Case Number:

1. Diligent efforts are to:

|  |  |  |  |
| --- | --- | --- | --- |
| Identify | | Locate | |
| When working to identify a family or person, efforts will include:   * Review of case history and other system searches * Questions to family members and collaterals regarding:   + Who has provided support to your/this family in the past?   + Who would you/they consider as a relative or kin? When did you last have contact?   + Describe your/their relationship with this relative or kin. | | When working to locate an identified individual or family, efforts will include:   * Criminal checks, internet, social media and more specific system searches * Questions to family members and collaterals regarding:   + When did you last see or have contact with this person?   + How would you get in touch with this person? |

1. Who is the focus of the diligent effort? (Use a separate form for each individual or family unit that is the focus of a diligent effort.)

Enter as much information as is available regarding names or identifying information (date of birth, social security number, address, etc.). If the entire family is the focus, check the box for entire family but provide as much information about the parent(s) or child(ren) in the spaces provided for Parent and Child (or attach 1st two pages of 5010 or equivalent) but do not check the boxes for Parent or Child. For extended family searches, if it is the paternal kin of father, enter other identifying information for the father or known paternal relatives, but do not check the Parent or Father box.

Family Name:       Other identifying information:

Parent  Father of:       Father’s Name:       Other identifying information:

Mother of:       Mother’s Name:       Other identifying information:

Child Name:       Other identifying information:

Name:       Other identifying information:

Name:       Other identifying information:

Name:       Other identifying information:

Extended Family  Paternal kin of:       Relative/Kin’s Name:       Other identifying information:

Maternal kin of:       Relative/Kin’s Name:       Other identifying information:

1. Diligent efforts tracking

Diligent efforts to locate a parent and/or extended family are required throughout the case. Diligent efforts to locate and contact parents and/or extended family members must occur at least once every month during open ongoing services.

| a. Date | b. Time | c. Type of attempt\* | d. Describe attempt\*\* | e. Results of attempt\*\*\* |
| --- | --- | --- | --- | --- |
|  | am       pm | Choose an item. |  |  |
|  | am       pm | Choose an item. |  |  |
|  | am       pm | Choose an item. |  |  |
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|  | am       pm | Choose an item. |  |  |
|  | am       pm | Choose an item. |  |  |

\*Type of Attempts (c) to identify and/or locate a family or family member (select from drop down box)

1. Visit to family home
2. Contact reporter
3. Interview (face to face or by phone) of family member.
4. Contact with (face to face or by phone) case collaterals, friends, neighbors, current providers, schools, childcare, landlord.
5. Review of CPS case history
6. Review of agency service history and associated addresses (WorkFirst, Child Support, FoodStamps, etc.)
7. Contact past provider or review past provider history (medical records, utility providers)
8. Systems search for individual or family past addresses, or other contacts, or relatives (NC ASSIST, Accurint)
9. Criminal records, local law enforcement records, vital records or civil court history

<http://www1.aoc.state.nc.us/www/calendars/CriminalQuery.html> or <https://www.ncdps.gov/DPS-Services/Crime-Data/Offender-Search>

1. Internet search
2. Social media search
3. Other. Define in column d.

\*\* Indicate in column d. who was contacted, or specific type of search completed, and where and how the contact or search occurred.

\*\*\*Results could refer to attachments for systems or criminal searches or to case documentation/narrative. Results could identify next steps if the diligent effort was successful.