

# Looking for Father

## Good documentation includes:

- date and time of the visit
- stated purpose of the visit
- statement of person interviewed that address and phone number are correct
- identity of the person interviewed and if person resides there
- relationship of person interviewed to Mr. Smith
- the absence of father, Mr. Smith

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- 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