

## Executive Summary **Paraprofessional Worker Documentation**

### **Course Description**

The Paraprofessional Worker Documentation Training teaches documentation technique and protocol for contacts with parents, social workers, service providers, and other case participants. In addition, documentation of supervised visits will also be covered to give the worker a model, skills and understanding of writing contacts that meet the County and State criteria and the County timeframes for entering in contacts. The class will utilize lecture, practice, small group interaction, and case scenarios to help participants build skill and integrate the information.

### **Target Audience**

This training is appropriate for paraprofessional workers. Workers will learn information about writing effective child welfare contacts, using the database and build skill in these areas.

### **Outcome Objectives**

1. Develop skills in gathering information for preparing functional contact notes.
2. Demonstrate effective writing skills in entering in contacts.
3. Demonstrate knowledge of CWS/CMS contact section and data entry.
4. Develop skills in listening and information gathering of supervised visits.
5. Demonstrate skills in correctly writing supervised visit forms.
6. Given a case example or scenario, the trainee will be able to demonstrate the steps necessary for preparation a contact note from a visit or transportation trip.
7. The trainee will be able to articulate County time frames for completing documentation.

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

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

1. Supervisors should ask the trainee to bring questions that they have about completing documentation to class.
2. Supervisors should ask the trainee to list some of the trainees common practices in completing documentation.
3. Supervisors should communicate their expectations for worker documentation to the trainee.

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

1. Supervisors should ask the trainee to identify the skills learned in documenting visits and transportation trips.
2. Supervisors should ask the trainee to complete documentation within 24 hours of training to support transfer of skill and learning.