COMMON COURSE OUTLINE: Course discipline/number/title: CHW 1040: Coordination, Documentation and Reporting

A. CATALOG DESCRIPTION
   1. Credits: 1
   2. Hours/Week: 1
   3. Prerequisites (Course discipline/number): Appropriate RCTC test score for placement in READ 0900
   4. Co-requisites (Course discipline/number): CHW 1000, CHW 1010, CHW 1020, CHW 1030, CHW 1050, CHW 1055, CHW 1060
   5. MntC Goals (if any): NA

   This course focuses on the importance and ability of the CHW to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements.

B. DATE LAST REVISED (Month, year): November, 2011

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. The client record
      a) What comprises a client record?
      b) Plan of care
      c) Timely documentation
         i. Essential Do’ & don’ts
         ii. legal record
         iii. Agency policy
      d) Confidentiality
   2. How to find resources
      a) Networking with peers to enlarge bank of resources.
      b) Show examples
   3. Setting appointments
      a) First visit
      b) Realistic time lines
      c) Specific appointments for follow up
      d) Subsequent visits
      e) Closing case

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Completes agency forms accurately and legibly.
   2. Creates/augments resource bank appropriate for geographic area of clients.
   3. Using agency forms creates complete record of encounters from opening to closing of case.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Case Studies
   2. Self-assessment
   3. Presentations
   4. Role play
   5. Written reports
   6. Peer review

G. RCTC CORE OUTCOME(S) ADDRESSED:
   ☑ Communication
   ☑ Critical Thinking
   ☐ Global Awareness/Diversity
   ☐ Civic Responsibility
   ☐ Personal/Professional Accountability
   ☐ Aesthetic Response

H. SPECIAL INFORMATION (if any): None