Monthly CM Documentation Form: **ADDITIONAL ACTIVITY / CONTACT SHEET**

Person's Name: Month & Year

Note: This sheet is used to record other contacts or activities during the month, if any. Each dated entry should be signed.

DATE	CODE*	ACTIVITY / CONTACT SUMMARY	SIGN / INITIAL

* Contact Codes: **FF** = face-to-face. **HV** = home visit. **PV** = provider site visit. **OV** = other site visit. **MTG** = meeting.
TC = telephone contact. **EM** = e-mail correspondence. **WC** = letter or other written correspondence. **FX** = fax transmittal