**Client Contact Form**

**CHA Name:**

**NOTE:** Complete every time you talk to a woman or talk to someone on her behalf.

---

**Client’s Name:**

**Phone #**

**ID #:**

---

**Attempts to Contact by Phone**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Call Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Home visit if “no contact” after a minimum of 5 call attempts.

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**Reason for Contact**

- Administrator pre-survey
- Administrator survey
- Provide consultation/referral information
- Other (specify):
- Remind her of appointment
- Check if she kept appointment
- Other (specify):

---

**Contact Details**

- **Contact Date:**
- **Contact Time:**
- **Contact To/From (circle one):**
- **Contact Type:**
  - Phone
  - In Person (specify location):

**Total Time with Client:**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Minutes</th>
</tr>
</thead>
</table>

**Travel Time:**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Minutes</th>
</tr>
</thead>
</table>

**Expenses:**

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Parking</th>
</tr>
</thead>
</table>

---

**Appointment Information**

- **Appointment date:**
- **Time:**
- **Clinic:**

- **Appointment kept:**
  - Yes
  - No, why?
  - Cancelled
  - Rescheduled appointment, date/time

- **Date to give reminder call:**
- **Check if appointment was kept:**

---

**Consultation**

- **A. Consumer skills**
  - (blue/green/pink/yellow)
- **D. Appointment Magnet**
- **Other (specify):**

**Coping Skills:**

- **E. Distancing**
- **F. Seeking Social Support**
- **G. Escape Avoidance**
- **H. Problem Solving**

---

**Referrals**

- **B. Transportation**
- **AC Transit Voucher**
- **C. Child care**
- **I. Mental Health**
- **J. Alcohol abuse**
- **K. Substance abuse**
- **L. Domestic violence**
- **M. Sexual abuse**
- **V. HIV/AIDS**
- **Other (specify):**

---

**Outreach Plan**

---

*See Reverse

**Enter Dates in calendar book**
<table>
<thead>
<tr>
<th>Contact Notes &amp; Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>General Comments</th>
</tr>
</thead>
</table>

* Prolonged Contact or Travel Times
Please explain any unusually long contact times due to interruptions, delays, long waits or other reasons.

* See Reverse