

Screen to Intake Timing

Many have asked what the ideal number of days is between receiving a screen and enrolling a family into the program. The correct answer is as few as possible! A more practical response is below where we have broken down the steps and shared what the HFNY policy says about each one. *Some of the time frames are more rigid as we have control over them (e.g., assigning an FSS) and some are more of an ideal as we have less control (e.g., getting a family to agree to a Parent Survey or home visit). The time frames with an (*) indicate that they are dependent on the family's responsiveness.*

TASK	POLICY	TIME FRAME	RUNNING TOTAL	IDEAL TIME BETWEEN KEY DATES
Review Screen	Staff review screen within three days of receipt. (Policies 1-2 A and 2-1 A)	3 days	3 days	Screen to Parent Survey 19 days
Enter Screen into MIS	Screen is entered into MIS within 5 days of receipt. (Policy 1-2 A)	2 days	5 days	
Conduct Parent Survey	Parent Survey is conducted within two weeks of a positive screen being entered into MIS. (Policy 1-2 A)	14 days*	19 days	
Parent Survey is completed and approved by supervisor, entered in MIS, and FSS is assigned	The Parent Survey/assessment process (parent survey/assessment is administered and scored, approved by program supervisor, uploaded in the MIS, and assigned to appropriate staff) should be completed within five business days. (Policies 1-2 A and 2-2 A)	5 days	24 days	Parent Survey to FSS Assignment 5 days
Offer services to parent	Once a staff member has been assigned, an attempt to offer home visiting services should occur within 48 hours. (Policies 1-2 A and 1-3 A) Intake date is the date family accepts services.	2 days*	26 days (Ideal Screen to Intake Time)	FSS Assignment to Intake 2 days
First Home Visit	ASAP (no later than 92 days after birth of child)	*		

