

# FILLING OUT THE EXIT INFORMATION FORM: A HOW TO GUIDE

January 2023

The Exit Information Form is used to record when a family exits the program/services. It should only be completed for families who have accepted services (NBQ Item J must be marked "Accepted Home Visiting Services").

## The Exit Information Form

### Required Information at the Top of the Form

- Please confirm the ID of the child you are exiting. The Exit date should reflect the date you are completing this form
- Be sure that numbers and bubbles match
- For families exiting prenatally, leave Child's Date of Birth blank but record child name if available

### Reason for Exit

- Record **only one** reason for exit from **only one** of the two lists
- If the family never completed a first home visit, choose a reason from the first list (left-hand side)
- If the family completed at least one home visit, choose a reason from the second list (right-hand side) and record the date of the last home visit they received

**Healthy Families Oregon**  
**Exit Information**  
For families who accept services

Version 14  
January 1, 2020

**TO EXIT A CHILD:** Fill in the Reason for Exit and the Service Information sections. Please complete a Family Update within 30 days if one is due when the child exits, and remember to submit your annual ASQ and depression screen tracking forms to NPC for this family.

CHILD NAME \_\_\_\_\_

**EXIT INFORMATION**

Visitor ID	Child of Focus ID	Family County of Residence	Exit Date:	Child's Date of Birth:
			Month Day Year	Month Day Year
2483		<input type="radio"/> Baker <input type="radio"/> Harney <input type="radio"/> Morrow <input type="radio"/> Benton <input type="radio"/> Hood River <input type="radio"/> Multnomah <input type="radio"/> Clackamas <input type="radio"/> Jackson <input type="radio"/> Polk <input type="radio"/> Clatsop <input type="radio"/> Jefferson <input type="radio"/> Sherman <input type="radio"/> Columbia <input type="radio"/> Josephine <input type="radio"/> Tillamook <input type="radio"/> Coos <input type="radio"/> Klamath <input type="radio"/> Umatilla <input type="radio"/> Crook <input type="radio"/> Lake <input type="radio"/> Union <input type="radio"/> Curry <input type="radio"/> Lane <input type="radio"/> Wallowa <input type="radio"/> Deschutes <input type="radio"/> Lincoln <input type="radio"/> Wasco <input type="radio"/> Douglas <input type="radio"/> Linn <input type="radio"/> Washington <input type="radio"/> Gilliam <input type="radio"/> Malheur <input type="radio"/> Wheeler <input type="radio"/> Grant <input type="radio"/> Marion <input type="radio"/> Yamhill		

**Reason for Exit (Mark only one)**

<p><b>Family accepted services but never completed a first home visit:</b></p> <input type="radio"/> Unable to contact <input type="radio"/> Family moved <input type="radio"/> HV scheduled, unable to complete <input type="radio"/> Declined, too busy <input type="radio"/> Declined, feels services are not needed <input type="radio"/> Parent or child deceased	<p><b>Family had at least one home visit:</b></p> <input type="radio"/> Unable to locate family <input type="radio"/> Child removed from custody <input type="radio"/> Child reached age limit of program/Graduated <input type="radio"/> Concerns about home visitor safety <input type="radio"/> Parent no longer interested <input type="radio"/> Parent too busy <input type="radio"/> Home visitor left, family declines further services <input type="radio"/> Family transferred to a non-Healthy Families program <input checked="" type="radio"/> Family moved out of service area <input type="radio"/> Parent or child deceased
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**Service Information**

If the family had at least one home visit, enter the date of the last visit.

Date of Last Home Visit:  
Month Day Year

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- The Exit Information bubble form is a single page and is dark yellow in color
- Confirm you are using the correct form by verifying that the upper right-hand corner reads: "Version 14, January 1, 2020"

### Tips and Reminders!

- Use *only* blue or black ink, and no pencil please
- For bubbling errors, put an "X" through the incorrect bubble, then bubble the correct item (see example in the middle of this page)
- Please do not staple additional pages or notes to bubble form. Paperclipped and/or sticky notes are fine
- Complete a Family Update form within 30 days if one is due at the time of exit