

Child-Family Contact Log

(Hot Sheet)

CF/R-8 Revised 1/12

(mandatory)

The purpose of this form is to document all contacts with the family or outside agency whether at the center, during home visits or over the telephone and maintain written documentation.

All staff (Supervisors, Teachers, Home Educators, Health staff or FSW) must enter all contacts on this log in ink.

1. Designated staff prepares a separate record for each family. Complete child's name, family contact name(s) and telephone number on each log on both sides of log.
2. As per HIPPA Privacy Act and Confidentiality policies all logs are to be kept in **one** confidential binder. The binder shall be kept in a locked cabinet available for all staff to access in a **centralized location** for documentation.
3. As contacts are made, do the following:
 - a. Enter the date.
 - b. Enter the appropriate service area code indicating the main purpose of the contact.

D = Disabilities
E = Education
H = Health
SE = Social Emotional
A = Attendance
N = Nutrition
P = Parent Involvement
S = Social Services
T = Transition
 - c. Enter the appropriate type of contact code (P = personal contact, T = telephone contact, I = internal staff or O = outside agency). **Circle the P or the T if the parent initiated the contact.**
 - d. Enter a brief summary of your parent contact in comments section. If utilizing this form for more than one child in the family, specify child's name.
 - e. Recording staff write their initials in the appropriate box.
4. When the log is filled on both sides, a newly prepared log should be added for ongoing documentation. The Contact Logs will be maintained for the entire year in the binder so that the family "history" can be accessed. At the end of the year or when a child leaves the program, the completed logs should be filed in the family file.