1. **CASE INFORMATION**

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| --- |
| Case ID number |

1. **CASE NOTES**

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| **Date**  *dd/mm/yy* | **SUMMARY OF ACTION / NOTES** *Entries should be objective and based on fact, observations and professional judgement (i.e. without assumptions and personal bias) and written in a clear and concise manner (e.g. tried to conduct ad-hoc home visit, but child and family were not home. Re-try tomorrow.). Where needed reference can be made to other documentation/forms (e.g. case opened, see case registration & initial assessment form).* |
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