

ADMINISTRATIVE PROTOCOL



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| Level: | DHP Division | Policy Number: | DHP-MIECHV 10 |
| Applicability: | MIECHV | Date of Last Update: | |
| Effective Date: | 12/13/2013 | Approved | 12/13/2013 |

Subject: **Maternal Infant Early Childhood Home Visitation Project
Release of Information**

Policy: **Updated, current waiting lists and timely case closure maintain
roster of potential home visit referrals**

Purpose: To assure that eligible, appropriate families have optimal opportunity to
receive visit services if agency slots open up.

Procedure: Coordinated Intake (CI) keeps waiting list data accurate and current:

1. CI maintains records to document when home visit agencies report they are full and closed to new referrals.
2. If an eligible client cannot receive services because all programs they qualify for are filled, CI enters the referral into the waiting list, notifies the family, offers community services information, and mails a community resources list so they can obtain other services.
3. Should a home visiting agency reopen for referrals, CI will review the potential referrals on the waiting list and send the agency those with highest risk for them to attempt contact.
4. Healthy Families and Nurse Family Partnership cases close out at age 2. However, Parents as Teachers can serve families until the youngest child turns age two years and nine months. Thus, a referral can stay on the list is until age 2 and 9 months at which time the case is closed and removed from the waiting list.
5. CI documents case closure and date as final disposition code.

FORMS: none

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| Approved By: (Signature) | |
| Approved By: (Name & Title) | Theresa Heaton, CI/CSD Manager |
| Date of Approval: | 12/13/2013 |

Kane County Health Department