

Program 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

ID – Identification Number

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 Program Tracking form.

3. Scope

This form is completed by the PHN who works in Healthy Parenting, Early Child Development and Families First.

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.

Early Entry Prenatal: Families who enroll into home visiting services prenatally.

Early Entry Post-partum: Families who enroll into home visiting services at birth to three months of age.

Enrollment Date: Refers to the date that the PHN Reflective Supervisor reviews the home visiting referral information with the FFHV to support the FFHV in their planning for home visits.

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.

Late Entry: Families who enroll into home visiting services with children four months of age until the age of five years.

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.

Positive Families First (FF) Screen: 3 or more risk factors on the FFS.

5. Background

Home visiting services that maintain high standards of quality are effective at improving child and family outcomes. The Program Tracking form identifies which families are receiving home visiting services and monitors engagement. The Personal Health Information Number (PHIN) makes it possible to anonymously link the data from participating families 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 Program Tracking form is to be completed for every positive or clinical positive FFS completed postpartum or late entry once the family’s response to home visiting services is confirmed.

6.1. Completion

- Date FFS Completed – Select the date that the FFS was completed.
- RHA - Select the code of the RHA where the FFS was completed.
- CA – (Winnipeg RHA only) Select the code of the Community Area where the FFS was completed.

RHA Codes:	WRHA 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

- Families First Screening 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 Number (PHIN) - Enter the 9-digit PHIN of child’s primary parent / caregiver.
- Child’s Personal Health Information Number (PHIN) - Enter the 9-digit PHIN number of the baby or child related to the FFS completion.

- Family enrolled in home visiting services - Select Yes or No if the family enrolls into home visiting services.
- If NO, reason for not enrolling - Select the appropriate response.
 - If selecting 'Not eligible for other reasons', document a brief reason in the space provided. If answer is Yes (family enrolled), leave this section blank.
- Was the family previously enrolled in home visiting services before - Select Yes or No to whether the family received Families First home visiting services with an earlier pregnancy or with this child. If unknown, leave blank.
- Form Completed By - Enter the name and phone number of the person who completed the form.

6.2. Submission and Filing

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

After submission, the original Program Tracking form is permanently stored in the family record.