

## **Executive Summary**

### ***Documentation for CWS Investigations and Beyond***

#### **Course Description**

The *Documentation for CWS Investigations and Beyond* training provides an overview of the requirements for quality documentation in the Emergency Response program. The course builds on the information presented in the Core training *CWS Documentation for Use in the Legal System* and is focused specifically on the documentation required in the investigation and assessment stages of Child Welfare practice. The half-day course utilizes a combination of lecture, discussion, and structured learning activities.

#### **Target Audience**

This training is designed specifically for social workers working in the Emergency Response program who regularly conduct child abuse investigations and assessments. The course is appropriate for experienced social workers as well as those relatively new to the job. The course builds on the information presented in the Core training *CWS Documentation for Use in the Legal System*. Concepts of the training are transferrable to those working in other program areas.

#### **Outcome Objectives**

1. Trainees will review fundamental writing skills and related principles of effective written communication.
2. Trainees will identify the purpose of documentation and the basic requirements of effective documentation.
3. Trainees will recognize the importance of timely documentation, and will identify strategies for staying current with documentation responsibilities.
4. Trainees will understand the connection of documentation completed during the investigative and assessment stages to the legal documents prepared for cases referred to the Juvenile Court.
5. Trainees will know about legal discovery, and the implications of discovery on documentation prepared throughout the life of a referral/case.
6. Trainees will recognize the impact that bias may have on documentation and will identify strategies for minimizing the impact of such language on children and families.
7. Trainees will be aware of CDSS regulations relevant to documentation.
8. Trainees will be able to prepare investigative narratives, contact notes, and closing summaries that are consistent with agency policies and expectations.

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

### ***BEFORE the training***

1. Supervisors can support the learning by meeting individually with trainees to discuss why the training is being provided and any concerns trainees may have about being required to attend the training.
2. In meetings with individual trainees supervisors can identify any specific growth areas the trainee may have in the documentation part of his/her job.
3. Supervisors can speak with trainees about any learning goals they may have for themselves in the area of documentation.

### ***AFTER the training***

1. In individual meetings with trainees supervisors can ask each trainee to identify a documentation practice that s/he will be implementing as a result of attending the training.
2. Supervisors can reinforce learning by clearly stating their expectations regarding changes in documentation practices that they wish to see implemented by trainees.
3. Supervisors can review documentation prepared by trainees after the training, providing positive recognition and suggestions for improvement as needed.