

OUTREACH WORKER'S LOG REVIEW

LOCAL OFFICE:

MONTH:

DATE	OUTREACH TIME	IN-OFFICE TIME	OUTREACH CONTACTS	"QUALITY" CONTACTS	APPLICATIONS	JOB REFERRALS	SUPPORTIVE SERVICES	COUNSELING/ GUIDANCE	TRAINING	JD CONTACTS	OTHER	FOLLOW-UP CONTACTS	EMPLOYER VISITS	ORGANIZATION VISITS	COMMENTS
Total															

Total number of hours counted as outreach	
Divide by 8	
Equals number of days counted as outreach (round up)	
Divide total number of outreach contacts by outreach days	
Equals average number of contacts per day	