

Locating a Missing Parent

Documentation of efforts to locate a missing parent **MUST** include:

- Date and time of the visit with all contacts
- Stated purpose of the visit with all contacts
- Statement of person interviewed that the address and phone number are correct
- Identity of the person interviewed and if the person resides at the address
- Relationship of person interviewed about Mr. Smith
- The absence of father, Mr. Smith
- Statement from person interviewed that Mr. Smith lives at that address and receives mail there also
- Statement that person interviewed does not know whereabouts or how to reach Mr. Smith
- Statement by person interviewed about length of time since seeing Mr. Smith
- Statement as to worker's follow-up plans
- Request to have Mr. Smith call the worker
- Description of what the environment was like inside the house

