

Learning Objectives

Participants will:

- Identify proper punctuation, grammar, spelling, and sentence construction in casework documentation.
- Practice proper punctuation, grammar, spelling, and sentence construction.
- Practice proof-reading documents

Competency

315-1 The worker can identify pertinent data for inclusion in case records and reports, knows how to organize information in a clear, concise manner, and is able to record summarized case assessments, case plans, and other supporting data into the family case record and reports.