

### E. Documenting My DCF Case

Use this log to help you keep track of all the contacts and people who are a part of your case. Use one line for each contact or interaction about your case. (Interactions include conversations, meetings, correspondence, and messages with people involved with your case.) You can also use the log to track future appointments. For each entry, note the date, who attended, what was discussed or decided, and what follow-up is expected. Also, make an entry if you left a message, mailed, or emailed a letter. The sample entry shows you how to use this chart.

Date/Time, Location (if relevant)	Who (include all attendees for meetings)	Type of Contact (e.g., Meeting, Phone, Voice Message, Mail, E-mail)	Bring With Me	Notes for Meeting	What Was Discussed or Decided	Follow Up Required
SAMPLE ENTRY						
7/21/09, 10:30 am	Mary O'Reilly, Lawyer	Phone Call	n/a	Ask about using my counselor as a witness at the trial.	I am going to ask my counselor to be one of my witnesses.	Call Counselor and ask her to write a letter on my behalf and tell her the trial date.

Date/Time, Location (if relevant)	Who (include all attendees for meetings)	Type of Contact (e.g., Meeting, Phone, Voice Message, Mail, E-mail)	Bring With Me	Notes for Meeting	What Was Discussed or Decided	Follow Up Required

## F. My Service Plan Log: Recording Proof of Cooperation

Keep a journal of your participation in activities that are part of your service plan. Each time, ask the group facilitator or other professional to sign this form to confirm that you attended.

This is a sample page, showing what you should record in your notebook. You can photocopy this page if you like, so that you have as many journal pages as you need.

Group or Other Service Plan Task	Date/Time and Location	Follow-Up Expected	Other Notes	Signature of Group Leader to Confirm Your Attendance
SAMPLE ENTRY Attended Weekly Anger Management Group	June 23, 2009, 6pm, Community Church	Complete worksheet assigned.	Try to get there early to talk to the instructor before class.	<i>(signature goes here)</i>



Group or Other Service Plan Task	Date/Time and Location	Follow-Up Expected	Other Notes	Signature of Group Leader to Confirm Your Attendance

**G. Contact Information: How To Get In Touch With . . .**

Ask your DCF worker to help you gather this information at your first visit.

DCF Case Worker's name/address/phone/e-mail address:

---

---

---

"Duty Day"/Day in the office: \_\_\_\_\_

Supervisor's name/address/phone/e-mail:

---

---

---

My Lawyer's name/address/phone/e-mail:

---

---

---

My Child's Lawyer's name/address/phone/e-mail:

---

---

---

Where my child is staying or how to contact my child:

---

---

---

Other Parent's Lawyer's name/address/phone/email:

---

---

---

Other Contacts (name/title/agency/address/phone/email):

---

---

---

---

---

---

---

---

---

---