

Pennsylvania Practice Standards

Documenting the Assessment Process

STANDARD: The child welfare worker must use agency-established protocols and timelines to accurately and objectively document interviews, contacts, and any relevant observations conducted during the assessment process. The agency will ensure that reports from providers are obtained in a timely manner and reflect an ongoing assessment of safety and child and family functioning.

Knowledge and Value Base (staff responsibilities)

- a. The child welfare worker must have a working knowledge of the agency case record organization protocol.
- b. The child welfare worker must complete case recording through the use of statewide and agency specific formats.
- c. The child welfare worker must know how to document factual information accurately and concisely.
- d. The child welfare worker must know how to document the provision of community and/or contracted provider agency services.
- e. The child welfare worker must have adequate networking skills and knowledge of methods used to collaborate effectively with other professionals.
- f. The child welfare worker must know the agency's established protocols and timelines for documenting assessment interviews and collateral contacts.
- g. The child welfare worker must know how to use information gathered from interviews, collateral contacts, service providers, and reports to evaluate and assess the child's safety, and child and family functioning.

Strategies

- a. The child welfare worker will attend case record documentation training.
- b. The child welfare worker will meet with agency service providers to become familiar with the services offered by the agency.
- c. The child welfare worker will address the family's progress and participation in the assessment during weekly supervision.
- d. The child welfare supervisor will review case records to ensure appropriate case documentation of the assessment process.
- e. The child welfare worker will use the results of case assessment activity in making and documenting decisions.