

# WORKSHOP DIRECTORY PAGE

**TITLE:** Remote Writing Skills for Case Documentation

**COMP. #:** 315

**NO. HRS:** 6 or in two 3-hour training sessions

**DATE:** June 2020

## QUALITY SERVICES REVIEW INDICATORS:

- Practice Indicator 1b: Role and Voice

## COMPETENCIES:

**315-1** The child welfare professional can identify pertinent data for inclusion in case records and reports, and knows how to organize information in a clear, concise manner.

## LEARNING OBJECTIVES: Participants will be able to:

- Explain the importance of clear written communication and relate at least one personal objective for the course.
- Identify the important components of a case record using a sample case note.
- Use the Remote Basic Writing Skills Resource Manual to proof, improve, and correct a paragraph from a case note.
- Explain at least one advantage of a properly sequenced case note.
- Identify the importance of objectivity and the use of facts in a case note.
- Explain at least one advantage of a thoroughly documented case note.

## CALENDAR SUMMARY:

Remote Writing Skills for Case Documentation is a practical workshop designed to help caseworkers and supervisors improve the quality of their case documentation. Through writing experiences and various exercises, the trainee will learn to develop a clearer, more factual and pertinent writing style specifically for child welfare documentation. This workshop is eligible for 6 Continuing Education credit hours.

## TARGET AUDIENCE:

Child welfare professionals and supervisors

## EXPECTATIONS OF THE INSTRUCTOR:

Instructor should be experienced in completing case narratives and summaries. Instructor should also have clear understanding of the use and purpose of a child welfare professional's case record, as well as the specialized sections within the record. Instructor should have an

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understanding of the value of the record as well as the time constraints workers face in completing their paperwork.

## RELEVANT LAWS, REGULATIONS, BULLETINS, *etc.*

- None

## MATERIALS NEEDED:

- ✓ Zoom
- ✓ Headphones/Earbuds
- ✓ Wi-Fi Connection
- ✓ Laptop/Computer
- ✓ Email
- ✓ Instructor Guide (43 pages) (1 for trainer)
- ✓ Participant Guide (26 pages)
- ✓ Handouts
- ✓ PowerPoint Presentation
- ✓ Trainer Resources

## LIST OF APPENDICES:

1. Miller Family Case Summary (1 page)

## LIST OF VIDEOS:

- 1: McAbee Case Scenario (9 minutes, 19 seconds)
  - Located on the Resource Center Video page - <http://www.pacwrc.pitt.edu/Videos.htm>
- 2: The Martin Family Case Vignettes (<https://ccfs.sc.edu/47-designing-solutions/359-child-welfare-basic-training-vignettes.html>)
  - Scene 4: Initial Contact with Parent (2 minutes)
  - Scene 5: First Interview with Parent (4 minutes)
  - Scene 12: Visit with the Grandmother (2 minutes)
- 3: Emilio (8 minutes, 25 seconds)
  - Located on the Resource Center Video page - <http://www.pacwrc.pitt.edu/Videos.htm>

**LIST OF HANDOUTS:** \*\*As participants register, the Resource Center should provide participants with links to all handouts EXCEPT FOR HANDOUTS #2 and #5. Participants are asked to have the handouts available during the training. If printing is not possible, participants should, at minimum, establish links to the handouts prior to the start of the training.

- 1: PowerPoint Presentation Handout (11 pages)
- 2: Sequencing: McAbee Case Scenario (2 pages)\*\*
- 3: Remote Basic Writing Skills Resource Manual (46 pages)
- 4: Miller Family Case Summary (1 page)

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5: Miller Family Case Summary Key (1 page)\*\*

## POWERPOINT SLIDES:

1: 315: Remote Writing Skills for Case Documentation (32 slides)

## LIST OF INSTRUCTOR-PREPARED WORD DOCUMENTS:

- 1: What's In It For Me?
- 2: Parking Lot

## LIST OF PRE-WORK:

- 1. None

## LIST OF TABLE RESOURCES:

- 1: None

## CREDIT ASSIGNED:

Continuing Education credits: 6 hours