




ISSUE DATE <p style="text-align: center;">May 23, 2017</p>	EFFECTIVE DATE <p style="text-align: center;">July 1, 2017</p>	NUMBER <p style="text-align: center;">3350-17-01</p>
SUBJECT <p>Statewide Adoption and Permanency Network Unit of Service Payment Rates and Programmatic Changes</p>		BY  <p style="text-align: center;">Cathy A. Utz, Deputy Secretary Office of Children, Youth & Families</p>

SCOPE:

County Commissioners and Executives
 County Children and Youth Administrators
 County Children and Youth Fiscal Officers
 Pennsylvania Children and Youth Administrators Association
 Statewide Adoption and Permanency Network Affiliate Agencies
 Statewide Adoption and Permanency Network Advisory Committee
 Pennsylvania Council of Children, Youth and Family Services
 Statewide Adoption and Permanency Network Prime Contractor

PURPOSE:

The purpose of this bulletin is to advise county children and youth agencies and Statewide Adoption and Permanency Network (SWAN) affiliate agencies of State Fiscal Years (SFY) 2017-2018 and 2018-2019 adjustments to payment rates for SWAN direct units of service. This bulletin rescinds and replaces the Unit of Service and Payment Rate chart in Section C on page 7 of OCYF Bulletin 3350-03-01, Statewide Adoption Network (SWAN) Policies and Procedures.

Additionally, this bulletin provides the following programmatic changes:

- Reduces the completion time frame for child-specific recruitment activities;
- Sets payment rates for child and family profile addendums; and
- Removes outdated payment requirements related to the placement and finalization units of service.

REFER COMMENTS AND QUESTIONS REGARDING THIS BULLETIN TO:
 Carrie Keiser
 Office of Children, Youth and Families
 (717) 705-4401

BACKGROUND:

The SWAN program is overseen by the Department of Human Services (DHS), Office of Children, Youth and Families (OCYF), and is managed by a prime contractor, currently Diakon-SWAN, LLC. SWAN is designed to support and enhance timely permanency services for children in Pennsylvania who are in the custody of county children and youth agencies and to provide post-permanency support services to families. To accomplish this important work, OCYF works with a prime contractor who subcontracts with approximately 80 private adoption agencies, referred to as SWAN affiliates, across the state.

The SWAN program offers six direct services from which county children and youth agencies choose in order to enhance the permanency services system and to expedite services for children in their custody. SWAN affiliate agencies provide the services as requested by the county children and youth agencies.

County children and youth agencies make referrals for permanency services to the SWAN program for the following services: family profile; child profile; child preparation for permanency; child placement; adoption finalization; and child-specific recruitment. The payment rate for these services has not changed since 2003.

SWAN also provides post-permanency services to Pennsylvania families who have adopted, whether or not they adopted a child from foster care, and to those families who have provided permanency through permanent legal custodianship or formal kinship care to a child from the Pennsylvania child welfare system. Unlike the direct services noted above, however, counties do not request post-permanency services. Rather, families self-refer for those services by contacting the SWAN Helpline at 800-585-7926. The changes noted within this bulletin do not affect SWAN post-permanency services or the rate of payment for those services.

DISCUSSION:

After multiple SWAN affiliate requests to increase the prices paid for services provided, OCYF entered into an agreement with Public Consulting Group (PCG) to conduct a time and cost analysis of SWAN direct units of service. The report included rate and payment recommendations for each unit of service except post-permanency. In addition to the PCG report, OCYF required the SWAN prime contractor, which began a new five-year contract to provide SWAN services in October 2015, to collect cost and time data from all SWAN affiliate agencies throughout the life of the current SWAN prime contract which expires on June 30, 2020. The collection of cost and time data began on January 1, 2016 for the purpose of documenting the actual cost to deliver each unit of service.

Throughout calendar year 2016 the SWAN prime contractor provided OCYF with quarterly time and cost reports as reported by SWAN affiliates. Based upon the actual time and cost data collected from SWAN affiliate agencies over a one-year period, OCYF is adjusting payment rates for county-referred direct services for SFY 2017-2018 and SFY 2018-2019. The following SWAN rates will be effective for all services referred

on or after July 1, 2017. Payment for any services referred prior to July 1, 2017 will be paid according to the current prices noted in OCYF Bulletin 3350-03-01, Statewide Adoption Network (SWAN) Policies and Procedures, on page 7.

