

FILLING OUT THE FAMILY INTAKE FORM: A HOW TO GUIDE

January 2023

The Family Intake form is used to collect baseline information about the family. This information allows the evaluation to measure how effective the service is in making positive changes in their lives. This form, which should be completed postnatally and within one month of the baby's birth, must be completed for every family who receives home visits.

The Family Intake Form

Top of the Form

- All these fields, including child name, are required for the evaluation to use the form
- Be sure that numbers and bubbles match

**Healthy Families Oregon
Family Intake** Version 14
January 1, 2020

CHILD NAME _____

This initial information about the child and family should be completed by the home visitor only after the baby is born.

Visitor ID	Child of Focus ID	Family County of Residence	Today's Date:			Child's Date of Birth:		
			Month	Day	Year	Month	Day	Year
21483		Baker <input type="radio"/> Harney <input type="radio"/> Morrow <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Benton <input type="radio"/> Hood River <input type="radio"/> Multnomah <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Clackamas <input type="radio"/> Jackson <input type="radio"/> Polk <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Clatsop <input type="radio"/> Jefferson <input type="radio"/> Sherman <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Columbia <input type="radio"/> Josephine <input type="radio"/> Tillamook <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Coos <input type="radio"/> Klamath <input type="radio"/> Umatilla <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Crook <input type="radio"/> Lake <input type="radio"/> Union <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Curry <input type="radio"/> Lane <input type="radio"/> Wallowa <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Deschutes <input type="radio"/> Lincoln <input type="radio"/> Wasco <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Douglas <input type="radio"/> Linn <input type="radio"/> Washington <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Gilliam <input type="radio"/> Malheur <input type="radio"/> Wheeler <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Grant <input type="radio"/> Marion <input type="radio"/> Yamhill <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Current Family Status

- Who is baby's primary caregiver? (Mark only one)
 - Mother
 - Father
 - Grandparent
 - Foster parent
 - Other _____
- Specify second primary caregiver / second parent figure.
 - Father
 - Mother
 - Grandparent
 - Other _____
- Gross monthly family income:
 - Under \$400
 - \$400 - \$650
 - \$651 - \$1000
 - \$1,001 - \$1,500
 - \$1,501 - \$2,000
 - \$2,001 or more
- Has parent or spouse/partner served (or currently serving) in the Armed Forces?
 - Yes No
- Was primary caregiver incarcerated at time of enrollment?
 - Yes No
- Was secondary caregiver incarcerated at time of enrollment?
 - Yes No N/A
- Parent has observed or diagnosed developmental delay.
 - Yes No
- What is primary caregiver's housing situation:
 - Own/share ownership of their home
 - Rent/share rent of their home
 - Live in public housing
 - Live with parent or family member
 - Other arrangement (not homeless)
 - Homeless - sharing housing
 - Homeless - emergency or transitional shelter
 - Homeless - other arrangement
- In the past 60 days, primary caregiver has been living in stable housing that the caregiver owns, rents, or lives in as part of a household.
 - Yes No
- Number of children living in the household under age 5:
- Number of children living in the household under age 18 (includes those children reported in Question #11):

Please turn over → **2408272005**

Current Family Status

- This section asks about various characteristics of the primary caregiver and birth of the focus child
- For question 1, if both parents are participating in HFO, pick parent who is likely to be the *main* participant in home visits

- The Family Intake bubble form is a single, double-sided form and is grey in color
- Confirm you are using the correct form by verifying that the upper right-hand corner reads: "Version 14, January 1, 2020"

Back of Form

- The back of the form continues the Current Family Status section with questions 13 – 16.
- Questions 17-22 ask about health insurance for the primary caregiver and focus child, as well as involvement in the child welfare system
- Questions 23-25 ask health-related questions about the caregiver, including smoking, primary health care provider, and breastfeeding

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 17 on this page)
- Please do not staple additional pages or notes to the bubble form. Paperclipped and/or sticky notes are fine

Back of form →