

## Structured Case Note Guidelines

### I. Contact Specific Information

- a. Information documented for contacts would remain the same as already outlined in 3130.43. This information would include a record of service activity including the dates of the contact with family members, the parties involved in the contact, the action taken, and the results of the actions.
- b. Counties are able to add any additional information that reflects their county practice

### II. Safety Specific Information

NOTE: the following bullets have been identified to address all of the safety components that must be addressed in documentation. It is possible to address all of these bullets within the contact summary. If counties opt to document this information in one narrative paragraph, the caseworker and supervisor would need to assure that all of the following bullets have been addressed. If, however, your agency feels that using a template format similar to the template provided would be beneficial, this would also be acceptable.

#### a. Information Gathered for Safety Assessment

- i. In this section, documentation specific to the Six Assessment Domains should be included.
- ii. Every domain should be considered at each contact; however, information related to two of the domains, type of maltreatment and nature of maltreatment, may not have changed from contact to contact. Caseworkers may indicate that no new allegations or maltreatment has occurred since the last contact.

#### b. Changes to the Safety Assessment and/or Safety Plan

- i. In this section, documentation of whether or not the information gathered during this contact resulted in the completion of a new In Home Safety Assessment Worksheet or a revision to the Safety Plan.
- ii. Reference the date of the completed In Home Safety Assessment Worksheet or Safety Plan here.

Structured Case Note  
Format Example

Case Name:	Case Number:	Caseworker:
Date of Contact:	Time of Contact:	Contact Type:
Purpose of Contact:		
Participants:		
Contact Summary:		
<b>Information Gathered for Safety Assessment</b>		
<i>Safety Domains:</i>		
1. Type of Maltreatment: What is the extent of maltreatment? <input type="checkbox"/> No new allegations of maltreatment <input type="checkbox"/> Current Maltreatment (please describe):		
2. Nature of Maltreatment: What circumstances surround the maltreatment? <input type="checkbox"/> No new maltreatment identified <input type="checkbox"/> Circumstances surrounding current maltreatment (please describe):		
3. Child Functioning: How does the child(ren) function, including their condition?		
4. Adult Functioning: How do the adults within the household function, including substance use & behavioral health?		
5. General Parenting: How do caregivers generally parent (i.e. knowledge, skills, protectiveness, history)?		
6. Parenting Discipline: How do caregivers discipline the children?		
<b>Changes to the Safety Assessment and/or Safety Plan</b>		
Did the information gathered during this contact result in a new In Home Safety Assessment Worksheet: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list the date of that assessment		
Did the information gathered during this contact result in a new/revised Safety Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list the date of that Safety Plan		