

Documentation

Background Notes

Documentation is one of the primary duties of a child welfare worker. Interactions with clients must be documented in case notes. Reports frequently have to be submitted to the Courts and the Citizen Review Board. Because there is so much information that could be documented, it is important to know what should be documented and how it should be documented. We cannot write down everything a client says and does or every move a child makes. We must be able to communicate our observations, interactions and recommendations in a clear and concise manner.

Tasks / Assignments:

- Ask your supervisor to select a set of case notes from a workers file, which he/she considers to be well written.
- Ask your supervisor to view a case narrative that he/she considers to be well written. Find out what essential components are needed in a case plan and why.
- Have your supervisor accompany you on your first home visit. Complete a written narrative of this visit, covering all required information written into the format the agency uses. Discuss your documentation with your supervisor.

Discoveries:

- *What techniques for documentation did you learn that you plan to use in your work?*