Unit of Service	SFY 2017-2018 and SFY 2018-2019 Payment Rate	Additional Changes
Child Preparation	\$2,500	None
Child Specific Recruitment (CSR)	\$1,600	Changed from a 12 month unit of service to a 6 month unit of service.
Child Profile	\$1,700	One addendum will be referred and reimbursed at \$500 per SFY.
Family Profile	\$2,600	One addendum will be referred and reimbursed at \$500 per SFY.
Placement	\$3,000	No need for intent to adopt petition to invoice.
Finalization	\$2,600	No need for adoption decree to invoice.
Post-Permanency Services		
Advocacy	\$500/month	None
Support Group	\$250/family/quarter	None
Respite	Up to \$300/month	None

Moving forward, cost adjustments for SWAN units of service will be determined by OCYF on an annual basis and communicated in an annual SWAN Unit of Service Payment Rates Bulletin as well as in the annual Needs-Based Plan and Budget Bulletin. Established rates will be based upon actual cost and time data submitted by SWAN affiliate agencies to the SWAN prime contractor. Therefore in January 2018, OCYF will review affiliate cost and time data and if any changes are needed to payment rates, they will be included in the SFY 2019-2020 Needs-Based Plan and Budget Bulletin and in an updated SWAN Unit of Service Payment Rates Bulletin.

These price adjustments for SWAN units of service are being made within the existing contract and will not negatively impact county children and youth SWAN service allocations. The SWAN prime contractor will make the necessary changes to the

SWAN portal to the rates paid for individual services, but the overall SFY 2017-2018 SWAN allocations for counties will remain the same.

Programmatic Changes to the Following Units of Service:

Child Specific Recruitment (CSR)

Effective July 1, 2017, CSR will be a six month unit of service. CSR was previously a 12 month unit of service. An affiliate agency may invoice the prime contractor at \$1,600 upon the documentation of the fulfillment of activities in the written CSR plan and/or the identification of a family for a child. If, at the end of the six-month period, the child has not achieved permanency, the affiliate may invoice the prime contractor and the county may refer for another unit of CSR. If permanency is not achieved at the end of the second six-month period, the county may continue to refer for CSR as necessary.

Additionally, although family finding activities are a component of CSR, CSR is not to be used solely to provide family finding services. Family finding may be one of the activities to be pursued as outlined in the CSR plan, but at no time should a CSR plan consist solely of family finding. For more information on the types of activities that should be included in a CSR plan, county and affiliate agencies should contact their SWAN Technical Assistant or visit the CSR benchmarks online at: <http://www.diakon-swan.org/swan/documents/item/85/>.

CSR referrals made prior to July 1, 2017 will be completed and paid at the previous rate of \$3,000 for a 12 month period or upon the documentation of the fulfillment of activities in the written CSR plan and/or the identification of a family for a child.

Child Profile and Child Profile Addendum

An affiliate may invoice the prime contractor for a child profile at \$1,700 when the child profile has been completed and certified by the county children and youth agency. The child profile can be used for a maximum of three years, which may include two addendums. However, effective July 1, 2017, the price paid for a child profile does not include any additional addendums. County children and youth agencies must request an addendum by making a referral to the SWAN prime contractor for a child profile addendum at a unit cost of \$500. The affiliate may invoice the prime contractor for the child profile addendum when it has been completed and certified by the county children and youth agency. County agencies may only request one addendum per child profile per year. After two child profile addendums have been completed, the county children and youth agency will make a referral for a new profile if the child has not achieved permanency and is still in need of a current child profile.

Child profiles that were referred prior to July 1, 2017 will be paid at the previous rate of \$2,000, which includes the cost of the completion of two addendums, if necessary. Addendums may not be referred before July 1, 2018.

Family Profile and Family Profile Addendum

An affiliate may invoice the prime contractor for a family profile at \$2,600 when the family profile has been completed and shared with the family. The family profile can be used for a maximum of three years, which may include two addendums. However, effective July 1, 2017, the price paid for a family profile does not include any addendums. An affiliate or county children and youth agency must request an addendum by making a referral to the SWAN prime contractor for a family profile addendum at a unit cost of \$500. The affiliate may invoice the prime contractor for the family profile addendum when it has been completed and shared with the family and if necessary, certified by the county children and youth agency. Affiliate and county agencies may only request one addendum per family profile per year. After two addendums have been completed, the county or affiliate agency will need to make a referral for a new profile if the family is still in need of a current family profile.

Family profiles that were referred prior to July 1, 2017 will be paid at the previous rate of \$2,500 which includes the completion of two addendums, if necessary. Addendums may not be referred before July 1, 2018.

Placement

Effective July 1, 2017 the affiliate may invoice the prime contractor at \$3,000 with county approval for payment. It is no longer necessary to have the intent to adopt petition filed with the court to receive payment.

Placement referrals made prior to July 1, 2017 will be paid at the previous rate of \$4,000.

Finalization

Effective July 1, 2017, the affiliate may invoice the prime contractor at \$2,600 with county approval for payment. It is no longer necessary for the SWAN affiliate to have a copy of the adoption decree to receive payment.

Finalization referrals made prior to July 1, 2017 will be paid at the previous rate of \$3,500.