

## **315-1 Writing Skills for Case Documentation Guide to Handouts**

- Handout 1: Competency/Learning Objectives (1 page)
- Handout 2: Agenda (1 page)
- Handout 3: "Bright ideas" (1 page)
- Handout 4: Using Pronouns Clearly (1 page)
- Handout 5: The Apostrophe (1 page)
- Handout 6: Quotation Marks (1 page)
- Handout 7: Run-on Sentences (1 page)
- Handout 8: Writing Numbers (1 page)
- Handout 9: What to Record (1page)
- Handout 10: Use of Language (1 page)
- Handout 11: Elements of Good Case Documentation (1page)
- Handout 12: Pennsylvania Practice Standards-Documenting the Assessment Process (1 page)
- Handout 13: Pennsylvania Practice Standards-Documenting Key Issues and Decisions (1 page)
- Handout 14: Miller Family-Intake (1 page)
- Handout 15: Miller Family-CPS (1 page)
- Handout 16: Miller Family-GPS (1 page)
- Handout 17: Miller Family-Foster Care (1 page)
- Handout 18: Pennsylvania Practice Standards-Writing the Plan (2pages)
- Handout 19: Miller Family-Closing Summary (1 page)
- Handout 20: References (1 page)