

Discharge / Transfer Tracking Form Final

Provincial Population & Public Health SOP

Programs and Policy, Families First, Population and Public Health

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1. Abbreviations

CA – Community Area

FFS – Families First Screen

FFHV – Families First Home Visitor

ID – Identification

PHIN – Personal Health Information Number

PHN – Public Health Nurse

RHA – Regional Health Authority

SOP – Standard Operating Procedure

2. Purpose

To outline the necessary steps in the completion and submission of the Discharge Transfer Tracking form.

3. Scope

This form is completed by the FFHV who worked with the family and/or the PHN who provides reflective supervision.

4. Definitions

Clinical Positive FFS: Less than 3 risk factors on the FFS in the corresponding areas (within [Appendix B](#) of the Psychosocial Family Assessment Guideline); or any other risk factors on the FFS and/or variances with limited protective factors noted in the nursing assessment that may contribute to increased risk for negative outcomes for the family.

Families First Screen: A universal standardized and validated tool for assessing parents and co-parents and assuring the systematic discovery of family situations and strengths.

Home Visit: A home visit is held in an in-person environment where relationship building is optimized. Environments are usually in the family home, but could also be outside in a backyard, park, or resource center where privacy is available for 1:1 interaction. In each home visit, evidence informed Families First curricula is facilitated for a minimum of 20-30 minutes and a home visit documentation record is completed.

Positive Entry Score: 3 or more risk factors on the FFS in the corresponding areas (within [Appendix B](#) of the Psychosocial Family Assessment Guideline) and associated variances in the nursing assessment.

5. Background

Home visiting services that maintain high standards of quality are effective at improving child and family outcomes. The Discharge / Transfer Tracking form provides Families First necessary information about families who have participated in home visiting services. The Personal Health Information Number (PHIN) makes it possible to anonymously link the data from families who participate to child outcomes such as immunization, hospitalization for medical conditions or injuries, Early Development Instrument (EDI) scores and later education scores.

6. Standard Operating Procedure

The Discharge / Transfer Tracking form is to be completed when families discharge or transfer from home visiting services. In situations when a family re-enters home visiting services, a second Discharge / Transfer Tracking form is completed again once the family leaves home visiting services for a second time.

6.1. Completion

The Discharge / Transfer Tracking form is completed when the family is either discharged or transferred to another RHA or CA.

- Transfer to a new RHA / CA - Select this area if this family will be transferred to another RHA (or CA in Winnipeg).
- Families First Screening (FFS) ID Number - Enter the FFS ID number.
- Families First Screen Total Score - Enter the total number of risk factors documented on the FFS. If this score is unavailable, enter '99'.
- Positive Entry Score - Select Yes or No if the FFS indicated a Positive Entry Score.
- Clinical Positive - Select Yes or No if the FFS indicated a Clinical Positive.
- Parent's Personal Health Information (PHIN) - Enter the parent / primary caregiver's PHIN.
- Child's Personal Health Information Number (PHIN) - Enter the child's PHIN that was used on the FFS.
- Parent's Personal Health Information (PHIN) - Enter the parent / primary caregiver's PHIN.
- Date of first Home Visit - Enter the month and year of the first home visit.
 - For transferred families, enter the date of the initial home visit that occurred in a previous RHA or CA, if known. If unknown, enter the first home visit that occurred in the current RHA or CA.
- Date of last Home Visit - Enter the month and year of the last home visit.
- Number of Home Visits - Enter the total number of home visits.
 - For transferred families, enter the total number of home visits including those that occurred in a previous RHA or CA, if known. If unknown, enter the total home visits that occurred in the current RHA or CA.
- Number of Home Visitors - Enter the total number of FFHVs that has worked with the family in the RHA.

- For transferred families, enter the total number of FFHVs including those from a different RHA or CA, if known. If unknown, enter the total number of home visitors that worked with the family within the current RHA or CA.
- Reason for Discharge (do not complete this area for transfers) - Select the reason that corresponds closest to the reason this family is discharged from home visiting services. If no options are applicable, complete “Other reasons”. Document a brief reason in the space provided.
- Family’s Service Level at Discharge (do not complete this area for transfers) - Select the service level of the family at discharge.
- Form Completed By - Enter the name and phone number of the person who completed the form.
- RHA - Select the current RHA code of the FFHV who was working with the family upon discharge / transfer.
- Community Area Code - (for Winnipeg RHA only) – Indicate the current CA code of the FFHV who was working with the family upon discharge / transfer.

| RHA Codes: | Winnipeg RHA CA Codes: |
|------------------------|-------------------------------|
| 01 - WRHA | 10 - St. James |
| 02 - Prairie Mountain | 14 - Point Douglas |
| 03 - Interlake Eastern | 20 - Assiniboine South |
| 04 - Northern | 30 - Fort Garry |
| 05 - Southern | 34 - River Heights |
| | 40 - St. Vital |
| | 50 - St. Boniface |
| | 60 - Transcona |
| | 70 - River East |
| | 80 - Seven Oaks |
| | 90 - Inkster |

6.2. Submission and Filing

After completion, the Discharge / Transfer Tracking form is submitted to Manitoba Health, Seniors and Long-Term Care by fax to 204-948-3768.

After submission, the original Discharge / Transfer Tracking form is permanently stored in the family record.