

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.
 - o Caretaker 1: One-on-one interview note and specific individual information.
 - o Caretaker 2: One-on-one interview note and specific individual information.
 - o Caretaker 3: One-on-one interview note and specific individual information.
 - o Caretaker 4: One-on-one interview note and specific individual information.
 - o Other household member: One-on-one interview note and specific individual information.
- **CHILD INFORMATION: PRIVATE ONE-ON-ONE CONVERSATION WITH CHILD:**
 - o Child 1: One-on-one interview note and specific individual information.
 - o Child 2: One-on-one interview note and specific individual information.
 - o Child 3: One-on-one interview note and specific individual information.
 - o 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:**

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:**