

EXIT FORM

The Exit form should be completed after a family exits the program/services and should *only* be completed for families who have accepted services—meaning that item J on the family’s NBQ (on the program use form) was marked “Accepted home visiting services.”

The Exit form is a single page and is golden in color. Please confirm you are using the correct form by verifying that the upper right hand corner reads: “Version 14, January 1, 2020.”

Please complete these required pieces of information:

- Child Name
- Home Visitor ID
- Child of Focus ID
- Family County of Residence
- Exit Date
- Child’s Date of Birth (with the exception of prenatal)

If any of these fields are not filled out, the data cannot be reliably linked to other evaluation data and will be returned to the program.

There are two main categories of reasons for exit:

1. If the family accepted services but never completed a home visit, please choose one option from the list of reasons on the left-hand side of the form. It is important that you only mark one reason.
2. If the family accepted services and had at least one home visit, please choose from the list of reasons on the right-hand side of the form. Again, only choose one reason. Next, please record the date of the last home visit.

Important things to note regarding exit reasons:

- You should only select an exit reason in either the left-hand or right-hand columns. That is, please do not select a reason in each list.
- If a family leaves the program due to certain life changes that make it difficult to continue with the home visiting schedule, such as new employment, please select the “parent is too busy” reason for exit.
- Please do not write in a reason that is not on the list, as NPC will be unable to enter that information. Select the option that *best fits* your family’s reason for exiting the program.

Finally, if you are completing an Exit form for a family, please remember to complete a Family Update form within 30 days (if one is due at time of exit) and submit to NPC.