

# RE-ENTRY INFORMATION FORM

Please use the Reentry form to record when a family reenters Healthy Families program/services. Reentry forms should only be completed for families who had originally accepted services, exited services (and had an exit form submitted), and are now returning to services with the *same* child of focus.

The Reentry form is a single page and is salmon 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
- Healthy Families Site
- Re-Entry Date
- Child's Date of Birth (leave blank if the family is re-entering when the baby is still 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.

Important things to note regarding use of the MPE II-A form:

- **For families who accepted services, exited the program, and now are reentering the program, please indicate the reason for reentry. It is important that you only mark *one of the three re-entry options*.**
  - If you select "Family transferred from another Healthy Families (OREGON) Program", please initial once you've completed the item, "Confirm (via email or phone call) that the program originally exiting the family submitted an exit form to NPC (or if the family exited prior to January 1, 2018, that this was recorded on the Excel spreadsheet submitted to NPC). If the family has not been exited, please request that the program submit an exit form."
- NPC will need to return any Re-Entry forms which indicate the family is re-entering HFO due to a program transfer but does not have the above item initialed.
- These two items can be disregarded since CLARA is no longer operational:
  - "After the 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 in which the family is enrolling."
  - "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."

- Please note that out-of-state transfers do not require a Re-Entry form. Please review the following information from the State regarding out-of-state transfers:
  - There is currently no statewide policy/procedure for transferring families from non-Oregon based HFA programs into an HFO program.
  - Individual programs should make the determination based on space/availability and whether the family requesting transfer fits within the program's service priority areas.
  - Even though an out-of-state transfer family wouldn't have been screened with the NBQ, that if another HFA program provided service to them, HFO will consider them eligible for services.
  - Upon transfer, the family should complete a consent form.
  - For the family to be counted and tracked as receiving service, programs need to obtain an ID number for the parent and child from NPC Research.
  - To indicate the family is receiving services, start a new NBQ for the family, but mark all the screening items "Parent Did Not Answer Question." On the screening result, indicate "Clinical Positive" and write in "Transfer from [XX state] HFA program." Indicate that the family accepted home visiting services. On the enrollment page, enter the start date as the first visit date with the Oregon program (indicating "acceptance" and start date will include this family in counts of service).
  - Proceed with data collection and (if the family consented to the evaluation) submit a Family Intake and My Parenting Experience I during the first month of service (to serve as a baseline), and then submit additional evaluation forms based on the child's DOB.