

Record of Due Diligence

Record Due Diligence

*Intake staff must use and document due diligence when obtaining documentation of any status. Due diligence is a process of acquiring objective and reliable information, generally on a person or a company, prior to a specific event or decision. It is usually a systematic research effort, which is used to gather the critical facts and descriptive information which are most relevant to the making of an informed decision on a matter of importance.

Describe efforts to obtain third party documentation:

Describe outcome of effort including obstacles:

Any other comments, observations, etc.:

The information provided in this written statement is true and complete to the best of my knowledge.

Signature

Date

Print Name

END OF CHECKLIST: All pages up to and including this one, must be completed before or during the client Intake and attached to the back of the Client's Intake Form.

The next pages do not need to be included in the client file; rather, the staff needs to be trained on these details prior to doing intakes.