

Elements of Well-Documented Case Notes:



1. Name of client family, with correct spelling, and case number (if assigned)
2. Date (including year) of contact with family and household members
3. Parties involved in the contact
4. Place of contact/type of contact
5. Length of contact
6. Purpose of contact
7. Information about progress on safety plan
8. Safety and risk assessments
9. Safety plan for each child in the family
10. Decision and actions during contact and reason why
11. The results of the actions taken
12. Other planning (including next scheduled contact)