

Contact Record-keeping Worksheet

Problem/Topic: _____

Name of person or agency you talked to: _____

Name of your contact person (may be same as above): _____

Date you called: _____

Phone #: _____

Results of discussion: _____

Action taken (if any): _____

Person not helpful on this topic, but may be helpful regarding (list topics/areas/issues): _____

Next steps (Follow up needed): _____

