

**DuPage County Family Center  
Neutral Exchange Site**

**Client Contact Memo**

CLIENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: (        ) \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

MESSAGE:

Called to cancel exchange

Exchanging Elsewhere

Will be late for exchange

Needs Info/Other

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ACTION TAKEN:

Contacted Clinician

Left voice message for Clinician

Contacted SMR

Called other parent

Placed message in client file

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