

# 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... <span style="font-size: 0.8em;">▼</span>	Contact	New Case Co... <span style="font-size: 0.8em;">▼</span>	Type of Cont... <span style="font-size: 0.8em;">▼</span>	Attempt Status <span style="font-size: 0.8em;">▼</span>	DateTime <span style="font-size: 0.8em;">▼</span>
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](mailto: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.? No ▼

Contact Search Profiles... 🔍

New Case Contact ❗

**Call Log**

\* DateTime

Date  📅 Time  🕒

\* Type --None-- ▼

\* Type of Interaction --None-- ▼

\* Status  ▼

\* Duration

\* 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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