Client Contact Form

Pathfinders, Project #2

CHA Name: ____________________

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

Contact Information

Client's Name: ____________________ Phone# ____________________ ID#: __________

Attempts to Contact by Phone (Date, Time, Call Result) **Example #1: 1/2/00, 8:00pm, Message left**
Example #2: 1/2/00, 8:00pm, No Answer **NOTE: Home visit if "no contact" after a minimum of 5 call attempts.**

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)

Reason for Contact

- ☐ Administer pre-survey
- ☐ Administer survey
- ☐ Provide consultation/referral information
- ☐ 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 or ☐ In Person (specify location): ____________________

Total Time with Client*:

Hours	Minutes

Travel Time*:

☐ Travel Only No Contact	Hours	Minutes

Expenses:

Mileage	Parking

Contact Outcome

Appointment Information

Appointment date: ____________________ Time: ____________________ Clinic: ____________________

Appointment kept?: ☐ Yes ☐ No, why? ____________________

☐ Cancelled ☐ Rescheduled appt, date/time ____________________

Date to give reminder call**: ____________________

Date to check if appointment was kept**: ____________________

Consultation

- ☐ **A.** Consumer skills (blue/green/pink/yellow)
- ☐ **D.** Appointment Magnet
- ☐ Abnormal Pap Education
- ☐ 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

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* See Reverse
**Enter Dates in calender book

Contact Notes & Comments

* Prolonged Contact or Travel Times

Please explain any unusually long contact times due to interruptions, delays, long waits or other reasons.

General Comments

* See Reverse