

## Template: "How to Contact Me" Section of Intake Form

**READ FIRST: [Program] will only contact you in ways that you give permission for.**

- You never have to agree to have us contact you. We will still help you and provide our services whenever you contact us.
- If you do want [Program/Agency Name] to contact you, use this form to give instructions about how you want us to contact you, and what information (if any) we can leave in a message.
- Before you fill this out, someone at [Program/Agency Name] will discuss your goals/needs, your choices for how to meet those, and the pros and cons of having us contact you.
- You can change your mind about how or if we contact you at any time, and we will update this form to reflect your decision.

**These are my instructions for [Program/Agency Name] to contact me:**

<input type="checkbox"/> <b>Do Not Contact</b>	It is not safe to contact me. I will contact [Program/Agency Name].
<input type="checkbox"/> <b>By phone, if so which number(s)?</b>	during these hours: _____ <input type="checkbox"/> voice messages are OK It is safe/private to leave a message for me about: (appointments, updates, who is calling, etc.)
<input type="checkbox"/> <b>By text</b>	during these hours: _____ It is safe/private to text me about: (appointments, updates, who is calling, etc.)
<input type="checkbox"/> <b>By email, if so which address(es)?</b>	It is safe/private to text me about: (for example: appointments, updates, who is calling, etc.)
<input type="checkbox"/> <b>By video call</b>	during these hours: _____ <input type="checkbox"/> video messages are OK It is safe/private to leave a message for me about: (appointments, updates, who is calling, etc.)
<input type="checkbox"/> <b>By mail, if so which address(es)?</b>	It is safe/private to send information for me about: (appointments, updates, who is calling, etc.)
<input type="checkbox"/> <b>By other:</b> _____	These are my specific instructions when you contact me this way:
I know that if someone is monitoring my phone or computer, or if someone else has access to my phone or computer, that they might see the messages, or information about the messages. Let an advocate know if you're like more information about this to help safety plan around these potential risks.	
_____ (initial)	

**NOTE TO ADVOCATE: Check back in regularly to see if there have been any changes in what's safe and private for the survivor.**