



Case Manager Call Log and Case Notes (Form S-23)

CM/Notes/Contacts Tab

Details Related CM Notes/Contacts

 CM Notes/Contacts (4) Log a Note/Contact 

Task	Contact Outs... ▾	Contact	New Case Co... ▾	Type of Cont... ▾	Attempt Status ▾	DateTime	▾
Call							
Call							
Call							
Call							

OMB 0970-#### [valid through MM/DD/YYYY]

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to allow case managers to log any contact (in-person, phone, video, social media, or mail) they make in relation to the UAC's case, including any related notes. Public reporting burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279, and Trafficking Victims Protection Reauthorization Act, 8 U.S.C. 1232). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact UACPolicy@acf.hhs.gov.

UAC-S-23 [Rev. MM/DD/YYYY]

Log a Note/Contact Data Entry Window

New Task: Call Log OMB 0970-#### [valid through MM/DD/YYYY]

Contact

Contact Outside of U.S.?

Contact

New Case Contact

Call Log

* DateTime

* Status

* Type

* Duration

* Type of Interaction

* Contact Details

Follow Up Action
* Required?

Comments

Follow Up Action
Notes

Translation

UAC Primary
Language

Translation Services
Used?

Language

Translator Name

System Information

* Name

* Assigned To

Related To

Due Date

* Subject

* Priority

Save & New

Cancel

Save

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