

Executive Summary **CWS Documentation for use in the Legal System**

Course Description

The CWS Documentation for use in the Legal System Training provides an overview of the requirements and timelines necessary in quality documentation. The training focuses on what to include and specific forms that are necessary in meeting the needs of a child and family within the legal system. Additionally, the training provides the opportunity to examine biased language and the ways it can permeate a report. The course utilizes lecturette, case studies, small group interaction, and scenarios to help participants integrate the information.

Target Audience

This training is appropriate for new workers. New workers will be exposed to requirements and timelines necessary in legal documentation in order to work effectively with children and families.

Outcome Objectives

1. Explain the purpose of each legal document required for and recognize that all CWS documentation may potentially be accessed by the court via the discovery process.
2. Recognize the organizational format for CWS documents used in the legal system as well as the necessary timelines to meet that affect the lives of children and families.
3. Identify the four main types of court reports: Detention, Jurisdiction, Disposition, and Reviews and describe the format and pertinent documentation required for the four main types of court reports.
4. Given a case example, the trainee will be able to identify bias-free written language that can be used for writing documents and determine essential information that will be used by CWS and the legal system.

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

BEFORE the training

1. Supervisors should ask the worker to explore the legal forms section of a file and make a list of the names of the forms to take to the training.
2. Supervisors should ask the trainee to make a list of questions during the training to discuss with the supervisor upon return. Inform the trainee the supervisor expects at least 3 questions.

AFTER the training

1. Supervisors should ask the trainee to discuss the list of forms taken to the training and how many were covered and what were the forms that were not mentioned.
2. Supervisors should ask the trainee to present the written list of 3 or more questions to the supervisor and then proceed to answer the questions or assign a more experienced worker to answer the questions.