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| Staff members and all other authorized persons accessing files must complete log prior to examination of the file. Please note all documents removed from and returned to file under comment section. Family Advocate are responsible for the file and do not have to log in or out.  **Do not document family information on this form-use Family/Staff Contact Log** | | | | | | | | **RF-Review File**  **UI-Update File**  **Mon-Monitor** |
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