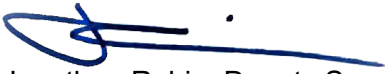


<b>ISSUE DATE</b> July 9, 2020	<b>EFFECTIVE DATE</b> <b>July 1, 2020</b>	<b>NUMBER</b> 3350-20-04
<b>SUBJECT</b> Statewide Adoption and Permanency Network Unit of Service Payment Rates and Programmatic Changes		<b>BY</b>  Jonathan Rubin, Deputy Secretary Office of Children, Youth & Families

**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 (CCYAs) and Statewide Adoption and Permanency Network (SWAN) affiliate agencies of adjustments to payment rates for SWAN direct units of service for State Fiscal Year (SFY) 2020-2021 and tentative payment rates for SFY 2021-2022. This bulletin rescinds and replaces the payment chart on page 3 of the Office of Children, Youth and Families (OCYF) Bulletin 3350-19-02, titled “Statewide Adoption and Permanency Network Unit of Service Payment Rates and Programmatic Changes” and replaces the unit costs on page 74 of OCYF Bulletin 3140-20-02, titled “Fiscal Year 2021-22 Children, Youth and Families Needs-Based Plan and Fiscal Year 2020-21 Implementation Plan Instructions.”

The programmatic changes outlined in OCYF Bulletin 3350-18-02 remain in effect.

**BACKGROUND:**

The SWAN program is overseen by the Department of Human Services (DHS), OCYF, and is managed by a prime contractor, currently Diakon-SWAN, LLC. SWAN is designed to support and enhance timely permanency for children in Pennsylvania who are in the custody of CCYAs and to

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**

**ORIGIN OF BULLETIN:**

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Visit the Office of Children, Youth and Families website at [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov)

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 to enhance permanency services and to expedite permanency for children in foster care. SWAN affiliate agencies provide the services as requested by the CCYAs.

CCYAs make referrals to the SWAN program for the following services: family profile, child profile, child preparation for permanency, child placement, adoption finalization, and child-specific recruitment.

SWAN also provides post-permanency services to any Pennsylvania family who has adopted from the child welfare system, as well as to families who have adopted through private or international arrangements. In addition, SWAN post-permanency services are offered to families who have provided permanent legal custodianship or formal kinship care to a child from the Pennsylvania child welfare system. Unlike the direct services noted above, CCYAs 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:**

OCYF required the SWAN prime contractor, which began a new five-year contract in October 2015, to collect time and cost data from all SWAN affiliate agencies throughout the life of the current SWAN prime contract.

OCYF convened a time-limited SWAN Rates Workgroup, comprised of SWAN affiliate staff, who examined the current process used to collect time and cost data and make recommendations on how to best determine appropriate payment rates for completed SWAN services. As a result of the workgroup's recommendations, changes were made to the existing time and cost tracking utility and a new comprehensive cost analysis survey was used to obtain the administrative costs (indirect, overhead and caseworker rates) associated with completing SWAN services. A new time and cost tracking utility was implemented in Summer 2018, and as of February 1, 2019, all SWAN affiliate agencies must use the new time and cost tracking utility.

Based upon the actual time and cost data collected from SWAN affiliate agencies during calendar year 2019 and on information obtained through the administrative cost analysis survey, OCYF is adjusting payment rates for county-referred direct services for SFY 2020-2021 and tentatively adjusting payment rates for SFY 2021-2022.

The following SWAN rates will be effective for all services referred on or after July 1, 2020. Payment for any services referred prior to July 1, 2020, will be paid at the rate established for the year in which the referral was made.

Unit of Service	SFY 2020-2021 and tentative SFY 2021-2022 Payment Rate	Additional Changes
Child Preparation	\$2,900	None
Child Specific Recruitment (CSR)	\$2,800	None
Child Profile	\$2,100	None
Child Profile Addendum	\$1,350/SFY	None
Family Profile	\$2,700	None
Family Profile Addendum	\$1,450/SFY	None
Placement	\$1,950	None
Finalization	\$2,250	None
Finalization Extension	\$1,200	None
Post-Permanency Services:		
Advocacy	\$500/month	None
Support Group	\$250/family/quarter	None
Respite	Up to \$300/month	None

Price 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 time and data submitted by SWAN affiliate agencies to the SWAN prime contractor. Effective July 1, 2020, the finalization extension will no longer be calculated at half the price of the finalization unit of service, instead will be based upon actual time and cost data submitted.

These price adjustments for SWAN units of service are being made within the existing contract and will not negatively impact CCYA SWAN service requests. The SWAN prime contractor will make the necessary changes to the SWAN portal for the rates paid for individual services, but the number and type of services requested by CCYAs will remain the same.