DATE: Mark date of interaction
TIME: Mark the amount of time the interaction took. For emails include reading or writing time. Please make a note of any preparation or research time in the notes column.
PARTICIPANT NAME: Please include your participants name- this will be our only way to link them to their intake sheet.
TYPE: Please select from: Email, Phone, Online Chat, Other. If the type is other please write-in how the interaction took place. For example "Other: Facebook"
THEME: Please select from Emotional Support, Informational Support, Other. If the type is other please make sure to note this in the Reason, Need, Notes column.
REASON/NEED/NOTES: Please provide a brief summary of the reason for your participant's interaction with you. This will help provide context to your support.

PHA PEER NAME:

DATE	TIME	PARTICIPANT NAME	TYPE	THEME	REASON/NEED/NOTES