COURSE OUTLINE: CMM235 - SSW DOCUMENTATION

Prepared: Rhett Andrew
Approved: Karen Hudson, Dean, Community Services and Interdisciplinary Studies

Course Code: Title	CMM235: SSW DOCUMENTATION AND RECORD KEEPING
Program Number: Name	
Department:	COMMUNICATIONS
Academic Year:	2024-2025
Course Description:	Record keeping is essential to social service work practice and must reflect professional values and meet legal and ethical obligations. Documentation supports professional observations and assessment and intervention strategies, and promotes integrated care and delivery of services that address client goals. In this course, students critically approach client interactions and produce documentation that is objective, culturally safe, and client centred. Emphasis is placed on applied writing skills reflective of the SSW profession, workplace practices, and legal frameworks relevant to Ontario. Through documentation, students further develop their professional stance and competence in strengths-based, anti-oppressive practice.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	CMM110
Corequisites:	There are no co-requisites for this course.
Substitutes:	OEL1453
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D

	A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	Sault College APA Quick Guide by Language & Communication Dept Publisher: Sault College Edition: Revised 3rd

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Generate record-keeping and related SSW documents that reflect an understanding of one`s audience and purpose.	1.1 Develop and apply skills to accurately document observations and professional opinions objectively. 1.2 Record information accurately and effectively in handwritten and digital formats reflective of professional and workplace standards. 1.3 Use email, social media, and other technological methods in a professional and ethical manner. 1.4 Practice documentation and file management techniques related to confidentiality, consent, privacy, and security.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Apply SSW standards of practice to documentation and record keeping, promoting and adhering to professional values, ethics, and principles.	2.1 Write clear, concise, and accurate documentation to facilitate effective communication within an inter-disciplinary team and collaborative service system. 2.2 Develop and apply strengths-based, culturally safe documentation skills for generating case notes, progress notes, assessments, letters of referral, and goal plans. 2.3 Identify and use effective and appropriate written communication and technological tools that advocate, problem solve, and facilitate service delivery and continuity of care. 2.4 Choose appropriate communication channels to collaborate with all stakeholders in advocacy, addressing needs, problem solving, and accessing culturally relevant resources. 2.5 Demonstrate an understanding of evidence-based practices within the context of the workplace.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Develop the critical thinking and information literacy required to identify community needs and respond with effective proposals and grant applications.	3.1 Use methods of data collection and research skills relevant to social service work to develop proposals and grant applications. 3.2 Identify appropriate sources of funding for a new service or program and generate a proposal or grant application that meets the requirements of the funding body. 3.3 Produce a proposal or grant application that addresses client needs and strengths within an empowering, client cultural context. 3.4 Identify informal helping networks and community resources to help clients meet goals. 3.5 Collaborate with colleagues in the research, design, writing, evaluation, and editing of proposals or grant applications.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Daily communiques	20%

| | Formal proposal | 30% |
| | Semi-formal reports | 50% |

Date:	June 25, 2024
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.