

Recording in Social Case Work

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Recording in Social Case Work

- Recording is an extremely important method to learn social work practice.
- By the study a social worker record the facts related to their client.
- Recording helps in learning.
- Social Worker gets a chance to review and improve their own effective work.

Types of Recording

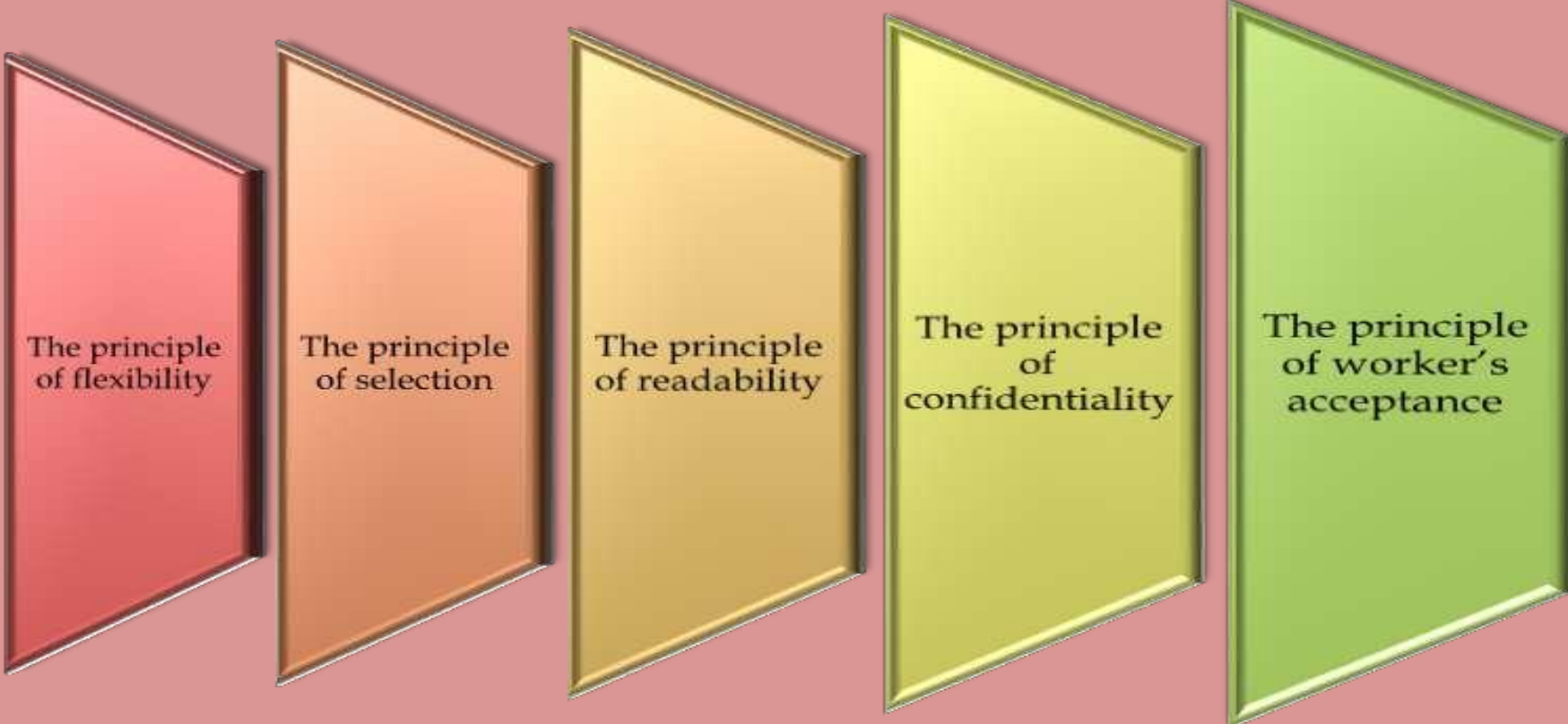
Process Recording

- A recording that is of inestimable value to the learners of social work methods is process recording.
- It is selective in its recording.
- Process is a continuing development involving many changes.
- It is a series of actions, changes or functions that bring about an end or result.
- Process Recording tries to record these developments are directly and meaningfully related to understanding of the person-in-situation and the intervention process.

Narrative Recording

- Narrative recording in case records and individual plans within social services represents the means by which stories can be constructed with and about the people with whom services work, influencing relationship building and outcomes.
- Identities and decision-making are forged in records, shaping people's lives.
- Yet, limited attention is paid to narrative recording in research and practice.

Principles of Recording



The principle
of flexibility

The principle
of selection

The principle
of readability

The principle
of
confidentiality

The principle
of worker's
acceptance

Principles of Recording

- There are some guiding principles for maintaining a good record. However there is no such thing as an ideal or model record.
- A record is a flexible instrument, which should be adapted to the needs of the case.
- Each case is different, the conditions of work have marked differences and the recording therefore rests not on following an outline, but in the mastery of certain component processes.

- Accuracy, objectivity, simplicity, clarity and brevity should be observed in writing records.
- Facts and their interpretation should be distinguished between, as that leads to real objectivity of the subject matter.
- The outcome should be drawn in a balanced manner without attempting to influence the judgment of the reader.
- For example, frequent fights between the husband and wife might lead the case worker to interpret that the wife dislikes or hates her husband.

- The record must be orderly in its arrangement. The caseworker should think in advance what should be included and then set the material out in a logical sequence.
- The case work records are not meant to be literary masterpieces, therefore they should be written in simple language and simple style.
- A verbatim quote can sometimes depict a situation much better than a narrative description.

- Therefore, wherever possible, the reactions of the individuals should be recorded in their own words.
- There should be a certain degree of uniformity and standardization as to the form of observation.
- A record should have readability and visibility and should contain a clear and concise presentation of the material.

For example, content can be organized under topical headings such as interviews, home visits, and contact contacts.

- To maintain clarity and accuracy, avoid using words that are ambiguous.
- Note-taking, as far as possible, should be done immediately at the end of the interview and not during the interview.
- It should always be made clear who are involved in the situation, who is addressing whom and what the sources of information are.
- The details of every significant subject or situation should be given

Key Purposes of Recording

- Recording helps in effective assessment and intervention of the person with problem.
- It enables more effective interviewing and intervention in the case work process.
- It helps to contribute to analytical reflection and improvement in case work practice.
- It is useful for organizing and structuring of information and for orderly thinking.
- It refreshes the memory of the worker and increases retrospective understanding.
- It enables better planning for subsequent interviews

Advantages of Record keeping

- Records provide the case worker with details such as the names of the people mentioned by the individual.
- This frees the case worker to concentrate on issues raised by the individual rather than recalling the details from one session to another.
- Systematic record-keeping makes any changes in the individual's material over a series of sessions more apparent. The case worker can also show the individual the progress of the case work process with evidence .
- As case workers seek to be professional and credible, they need to develop the record-keeping practice that supports them in performing their role and meets the public expectations of quality of service and accountability of any professional.

References

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Thank you