

SWAN Units of Service Definitions

Child Preparation

This service is available to any child in the custody of children and youth. Child preparation is the intense preparation designed to assist children in making the transition from foster care to the permanency option (reunification, kinship, PLC, or adoption) selected for them. It includes the development of a written plan outlining the preparation activities conducted through a minimum of 10 meetings with the child over a six-month period of time. It requires highly skilled and qualified affiliate** staff using techniques such as the life book, timelines, genograms, and support via individual intervention and/or preparation groups. It is used in hopes of preventing placement disruption and reducing the time to reach the permanency goal or finalization.

Child Profile

This service is available to any child or older youth in the custody of children and youth. A child profile is a comprehensive summary of the child's life history, current functioning and special needs. It can be referred for all children and older youth regardless of their permanency goal. The child profile assists in making decisions about selection of a resource family, provides a history the child may review with their resource, kinship, custodial or adoptive family when they reach the age of majority. It also provides a summary for the older youth with the goal of Another Planned Permanent Living Arrangement (APPLA) so they can review the sequence of their time in out of home care and what happened to them when. A detailed description of the contents of a child profile and the required timelines for completion can be found in the SWAN bulletin. Referrals for this service must come from the county having legal custody of the child. Payment is based on receipt of the certification form from the county to the affiliate agency. The certification form indicates that the work had been completed accurately and to the county's satisfaction.

Child Specific Recruitment (CSR)

CSR is requested for children who have no identified family resource or permanency connections. The children and youth agency identifies the child or older youth to receive CSR and refers the child to SWAN for assignment to the selected affiliate agency. All children being referred for CSR must be registered with PAE if their goal is adoption, otherwise the PAE registration is waived to assist the county children and youth agency and older youth to locate permanent connections. It is expected that the affiliate agency will work closely with the child or older youth and the children and youth agency to locate and/or develop a family or person who can serve as a permanent connection or locate and/or develop an adoptive family for the child. The children and youth agency provides the affiliate agency with a certification form when the steps outlined in the CSR plan have been completed.

Child Placement

Placement services are referred when a child is placed into a resource or adoptive home for the purpose of creating a permanent home for the child. Placement services include all pre-placement activities required to get the child in a identified home. Placement shall have been determined to occur when the child is moved, a formal placement agreement is in place, and a report of intent has been filed with the appropriate court.

Diakon/FDR quick reference, based on SWAN bulletin 2003, form revised 6-2010

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Adoption Finalization

Finalization services begin after the placement of a child, sibling group or an older youth. Payment of this unit covers the supervision of the placement by the affiliate. This unit applies to children or older youth who are in either a foster to adopt or adoption situation, both status of families benefit from adoption specific support and supervision. An affiliate agency can invoice for this service once the adoption is finalized (decree is filed). Supportive services, reports and home visits, as well as work with attorneys and courts may be included in the finalization unit.

Family Profile

The family profile includes the various options of families providing permanency to children, including kinship, Permanent Legal Custodianship (PLC) and adoptive families. It is a best practice format that provides a more consistent presentation to simplify the review and selection of a family. It can also be used when trying to locate a permanent connection for an older youth and the agency wishes to insure the family or individual qualifies after reviewing clearances and requested references. Other components of the family profile are: orientation, family preparation (training), pre-placement continuing education to keep families supported through the process, annual updates, professional supports, and matching referrals. Once completed the family profile will be maintained as a viable document for up to three years to use for multiple permanency options.

Post Permanency Services

Comprised of advocacy, support group, and respite services, these services validate the work that was often being delivered by SWAN affiliates without remuneration. The services represent a continuum of services designated to strengthen and support families created through kinship, PLC or adoption. They also assist in strengthening the special needs adoption community at the local level.

- **Advocacy** is a management function to ensure that families receive or get connected to appropriate services; it includes an initial assessment for all families receiving services as well as a case advocacy function.
- **Support groups** are structured meetings to build a community of support for all parties – the adopted children, the birth children and the permanent families.
- **Respite or family support services** allow the parents and children involved to take a break from each other and then return to parenting our children with special needs. Think of it as a visit for the children to the home of an aunt or uncle or very good family friend while the parents take a needed break to re-energize to provide on-going parenting.

**affiliate – any licensed adoption agency who subcontracts with Diakon to complete SWAN/permanency work.

Amended Diakon/FDR 5/03, Revised 4/04

Reference: The Pennsylvania Statewide Adoption and Permanency Network (SWAN) bulletin # 3350-03-01 provides detailed policies and procedures regarding the definition, responsibility and implementation of each unit.