

Unenrollment and Return to Program Forms

Form overview

Description and procedures

Unenrollment form is to be completed if a participant leaves the program prior to completing 3 years of PCAP.

- If there is information to be reported in a Biannual Documentation for the period of unenrollment, please complete the Biannual Documentation Form. Do not complete Biannuals for the periods following the unenrollment date.

Return to Program form is to be completed if a participant returns to a program to complete their PCAP service (after previously being unenrolled).

- Continue Biannual Documentation based on the next expected biannual. Alberta PCAP Council recommends using the existing 6-month timeframe based on original enrollment date (Ex. January to July, July to January); however, this may be assessed on a case-by-case basis.
- If the participant returns to the program with a new pregnancy or it has been years since the participant left, staff should refer to agency guidelines on whether they start a new 3-year term or continue their original term.

Form questions

The **Unenrollment Form** asks the following questions:

1. PCAP ID
2. Date of un-enrollment
3. Why was the client un-enrolled from the program?
 - Client decision
 - Client needs met/early graduation
 - Death of client
 - False enroll-ineligible for PCAP
 - Incarcerated or in treatment
 - Moved, no referral to another PCAP program
 - Moved, referred to another PCAP program
 - Nonactive (no contact/low engagement)
4. Date of last contact with client

The **Return to Program Form** asks the following questions:

1. PCAP ID
2. Date of return to program
3. Main reason for client return?
 - Client released from jail and/or treatment program
 - Client returned on own
 - Client returned to community (after moving)

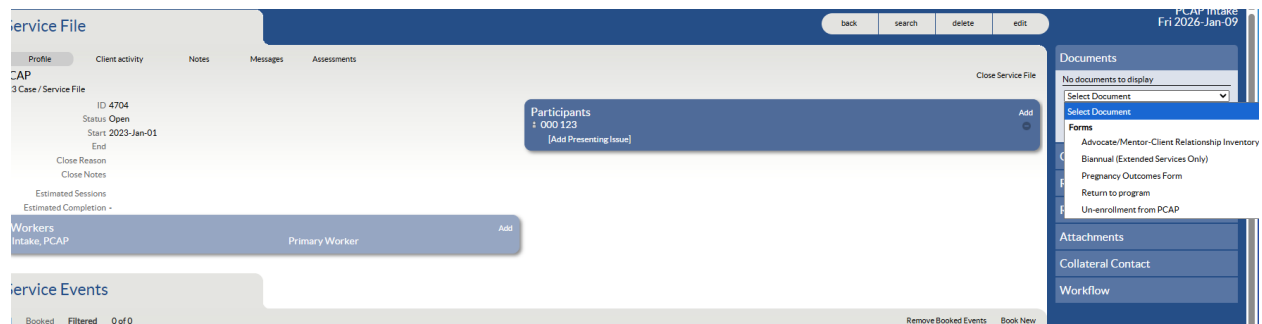
Updates to forms

The Unenrollment and Return to Program Form were updated in April 2026:

- Updated “Reasons” in both forms
- Removed comments section in both forms

Locating the form on Penelope

Unenrollment and Return to Program forms can be found in the PCAP Service Files under “Documents”



Reporting

These forms are currently collected for administrative purposes and are not being reported regularly. This information will be reviewed annually at the Data Oversight Committee to identify any trends or anomalies and may be reported as aggregate data for educational purposes with PCAP programs. Individual sites may request an analysis of their data at any time. Fulfilment of data analysis requests are subject to the Data Analyst’s availability.