AAA BENEFITS COUNSELING CASE NARRATIVE – NAME OF AAA_____

CLIENT NAME_____

MONTH/YEAR_____

PAGE _____OF _____

DATE	INTIALS	TIME	CODE	NARRATIVE

Codes		Unit Calculation of Time
A – Advice/Counseling	P – Documentation Preparation/assistance	Total actual minutes for month _____
B – Written Summary	R – Contact agencies for Client empowerment	Total actual minutes and hours _____
C – Correspondence	S – Satisfaction survey	
D – Scheduled home visit	W – Walk-in	Total Contacts via phone, e-mail, Fax, postal mail, home , office, or Walk-in _____
E – Research for case Options/resolution		
F - Case follow-up		
H - Home visit		Verified by _____
I – Intake		
L – Legal assistance, Representation		
M – Maintenance of records		
N – Agency networking with Other agencies for case Resolution		This section is NOT COMPLETED by Volunteers. Staff will calculate time Spent on the case.