



# \*The Structure of Records II

Form Chapter 5

- \* Social Work agencies use a variety of open-ended and fixed-choice forms in their records.
- \* Some forms are actually outlines for narrative reports, placing no boundaries on the amount of information to be documented.
- \* Forms are used to collect specific information that is used to meet accountability requirements.

# \* Introduction

- \* Forms can also make recordkeeping more efficient by focusing documentation in certain information and by decreasing the need for narrative reports.
- \* One study found that a new recordkeeping system consumed more of the practitioner's time, resulting in a reduction of time available for service delivery.

# \* Introduction

- \* Creating paper or computerized forms involves two steps: planning and designing.
- \* The relationship of the form to the entire recordkeeping system
- \* The purpose or function of the form
- \* Ease of information entry, use, and retrieval

## \* Creating Forms

- \* The relationship of the form to the entire recordkeeping system
- \* The purpose or function of the form
- \* Ease of information entry, use, and retrieval
- \* How to limit the content of the form for efficient use

## \* Creating Forms

- \* Once the agency has defined the purpose or function of a form, it is useful to make a list of all the information that could be conceivably be included on it.

## \* Creating Forms

- \* Recommended good form design are: Page 149
- \* Today, widely available form templates have made designing paper and computerized easy.
- \* Example of forms

## \* Creating Forms

- \*Primary Functions: Systematic information collection
- \*Secondary Functions: Simplifying and routinizing recordkeeping
- \*Current Usage: Universal

\*Summary



\*Organizing Rationale: Each form is organized around specified purposes. Documentation usually requires only brief narratives, short answers, or check marks

\*Summary

\*Strengths: A well-organized form can simplify recording. Information can easily be accessed to support accountability, service continuity, and decision making. Specified information is likely to be documented.

\*Summary

\*Limitations: Characterizes but may not individualize clients, services, and providers. May undermine professional decisions and actions by standardizing documentation and service delivery.

\*Summary