

Student Name:

Date Completed:

Creating and Closing a Case

In the "Case Record Format and Electronic Systems" learning activity, you wrote down the steps of opening and closing a case in the electronic system most frequently used in your program area. This activity will give you the opportunity to complete these tasks yourself. First, review the notes you took in the "Case Record Format and Electronic Systems" activity.

1. Meet with your supervisor to inquire about creating a Comprehensive Family Assessment (CAF) and Individualized Service Plan (ISP) in FACTS by following the steps you recorded. Your supervisor will correct you if you make any errors.
2. Have your supervisor watch you close a case using the same electronic system you watched in the "Case Record Format and Electronic Systems" activity using the steps you recorded. Your supervisor will correct you if you make any errors.
3. Discuss any questions or concerns with your supervisor and jot down notes as needed. You may write down necessary notes here:

4. List your strengths as well as your areas in need of improvement that you identified while completing this activity:

I discussed the following with my supervisor regarding creating and closing cases in FACTS: