

Executive Summary

Course Title: A Training in 3D: Descriptive Dynamic Documentation

Outline of Training:

This course will help participants improve their ability to provide strength based and culturally competent documentation during a Child Welfare case. The course will consist of a brief overview of writing basics, including distinguishing fact from opinion. The course will review the basic do's and don'ts of documentation, what areas to document about, and how to summarize material in a strength based manner. Activities will include basic sentence review as a group, as well as small group discussion/analysis of writing samples provided by the instructor. In addition, the course will have people practice writing a contact based on a group of pictures provided.

Target Audience:

This course is appropriate for anyone who documents information into CWS on a case – most specifically line staff and supervisors. This is a course ideal for new staff but can also serve as a refresher course for seasoned workers and supervisors.

Outcome Objectives for Participants:

After completing this course participants should be able to:

- Distinguish fact statements from opinion statements
- Demonstrate skill in outlining and summarizing complex factual situations
- Demonstrate the ability to write in a logical and grammatically correct style that is strength based, family centered, and culturally sensitive
- Describe the effect of modern technology on confidentiality
- Explain CWS/CMS in terms of documentation; i.e. copying and pasting info from e-mails, letters, etc into case notes
- Identify what situations require documentation such as contacts with service providers and other counties, in-house discussions, consultation with county counsel, documenting reasonable efforts, family meeting documentation, parents' concerns, etc.

Ways that Supervisors can support the Transfer of Learning from the classroom to the job...

BEFORE the training

To support the learning process with staff members, supervisors can review the executive summary with staff, identify an objective to focus on, and alert the participant(s) that they will present an overview of training to unit.

AFTER the training

After the training, the supervisor can meet with the participant and ask to review the PowerPoint, identify a case in which concepts from the training can be applied, discuss further training that could support this training. In addition, supervisors can locate examples of good and not so good documentation, and discuss these examples during a unit meeting.