

Looking for Father

Good documentation includes:

- **date and time of the visit**
- **stated purpose of the visit**
- **statement of person interviewed that the address and phone number are correct**
- **identity of the person interviewed and if the person resides there**
- **relationship of person interviewed to 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**

