

Elements of Good Case Documentation

- 1) Use Concrete, descriptive language.
- 2) Record evidence of the senses: things seen, heard, smelled, tasted, and touched.
- 3) Use words with clear meanings and avoid value-laden terms.
- 4) Fully identify persons, places, direct quotations, and sources of information.
- 5) Record facts, not an evaluation of the facts.
- 6) Clearly label your impressions and base them on observable information.

Taken from "Elements of Good Case Documentation", SUNY Research Foundation/CDHS, 1994.