Executive Summary

Course Title

APS Case Documentation: Skill-Building Instructor-Led Training (blended with eLearning)

Course Description

Effective documentation is pivotal to APS work and ensuring clients are served with program and agency protocols in mind. In this engaging introductory training, participants will build upon crucial documentation elements gained from the pre-requisite eLearning. This course expands on the concepts of accurate and completion documentation that is objective, purposeful and person-centered. Participants will be provided opportunities to practice writing narratives, challenge subjective documentation and identify case record requirements.

Instructor Led Training

This course is a blended Instructor Led Training, designed to be facilitated virtually or in-person.

Course Requirements

Participants will need to complete APSWI's APS Case Documentation and Report Writing eLearning before attending this workshop. This course can also be completed after completing the National Adult Protective Services Training Center's (NATC) Case Documentation eLearning.

Intended Audience

This training is intended for new and experienced line staff who interview clients and collaterals, provide risk assessments and develop service plans. Staff from other disciplines (IHSS, Ombudsman, etc.) may also find it helpful.

Learning Objectives:

Upon completion of this training, participants will be able to:

- Summarize documentation standards of practice

- Determine the differences between subjective and objective documentation
- Construct narratives that are clear, concise and purposeful
- Identify case record requirements