



How to Observe, Record and Report

In-Service Training

Course Description

Documentation is an extremely important part of the work that we do in Children and Family Services. It is important that all documentation be timely, objective and detailed. Caregivers have the most interaction with the children and youth served by the Ministry and it is imperative that their observations and knowledge be recorded and shared with the child or youth's CI Practitioner.

Learning Objectives

At the end of this session participants will be able to:

- Describe the purpose and importance of observing, recording, and reporting information about a child in care.
- Demonstrate the differences between behaviour description and interpretation
- Understand what influences their observations
- Record information regarding a child
- Describe what to include in a daily log and a monthly report
- Work with Children's Services/DFNA's

Key Messages

- Observing and reporting are important skills for caregivers.
- Documentation provides important information to the rest of the child protection team as well as to the caregiver and the birth family.
- Observing and recording should be strategic; select the correct behaviours and situations.
- Documentation can protect caregivers from false allegations.
- Observation should have specific strategies and focus in order to be most useful.
- Observation should be objective, whereas interpretation is subjective. Both have a place in documentation, but they are not the same thing.
- Caregivers should be aware of factors affecting their objectivity in order to compensate.
- The daily log is the basis of documentation which then goes into the monthly summary.

Guided Discussion Questions

- What are you observing in children/youth that you are caring for?
- After taking the How to Observe, Record and Report training what are you doing differently with your documentation?

Resources

Resource one: Alberta Foster and Kinship Association (AFKA)
303, 9488 – 51 Avenue NW, Edmonton, AB T6E 5A6
(780) 429-9923
Toll Free (within Alberta): 800-667-2372

Resource two: AFKA Caregiver Supports Program
Link: <https://afkaonline.ca/programs/caregiver-support-program/>