

Prefix and Course Number: SWK 2160

METROPOLITAN STATE COLLEGE OF DENVER
Office of Academic Affairs

REGULAR COURSE SYLLABUS

School of : Letters, Arts and Sciences

Department: Social Work

CIP Code: 44.0701

Semester(s) Offered: Fall & Spring

Prefix & Course Number: SWK2160 Crosslisted With*: None

Course Title: Record Keeping in the Public and Private Agencies

Check All That Apply: Required for Major: Required for Minor: Specified Elective: Required

for Concentration: Elective: Service Course:

Credit Hours: 1 (1+0)

Contact Hours: Lecture 15 Lab _____ Internship _____ Practicum _____

Schedule Type(s): J&L Grading Mode(s): L

Repeat* (Variable topics): _____

*(Pertinent only if the course can be repeated; enter maximum number of hours that can be earned by taking this course.)

Restrictions (Variable Topics Course):

Prerequisite(s): None

Corequisite(s): None

Prerequisite(s) or Corequisite(s): _____

Banner Enforced:

Prerequisite(s): _____

Corequisite(s): _____

Prerequisite(s) or Corequisite(s): _____

Catalog Course Description:

This course is designed to assist beginning and generalist social workers and other professionals with client and agency record keeping. A full range of records used by social workers and other agency staff will be presented. A

APPROVED:

Department Chair/Institute Director

Date

Dean

Date

Associate VP, Academic Affairs

Date

*If crosslisted, attach completed Course Crosslisting Agreement Form

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balanced view of accountability, efficiency and privacy will be illustrated through numerous examples and writing exercises.

Required Reading and Other Materials will be equivalent to (Title, Author, Publisher, Copyright Date):
Social Work Records, Kagle, J.D., Prospect Heights, IL: Waveland Press, (1995 or current edition)

Specific (Measurable) Student Behavioral Learning Objectives:

Upon completion of this course the student should be able to:

1. Discuss the ethical and legal basis for client and agency record keeping.
2. Describe what material should and should not go into a client record.
3. Describe common policies, procedures and practices of professional record keeping in social work practice.
4. Specify those essential reports most commonly used in selected fields of practice such as mental health, health, developmental disabilities, child welfare, early intervention and educational agencies and organizations.
5. Review and Practice writing vital reports and case notes from a variety of professional and agency styles.

Detailed Outline of Course Content (Major Topics and Subtopics) or Outline of Field Experience/Internship (experience, responsibilities and supervision):

I. Introduction to Record Keeping in Social Work Practice

- A. Ethical Considerations
- B. Legal Considerations

II. Overview of Essential Record Keeping in Social Work Practice

- A. Permission to Treat
- B. Release of Information
- C. Intake, Assessment and Social History Reports
- D. Case and Treatment Plans
- E. On-Going Case Notes
- F. Discharge Summaries and Plans
- G. Follow-Up Notes
- H. Agency Specific Records

III. Creating Useful Records

- A. Record Keeping and Client Confidentiality
- B. Writing Styles
- C. What Goes Into a Record
- D. What Does Not Go Into a Record
- E. Organizing, Integrating and Summarizing Skills
- F. Discharge Summaries and Plans
- G. Follow-Up Notes
- H. Agency Specific Records

III. Creating Useful Records

- A. Record Keeping and Client Confidentiality
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- F. Updating Records
- G. Sharing Records with Clients and Other Agency Staff
- H. Computerization of Records

Evaluation of Student Performance: A term paper requiring the completion of three records keeping assignments will be required, and participation in discussions and activities.