Investigative Service Recording Template

Face-to-face interviews/home visit service recordings should include the following information:

- **INTAKE ID:** Manually typing the intake ID will allow reviewers to search the service recordings for specific contacts related to this investigation.

- **LOCATION AND TYPE OF VISIT:** SSW will document if the visit occurred at the family's home or an alternate location and will document if it was the initial visit with the family or a follow up face-to-face/phone/virtual contact.

- **PRESENT IN THE HOME:** SSW will document who was present for the contact and who participated or refused to participate in the contact.

- **CARETAKER/CHILD INTERACTION:** SSW will document their observations of interactions between caretakers and children, to include other household members if appropriate.

- **ADULT INFORMATION:** SSW will document specific information gained through interviews and observations. This Information can encompass the specifics gained through interviews as well as individual information.
  - Caretaker 1: One-on-one interview note and specific individual information.
  - Caretaker 2: One-on-one interview note and specific individual information.
  - Caretaker 3: One-on-one interview note and specific individual information.
  - Caretaker 4: One-on-one interview note and specific individual information.
  - Other household member: One-on-one interview note and specific individual information.

- **CHILD INFORMATION: PRIVATE ONE-ON-ONE CONVERSATION WITH CHILD:**
  - Child 1: One-on-one interview note and specific individual information.
  - Child 2: One-on-one interview note and specific individual information.
  - Child 3: One-on-one interview note and specific individual information.
  - Child 4: One-on-one interview note and specific individual information.
- **ASSESSMENT OF SAFETY:** This documentation can be very simple and does not need to be repetitive of the SDM® safety assessment, as that assessment will have documentation that is more specific. The SSW can document the outcome of the safety assessment (SAFE, SAFE WITH A PLAN, UNSAFE) and if safety planning was successful if the outcome was SAFE WITH A PLAN.

- **RISK FACTORS PRESENT IN THE HOME:** SSW can document if any risk factors were observed/found during the interaction with the family and if prevention planning was completed with the family to assist in mitigating risk factors present.

- **ENVIRONMENTAL CONDITION OF HOME:**

- **PROTECTIVE FACTORS:**

- **OTHER INFORMATION:**

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**Investigative Service Recordings- Collateral Contacts**

- **INTAKE ID:** Manually typing the intake ID will allow reviewers to search the service recordings for specific contacts related to this investigation.

- **LOCATION AND TYPE OF INTERVIEW:** SSW will document if the interview occurred at the collaterals home/office or an alternate location and will document if this was the initial contact with the collateral or a follow up face-to-face/phone/virtual contact.

- **PRESENT FOR THE INTERVIEW:** SSW will document who was present for the contact and who participated or refused to participate in the contact.

- **RELATIONSHIP TO THE FAMILY/ROLE IN THE INVESTIGATION:**

- **INFORMATION OBTAINED:**