

CASE MANAGEMENT ACTIVITY SHEET

	Date (mm-dd-yyyy)	Codes			Case/Family/Client Name	Case (SS#) Number	Sfx	Activity	Location	Sess	Mins
		Cnty	Unit	Wkr							
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DO NOT enter a case (SS#) no. for administrative or non-client specific time.

Acceptable Activities List

- Client Interview (Face-to-Face)
- Collateral Interview (Face-to-Face)
- Phone Interview
- Case Planning
- Supervision
- Record Keeping
- Travel
- Individual Contact (During Group)
- Call-In (To Cancel)
- No-Show
- Info/Referral Call(s)
- Community Collateral
- Staff Instructor
- In-Service Training
- Staff/Unit Meeting
- Client Group
- Visit
- Interview

Worker Name (Print)