

Social Worker Contact Log Form Sample

The **social worker contact log form** sample provides a structured template to record interactions and case details efficiently. It ensures accurate documentation of client meetings, progress notes, and follow-up actions. This form enhances communication and case management within social services.

Case Details

Case Number:	[Enter case number]	Date Opened:	[Enter open date]
Client Name:	[Enter client name]	Date of Birth:	[Enter DOB]
Assigned Social Worker:	[Enter worker name]	Contact Information:	[Enter contact info]
Case Status:	[Open/Closed]	Next Review Date:	[Enter review date]

Contact Log Entries

Date	Type of Contact	Persons Present	Summary of Interaction & Progress Notes	Follow-Up Actions	Social Worker Initials
[MM/DD/YYYY]	[Phone/Visit/Virtual/etc.]	[List persons]	[Describe discussion, concerns, progress, outcomes]	[Actions to take, responsible persons, deadlines]	[SW]
[MM/DD/YYYY]	[Phone/Visit/Virtual/etc.]	[List persons]	[Describe discussion, concerns, progress, outcomes]	[Actions to take, responsible persons, deadlines]	[SW]

Additional Notes

[Include any other important information or comments related to the case.]

Signatures

Social Worker Signature	Date	Supervisor Review	Date
[Signature]	[MM/DD/YYYY]	[Signature]	[MM/DD/YYYY]