

## XI. Directions for the Exit/Re-Entry Information Form

**IMPORTANT: Complete an Exit Form for all families who were eligible and interested in receiving Intensive Services as indicated in Section D on the NBQ, even if they never completed an initial home visit.**

Please begin by filling out all items at the top of the form.

### **Worker ID**

Fill in your 4-digit employee ID and then fill in the corresponding bubbles below the written numbers.

### **Child's Healthy Start ID**

Please enter the exiting child's ID number and then fill in the corresponding bubbles below the written numbers.

### **County of Service**

Fill in the county of service the family is exiting from.

### **Today's Date**

Fill in the date you are completing this form in the space provided in the upper left hand corner of the form and then fill in the corresponding bubbles below the written numbers.

### **Child's date of birth**

Fill in the birth date of the child you are exiting and then fill in the corresponding bubbles below the written numbers.

## ***I. Exiting Information***

### **Reason for exit**

There are two categories of possible reasons for exit. One is for families who did not complete their first home visit, and the other is for a family that had at least one home visit.

If the family was eligible for and interested in receiving Intensive Services (as indicated on the NBQ) BUT never received a first home visit, you must complete the "Family never completed a first home visit" section under Reason for Exit. If this is the case, the "Family had at least one home visit" section will be left blank.

Alternatively, if the family was eligible for and interested in receiving Intensive Services AND received a first home visit, you will complete the "Family had at least one home visit" section under Reason for Exit. If this is the case, the "Family never completed a first home visit" section will be left blank.

**Please only mark one selection in the Reason for Exit section, depending on whether the family had an initial home visit or not.** If multiple reasons exist, choose the reason you feel is the **primary** reason for exit.

***Family never completed a first home visit:***

**○ Unable to contact (not offered)**

Family was eligible for and interested in receiving Intensive Services (as indicated on the NBQ) but you were unable to contact them to formally offer Intensive Services.

**○ Family moved (not offered)**

Family was eligible and interested, but moved before you could formally offer them Intensive Services. If an initial home visit was scheduled, please use the “HV scheduled, unable to complete” bubble below. Note that you should attempt to connect the family with other Healthy Start programs if the family tells you they are moving to another Oregon location.

**○ Not offered, caseload full**

Family was eligible and interested, but services were not offered because the program was at capacity.

**○ Not offered, didn't meet local eligibility criteria**

Family was eligible and interested, but services were not offered because the family didn't meet your program's additional eligibility criteria.

**○ HV scheduled, unable to complete**

Family was interested and eligible, and initially agreed to participate in Intensive Services. However, even after initially agreeing, the family did not complete the first home visit (either active refusal of services, or unable to successfully complete the visit despite creative outreach attempts, or family moved before first home visit delivered).

**○ Declined, too busy**

Family was interested and eligible, but even after initially agreeing to IS, family has decided not to participate in Healthy Start because they are too busy (refusal happened by phone or other method of contact).

**○ Declined, feels services are not needed**

Family was interested and eligible, but even after initially agreeing to IS, family has decided not to participate in Healthy Start because they are too busy (refusal happened by phone or other method of contact).

**○ Other (please explain)**

***Family completed at least one home visit:***

**○ Unable to locate family**

If you have not been able to locate a family to whom you provided service (e.g., family does not appear to be living at the address), use this exit reason.

**○ Child removed from custody**

If you can no longer provide service to a family because the child has been removed from custody (by DHS child welfare, foster care, etc), use this exit reason.

**○ Child reached age limit of program**

Please use this exit code if the child you are serving has reached the maximum age of children served by your Healthy Start program. Note that a family can age out and also successfully complete (“graduate”) from the program. Indicate family status at exit in the service information section.

**○ Concerns about FSW safety**

Use this code if services are discontinued in order to protect worker safety.

**○ Parent no longer interested**

If you have provided some home visit(s) to a family, but they (or another family member) tell you they no longer wish to receive services, use this exit reason. This option may also be used when parents continually miss visits, avoid contact with the home visitor, etc. (after period of Creative Outreach has been completed).

