

### Purpose of form

The Contact Log is used to document the type, date of contact, and person contacted. It also allows the emergency foster care provider to describe the child's reaction to the contact.

### Instructions

The log is prepared in triplicate by the emergency foster care provider.

**Child's name:** Self-explanatory.

**Date of birth:** Self-explanatory.

**Case number:** OKDHS case number.

**Date:** Show the date of each contact.

**Type of contact:** Show the contact as religious or extracurricular activities, face-to-face visits, telephone, or mail.

**Contact was with whom:** Contact may be with parents or guardian, an OKDHS worker, relatives, siblings, the child's attorney, volunteer, contract social worker, etc.

**Reaction to contact/other comments:** The emergency foster care provider describes the child's reactions, behavior changes - positive or negative, or feelings shared by the child. The provider may also comment about how issues regarding the contact were handled.

### Routing

Both the original and one copy are given to the CW worker upon the child's discharge. Original is filed in the CW case and a copy accompanies the child to the next placement.

One copy is retained in the contractor's file for the child.