

**Transfer In/out Pathway and known to be going out of Country**

**Out-going**

**Incoming**

**Health Visitor** to notify BSU of transfer out

Notification from CHIS, **Business Support** to notify HV Team duty box of transfer in and send parents a welcome letter for the correct age of the child. **Business Support** to request records from CHIS records or last known provider of Health Visiting Services

**Business Support** to create a Capita report of activities and save to the child’s electronic file

**Business Support** to check if siblings and mother are also transferring out

 Check for active and inactive files

 Mothers file attached to youngest child

 Create separate files for other siblings under five years old

 Check all file content to ensure there are no mis-filed documents (relating to others) send health visitors file



**Team Leader** to allocate named health visitor

**Business Support** to send notes to named Health Visitor and save **in** the child’s electronic file

**Health Visitor** complete Transfer Out Summary **print and sign**

To create Transfer Out Summary and review sensitive content for Information Sharing

Give signed Transfer Out Summary to Business Support to process

**Health Visitor** to review records and decide the level of service / complete transfer in contact

**Business Support** to transfer records to CHIS

**Business Support** to close health visitor involvement on Capita

**Health Visitor** – complete Transfer out Summary. Record on Capita that child is known to have left the country a where they are going. Ask Business Support to close involvement

**Known to be going out of the country**