Example: Client Contact Reporting Form (Positive Voice – Athens and Thessaloniki Checkpoints)

Form for Recording Personal Client Communications 2016

\* Required  
  
Recording office \*:  
  
Location:  
Sex:   
Age group:

0-12

13-17

18-24

25-29

30-34

35-39

40-44

45-49

50-54

55-59  
 > = 60  
 Other:

Type of communication:

Phone

Email

Visit

Facebook

Other:

Topics raised during the communication:

Social security benefits

Medications

Information

Psychological support/referral

Insurance cover

Pension

Pregnancy

Education

Immigration – Travel

Requests from prisoners

Support for released prisoners

Financial support

Doctors – Hospitals

Checkpoint

Legal assistance

Military

Accountants and other professional services

PrEP / PEP

Unemployment

Disability services  
Roma

Tax statements  
Financial assistance for IDUs

Support and referral for IDU

Food, groceries, clothing

Shared accommodation

Other:

Topics for further research:

Name of reporting staff member: \*