DSO Contact and Follow-Up Log

A practical worksheet for individuals and families navigating adult developmental services in Ontario.

Record each contact with DSO, a service provider or another support agency. Keep this log in a secure location with your other records.

Contact 1

Date and method of contact (phone / email / meeting)

Name and organization of person contacted

What was discussed or agreed?

Next steps, responsible person and follow-up date

Contact 2

Date and method of contact (phone / email / meeting)

Name and organization of person contacted

What was discussed or agreed?

Next steps, responsible person and follow-up date

Contact 3

Date and method of contact (phone / email / meeting)

Name and organization of person contacted

What was discussed or agreed?

Next steps, responsible person and follow-up date

Tip: Ask for clarification when next steps or timelines are unclear. Make a note of any reference number you are given.