**CONFIDENTIAL CASE NOTES**

Initial Interview Date:

Case Worker Code: \_\_\_C11 \_\_\_

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| Date/Time | Notes |
| 30 Nov | Phone Call (Follow-up on Assessment): A follow-up phone call to discuss the results of an assessment, provide clarification, collect additional information, and schedule a home visit. |
| 7 Dec | Home Visit (Action Plan and Provide Awareness Session PSs): A home visit to develop an action plan for addressing identified issues, provide relevant information and support, and ensure understanding of the plan's goals and strategies. |
| 20 Dec | Home Visit (Distribution of CRls): A home visit to distribute materials (e.g., certificates of recognition, checklists, resources) and provide guidance on using them effectively. |
| 4 Jan | Phone Call (Check-in and Support): A phone call to check on progress, provide additional support, address any concerns or challenges, and schedule a follow-up visit or phone call if needed. |
| 22 Jan | Phone Call and Follow-up: A follow-up phone call to review progress, assess the effectiveness of the action plan, discuss any necessary adjustments, and schedule a future appointment if required. |
| 1 Mar | Phone Call (Case Closure): A phone call to summarize the outcomes of the case, discuss lessons learned, provide final guidance or referrals, and formally close the case. |
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Reason for Case Note: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_