

FILLING OUT THE RE-ENTRY INFORMATION FORM: A HOW TO GUIDE

January 2023

The Re-Entry Information form is used to record when a family re-enters program services. It should only be completed for families who originally accepted services, exited services, and are now returning to the services *with the same child of focus*.

The Re-Entry Information Form

Required Information at the Top of the Form

- All these fields are required for the evaluation to use the form
- Please confirm the ID of the child you are re-entering.
- The re-entry date should reflect the date you are completing this form
- Be sure that numbers and bubbles match
- For families re-entering prenatally, leave Child's Date of Birth blank but record the child's name if available

Version 14
January 1, 2020

Healthy Families Oregon Re-Entry Information

For families who accept services

TO RE-ENTER A CHILD: Fill in the Re-Entry Information below.

CHILD NAME _____

RE-ENTRY INFORMATION

Visitor ID	Child of Focus ID	Healthy Families Site	Re-Entry Date:			Child's Date of Birth:			
			Month	Day	Year	Month	Day	Year	
2 4 8 3		<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							

Why is family re-entering Healthy Families? (Mark only one)

Family moved away, but moved back to the service area and requested re-entry.
 Family requested re-entry after exiting by request or after Creative Outreach.
 Family transferred from another Healthy Families program *

* If family is transferring from another Healthy Families program: before submitting this Re-Entry form, confirm the following. Please initial each step confirming it is complete.:

Confirm (via email or phone call) that the program originally exiting the family submitted an exit form to NPC (or for families who exited prior to January 1, 2018, the family was exited on the Excel spreadsheet submitted to NPC). If the family has not been exited, request the program submit an exit form.

After exit is confirmed, contact ELD and ask that the family's CLARA data be moved (transferred) from the original exiting program to the new program the family is enrolling in.

Once ELD has made the transfer, confirm that your program has access to the family's data in CLARA. Once you have access to the family's data, submit this form to NPC.

7141418343

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

Reason for Re-Entering

- Record **only one** reason for re-entry
- If you select "Family transferred from another Healthy Families (**OREGON**) program" you must also initial the first item at the bottom of the form: "Confirm the family submitted an exit form"
- The other two items can be disregarded since CLARA is no longer operational

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 the bubble form. Paperclipped and/or sticky notes are fine