

Required ‘Healthy Parenting Early Childhood Development’ Paper Forms – as data is not captured by the HPECD Database

The following forms are not replaced in the HPECD database and staff is required to submit them as outlined below.

Form Name	Form Purpose	When is the form filled out?	Where does the form go?
Families First Monthly Supervision Summary	The FF Monthly Supervision Summary helps to track the quantity and quality of supervision by tracking regular scheduled supervision session in detail as well as tracking other elements of supervision.	The FF Monthly Supervision Summary is filled out by the LR PHN at the end of each month. LR PHNs use their WRHA ID number as their ‘Supervisor number.’	After completing the form, fax (without a cover sheet) to HCM at 204-948-3768 The LR PHN keeps the original copy for his/her records
Families First Safety Teleform	The Families First Safety Teleform is used to assess and monitor (surveillance) safety in the home of Families First Families. It also can be serve as a “teaching guide” for home safety.	The Teleform is completed with all enrolled FF families prenatally or postpartum. Data on the Teleform is collected on Intake (enrollment) into the FF program, at 3 months and again at 12 months. Data collection on Intake (enrollment) is completed by the PHN. Only data in the 3 shaded areas on the form is to be collected. These areas are safe sleep, fire safety and car seat safety. The entire form is to be filled out when the child is 3 months and 12 months by the PHN. FFHVs may fill out the form with the family at 3 and 12 months, depending on their comfort level.	After completing the form, fax without a cover sheet to HCM at 204-948-3768. The form is kept in the FF family file.

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Families First Caseload Management Worksheet	<p>The worksheet is used as a tool by the FFHV to indicate the total number of families and weight of their caseload at the end of each month.</p> <p>The worksheet is used as a tool by the LR PHN in Reflective Supervision to explore service delivery, determine availability, and recognize variables that impact service delivery.</p>	<p>The worksheet is completed by the FFHV at the end of each month before closing families to service.</p> <p>Should the FFHV be on away on extended leave and families cannot be redistributed to other FFHVs, then the LR PHN submits the number of families left not receiving home visiting services on the monthly worksheet.</p>	<p>The FFHV submits a copy of the worksheet to the PH administrative support clerk for entry on the FFHV Caseload Management Community Summary form.</p> <p>The Team Manager reviews and signs the form. The FFHV form is then sent to Central PPH Statistics - 490 Hargrave</p> <p>The FFHV keeps the original copy for his/her records</p>
MIS (Public Health Stats)	Manitoba Health requires program statistics on the functional centers with the WRHA PPH program that are nationally defined and reported to the Canadian Institute for Health Information.	MIS forms are filled out daily by both PHNs and FFHVs. At the end of each month, each staff person totals the number of contacts for each column.	<p>The completed form is submitted to the PH administrative support clerk for entry into the PHMIS Monthly Report for PHNs and FFHVs.</p> <p>These forms are then sent to Central PPH Statistics - 490 Hargrave.</p> <p>Staff keeps a copy of the form for his/her records.</p>