**Type**:

**What type of Face to Face Contact are you making?**

* **Home Visit**
* **Unannounced**
* **School Visit**
* **Office Visit**

**Date, Time, and Location**:

**Enter the date and time of your contact, as well as, the address (or identifying information if you don’t know the address).**

**Participants**:

**List the participants (by name) involved in this contact and their role in the case.**

**Purpose of Visit**:

**Why are you meeting?**

* **Family Service Planning / Review**
* **Risk Assessment**
* **Safety Planning / Review**
* **FSNG / CSNG**
* **Initial**

**What issues were discussed, including any discussion of the plan**:

**What was discussed in this meeting – relevant detail?**

* **Did you use any tools and what was the outcome?**
  + **3 Houses**
  + **Safety House**
  + **Circle of Support**
  + **Family Search and Engagement**
  + **Genogram/Eco-map**
* **Working Well**:
* **Worries:**

**Worker Observations / Assessments**:

**Describe your observations:**

* **Condition of the home**
* **Parent/Child Interaction**
* **Parent/Parent Interaction**
* **Caregiver/Child**
* **Visible Safety Concerns**
* **Child Appearance.**

**Child/Children are safe/unsafe because**:

**Is the child safe? Yes/No**

**Explain why the child is safe or not safe**

**Any next steps**:

**What are each of the participants going to do before the next contact?**

* **Include the next meeting date**
* **Plan/Purpose for the next meeting**