

Family Contact Log

Purpose

The *Family Contact Log* documents important details about the services and supports provided to each family and child. For additional pages, print the form on page 2 only.

ECEAP

Only document in the *Family Contact Log* until the family has attended their enrollment visit. When the enrollment is complete, document the visit in ELMS.

Procedure

1. Each family must have their own *Family Contact Log* in the family file. Use as many pages as needed.
2. Write all entries in black or blue pen. Cross out (one line across) and initial any errors.
3. Document in the *Family Contact Log* as soon as the application is received, and first contact has been made with the family.
4. Write entries from a strengths-based perspective. Include efforts made by the family to meet goals and overcome barriers.
5. Write clearly and concisely, with enough information to show progress over time.
6. Use the codes shown in the tables below:

Type of Contact	Code
Information Only	IO
Telephone Call	TC
Center Contact	CC
Home Visit	HV
Note	N
Email	E
Text Message	TM
Fax	F
Collateral	COL
Attendance: concerns/follow up	A
Interdisciplinary Staffing: each time it occurs	IDS
Transition: transition visit/conference	T

Focus Area	Number
Family Stability - Housing	1
Family Stability - Family & Dependents	2
Well-Being - Health & Mental Health	3
Well-Being - Personal & Professional Networks	4
Financial - Debt	5
Financial - Savings	6
Education & Training	7
Employment & Career Management	8
Other	9

