

Workshop Directory Page

TITLE: Writing Skills for Case Documentation

COMPETENCY #: 315-1

NUMBER OF HOURS: 6

Competency:

315-1 The worker can identify pertinent data for inclusion in case records and report, 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.

Learning Objectives:

- 1) The participant will demonstrate awareness of the value of good case documentation.
- 2) The participant will demonstrate the ability to have proper spelling, grammar, sentence, and paragraph structure.
- 3) The participant will use social work terminology appropriately and consistently throughout case documentation.
- 4) The participant will be able to identify what information needs to be documented in case records.
- 5) The participant will be able to differentiate between pertinent detail and verbosity.
- 6) The participant will recognize documentation needs for specialized case record sections.
- 7) The participant will demonstrate the ability to record information in a clear, concise, and efficient way.
- 8) The participant will recognize how their own cultural background may affect their case documentation.

CALENDAR SUMMARY: Writing Skills for Case Documentation is a practical workshop designed to help caseworkers and supervisors improve the quality of their case documentation. Through writing experiences, the trainee will learn to develop a clearer, more factual and pertinent writing style specifically for child welfare documentation.