




<b>ISSUE DATE</b>  June 8, 2018	<b>EFFECTIVE DATE</b>  July 1, 2018	<b>NUMBER</b>  3350-18-02
<b>SUBJECT</b>  Statewide Adoption and Permanency Network Unit of Service Payment Rates and Programmatic Changes		<b>BY</b>   Cathy A. Utz, 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) 2018-2019 and tentative payment rates for SFY 2019-2020. This bulletin rescinds and replaces the payment chart on page 3 of the Office of Children, Youth and Families (OCYF) Bulletin 3350-17-01, titled "Statewide Adoption and Permanency Network Unit of Service Payment Rates and Programmatic Changes" and replaces the unit costs on page 84 of OCYF Bulletin 3140-18-03, titled "Fiscal Year 2019-20 Children, Youth and Families Needs-Based Plan and Fiscal Year 2018-19 Implementation Plan Instructions."

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

The programmatic changes outlined in OCYF Bulletin 3350-17-01 remain in effect, with the following exception:

- Effective July 1, 2018, the finalization unit of service assumes an eight-month completion time frame, with the option for an extension of services.

### **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 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 in order 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 Pennsylvania families who have adopted, whether or not they adopted a child from foster care, and to families who have provided permanency through permanent legal custodianship or formal kinship care to a child from the PA 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, which expires on June 30, 2020. The collection of time and cost data began on January 1, 2016 for the purpose of documenting the actual cost to deliver each unit of service.

Based upon the actual time and cost data collected from SWAN affiliate agencies over calendar year 2016, OCYF issued Bulletin 3350-17-01, "SWAN Unit of Service Payment Rates and Programmatic Changes," which adjusted the payment rates for county referred direct services for SFY 2017-2018 and SFY 2018-2019. Upon the release of OCYF Bulletin 3350-17-01, SWAN affiliates voiced questions and concerns regarding the rate changes and how they were calculated. OCYF agreed to convene a

time-limited SWAN Rates Workgroup, comprised of SWAN affiliate staff, who would examine 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. The workgroup began meeting in August of 2017.

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. The new time and cost tracking utility will be implemented in the summer of 2018. The workgroup also recommended programmatic changes to the finalization unit of service.

Based upon the actual time and cost data collected from SWAN affiliate agencies during calendar year 2017 and on information obtained through the administrative cost analysis survey, OCYF is adjusting payment rates for county-referred direct services for SFY 2018-2019 and tentatively adjusting payment rates for SFY 2019-2020.

The following SWAN rates will be effective for all services referred on or after July 1, 2018. Payment for any services referred prior to July 1, 2018 will be paid according to the prices noted in OCYF Bulletin 3350-17-01, Statewide Adoption and Permanency Network Unit of Service Payment Rates and Programmatic Changes, payment chart on page 3.

Unit of Service	SFY 2018-2019 and tentative SFY 2019-2020 Payment Rate	Additional Changes
Child Preparation	\$2,600	None
Child Specific Recruitment (CSR)	\$1,850	None
Child Profile	\$1,900	None
Child Profile Addendum	\$500/SFY	None
Family Profile	\$2,800	None
Family Profile Addendum	\$500/SFY	None
Placement	\$2,700	None
Finalization	\$3,200	Limited to 8 months of service with option of a 4-month extension at half the rate.
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 cost and time data submitted by SWAN affiliate agencies to the SWAN prime contractor. In January 2019, OCYF will review affiliate time and cost data and if any changes are needed to payment rates, they will be included in the SFY 2020-2021 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 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.

**Programmatic Changes to the Following Units of Service:**

**Finalization:**

Effective July 1, 2018, finalization will be an eight-month unit of service with the ability for the county to refer for a four-month extension at half the price of the unit (\$1,600). Affiliates may invoice the prime contractor at \$3,200, with CCYA approval, for payment. It is not necessary for the SWAN affiliate to have a copy of the adoption decree to receive payment.

Finalization referrals made prior to July 1, 2018 will be paid at the previous rate of \$2,600.