

## SEQUATCHIE VALLEY HEAD START SOCIAL SERVICES TRACKING FORM

Only one need/service requiring follow up is to be documented per form

Child's Name: \_\_\_\_\_ Center: \_\_\_\_\_  
 Parent/Guardian's Name: \_\_\_\_\_ Date need identified: \_\_\_\_\_  
 Staff initiating form: \_\_\_\_\_

What is the need requiring specific follow up (referral, service, or appointment)?

**Please circle one:**

- |                    |              |                 |             |
|--------------------|--------------|-----------------|-------------|
| Attendance         | Food         | Education       | Other _____ |
| Budget             | Health       | Medical Care    |             |
| Child Abuse        | Housing      | Parenting       |             |
| Clothing           | Heating      | Substance Abuse |             |
| Counseling         | Home Visit   | Skills Training |             |
| Child Sexual Abuse | Job Training | Transition      |             |
| Employment         | Literacy     | Holiday Help    |             |

What is the goal of the follow up action? \_\_\_\_\_

Projected completion date: \_\_\_\_\_ Actual completion date: \_\_\_\_\_

	<u>Date</u>	<u>Time spent on contact (hr./min.)</u>	<u>Contact</u> <small>Phone, home visit, ctr.</small>
1) Follow up entry	_____	_____	_____
Summary:	_____		
_____			
2) Follow up entry	_____	_____	_____
Summary:	_____		
_____			
3) Follow up entry	_____	_____	_____
Summary:	_____		
_____			
4) Follow up entry	_____	_____	_____
Summary:	_____		
_____			

Management Staff signature to indicate goal was met/completed: \_\_\_\_\_

Contact
Date
Time spent on contact

1) Follow up entry \_\_\_\_\_  
Summary: \_\_\_\_\_

2) Follow up entry \_\_\_\_\_  
Summary: \_\_\_\_\_

3) Follow up entry \_\_\_\_\_  
Summary: \_\_\_\_\_

4) Follow up entry \_\_\_\_\_  
Summary: \_\_\_\_\_

5) Follow up entry \_\_\_\_\_  
Summary: \_\_\_\_\_

6) Follow up entry \_\_\_\_\_  
Summary: \_\_\_\_\_

7) Follow up entry \_\_\_\_\_  
Summary: \_\_\_\_\_

8) Follow up entry \_\_\_\_\_  
Summary: \_\_\_\_\_