**○ Parent too busy**

If you have provided at least one home visit post assessment to a family, but they tell you they no longer have time because of other commitments, use this exit reason.

**○ FSW left, family declines further services**

**○ Family transferred to a non-Healthy Start program**

**○ Family moved out of service area**

If the family receiving home visiting services has moved out of the county/ies served by your Healthy Start Program, use this exit reason.

**○ Other (please explain)**

Use this for any other exit reasons not covered above. Further, if the family achieved their goals but the child is not yet 3 years old, mark "Other" as the exit reason and indicate “Excellent progress” on the Family’s Status at Exit. Because Healthy Start provides ongoing preventive services to children and families, “graduation” before reaching the 3-year birth date represents an unusual circumstance.

**You can also use this reason if you’ve completed 3 months of Creative Outreach for a family and are not certain as to the why they have been unresponsive to your attempts to reengage them. Just be sure to note that they have completed Creative Outreach and you don’t know why they aren’t responding in the space provided. However, try to use your best clinical judgment to indicate the reason the family has disengaged, if at all possible.**

## ***II. Service Information***

Complete this section only if the family received some intensive services (at least one home visit). **If the family was exited previously, report only on the time period from the most recent re-entry. Record Creative Outreach dates only if Creative Outreach occurred after the last home visit.**

Fill in the following:

- **Date of first home visit (month, day, year)** Please enter the date of the family's first home visit and then fill in the corresponding bubbles below the written numbers.
- **Date of last home visit (month, day, year)** Please enter the date of the family's last home visit and then fill in the corresponding bubbles below the written numbers.
- **Date final Creative Outreach started (month, day, year).** This refers to the final period of Creative Outreach provided to the family (if applicable) prior to exiting the family for lack of engagement in program services. This does not refer to other Creative Outreach episodes that may have occurred during the family's participation. Please enter the date and then fill in the corresponding bubbles below the written numbers.
- **Date final Creative Outreach ended (month, day, year).** This refers to the final period of Creative Outreach provided to the family (if applicable) prior to exiting the family for lack of engagement in program services. This does not refer to other Creative Outreach episodes that may have occurred during the family's participation. Please enter the date and then fill in the corresponding bubbles below the written numbers.
- **Number of FSWs** –Indicate the total number of home visitors who worked with this family during their participation in Healthy Start (during this service period).
- **Total number of home visits received during this service period.**
- **Indicate the family's status at exit:**
  - Excellent progress, most family/program goals met
  - Good progress, some family/program goals met
  - Little progress, most family/program goals NOT met

### ***III. Re-Entry Information***

IMPORTANT: You should fill out a re-entry form when a family that has been exited from your program returns to your program **OR** a family that has been exited from another Healthy Start program begins services with your program.

Re-Entry Information is located on the back of the Exit and Re-Entry form. Please begin by filling out the information under “Re-Entry Information” at the top portion of the form.

#### **Worker ID**

Fill in your 4-digit employee ID and then fill in the corresponding bubble below the written numbers.

#### **Child’s Healthy Start ID**

Please enter the exiting child’s ID number and then fill in the corresponding bubbles below the written numbers.

#### **Worker’s County**

Fill in the county of service the family is exiting from.

#### **Today’s Date**

Fill in the date you are completing this form in the space provided in the upper left hand corner of the form and then fill in the corresponding bubbles below the written numbers.

#### **Child’s date of birth**

Fill in the birth date of the child you are exiting and then fill in the corresponding bubbles below the written numbers.

#### **Why is family re-entering Healthy Start?**

Please choose **one** of the reasons listed for the family re-entering the program. Please choose “Other” only if there is another reason than one that has been listed on the form and explain.

- Family moved away, but is now back
- Family requested re-entry
- Family transferred from another Healthy Start program
- Other (please explain)