



GUIDELINES FOR TRANSFERS FROM A HFA (non-NYS) PROGRAM TO A HFNY PROGRAM

When you have a case transferred from a non-NYS HFA Program to a HFNY Program, the HFNY program will try to get as much information on the case as possible from the non-NYS program or the participant. Please keep in mind that in order to enter this case into the HFNY MIS system, the following HFNY forms will need to be completed to the best of your ability and entered into the MIS system:

- Screen and Pre-Assessment Forms
- Kempe Assessment and Pre-Intake Forms
- ID and Contact Information Form including the Informed Consent
- Intake Form
- Target Child ID (if the Target Child has been born)

Here are some things to remember when filling out these forms:

- Use the Current address and phone number when completing the Screen, Kempe and ID and Contact Information Forms
- Use the original date (or approximate original date) for the date of the Screen and Kempe,
- Use the original date of enrollment to the out of state program for the date of intake,
- Make sure the Screen is positive and referred and assign it to the Out of State Transfer Worker
- On the Preassessment Form, the month of activity should be the same month as when the Kempe was completed. The Kempe result should be positive, the FSW assigned should be the Out of State Transfer Worker and the date FSW assigned should be the same day as the Kempe
- On the Preintake Form the month of activity should be the same month as the Date of Enrollment

- On the ID and Contact Information Form enter the *current* Contact Person.
- Only enter a PC2 on the ID and Contact Information Form if the individual who was the PC2 on the original date of enrollment is still the PC2 after the move to NYS
- Fill out the Intake Form to the best of your ability based on the participant's information as of their original date of enrollment.
- On the Intake and Target Child Identification Forms, do not enter the Medical Provider Name
- When the participant agrees to participate in the HFNY program, the worker should complete the initial TANF eligibility form to the best of their knowledge. The results should be entered on the Intake Form

Before entering any forms in the MIS, the HFNY program should make the first Home Visit and have the participant agree to remain in Home Visiting with the HFNY program.

After the forms listed above have been entered, the following should be done:

- A Change form needs to be completed for the case and entered assigning the case to a new worker with a Change Date of when the case is first seen by the new worker
- The worker should find out who the Medical Provider is for the PC1 and the TC and fill out the Appropriate Change Forms

If you have any questions, contact the Center for Human Services Research (John, Jeff or Dorothy).