  |  |  |
| * Act 160 of 2004 disclosures for all household members over 18 years
 |  |  |  |
| * Medical history and recent physical examinations for applicants
* Physical examinations for adoptive parents must be current within one year at time finalization

[\*Attachment F: Family Profile, Preparation and Assessment, Section C, #6](http://swantoolkit.org/fp4651/) |  |  |  |
| * Financial summary and supporting documents of applicants if any significant changes have occurred

[\*Attachment F: Family Profile, Preparation and Assessment, Section C, #3](http://swantoolkit.org/fp4661/) |  |  |  |
| * Updated autobiography from each applicant
 |  |  |  |
| * Additional paperwork as required by the individual affiliate/county. Please identify
 |  |  |  |
| 1. **Interviewing & Information Gathering\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Preparing for, interviewing family
* Preparing for, conducting home visit, completing Home Safety Checklist
 |
| * Affiliate interviews each of the applicants
* Addendum should include such things as family growth and life experiences
* See suggested guidelines for updating information in the [Family Profile Addendum Protocol](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/Family-Profile-Addendum-Protocol-020515.doc)
 |  |  |
| * Affiliate completes at least one home visit. Completes Home Safety Checklist (See Template)

[\*Attachment G: Determination of Acceptability for Permanency, Section I](http://swantoolkit.org/fp451/) |  |  |
| 1. **Family Profile Preparation (Training)\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Reviewing curriculum materials to determine additional information needs for families
 |
| * Affiliate reviews training curriculum to determine what updated or additional information the family may need
 |  |  |
| 1. **Writing the Family Profile Addendum\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Organizing, outlining, formatting, writing, editing Families At A Glance, Synopsis and Family Approval Document for ARFP
* Organizing, outlining, formatting, writing, editing Family Approval Document for county referred family
* Supervisory review and edits of documents
 |
| * For ARFP, affiliate updates:
* 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)
	+ The original family profile is a legal document and must be maintained in the agency’s files in its original form with original signatures. Each updated version of the Profile is also kept on file as a legal document.
	+ A family profile addendum is completed by using the previous version and seamlessly integrating new information, thereby creating a new document.

[Family Profile Addendum Protocol](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/Family-Profile-Addendum-Protocol-020515.doc) |  |  |  |
|  |  |  |
|  |  |  |
| * For county referred Family Profile, affiliate updates:
* Family Approval Document (See Template)
	+ The original family profile is a legal document and must be maintained in the agency’s files in its original form with original signatures. Each updated version of the profile is also kept on file as a legal document.
	+ A family profile addendum is completed by using the previous version and seamlessly integrating new information, thereby creating a new document.

[Family Profile Addendum Protocol](https://view.officeapps.live.com/op/view.aspx?src=http://swantoolkit.org/wp-content/uploads/Family-Profile-Addendum-Protocol-020515.doc) |  |  |  |
| 1. **Signature and Resource Family Registry\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Obtaining family signature on family profile
* Updating CY131 with the family, if applicable
 |
| * Affiliate obtains family signature on the family profile addendum 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](http://swantoolkit.org/fp731/) |  |  |  |
| * Affiliate assists family without an identified child to update the CY 131
* Family indicates their agreement with the information by signing the form
* Affiliate signs and maintains CY 131 in family file
 |  |  |  |
| * Affiliate submits CY 131 to SWAN electronically
 |  |  |  |
| 1. **Completion of Family Profile\***
 | **COST/TIME GUIDELINES**Cost - Include mileage, parking, and/or toll expenses incurred in this stepTime - Include time spent* Traveling, if applicable
* Tracking cost and time throughout the course of the unit
* Supervisory time reviewing, entry of cost/time
 |
| * 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 |  |  |  |