

Benedict College
School of Education and Health and Human Services
Social Work Department
SW 232 A 01- Writing for Social Work II

Case Notes Paper
Sandreka Pixley
10/13/2020
Dr. Glover E. Hopson

Case notes are a necessity in the social work field because they are responsible for documenting anything that occurs during the duration of any case. Case notes are usually a very detailed record of interactions, individual or family plans, and other actions that may need to be recorded for a case. Case notes generally contain records from children, other distant family members, and significant people that may be related to the case somehow. That is why it is important to know what case notes are, what purpose they serve, and also what the important acronym SOAP means.

Case notes have a big purpose they serve considering that they build a case with information. These notes create a record of all things that occur from beginning to end with an individual or family association with a social work program or agency. These records can include anything from court hearings, phone calls, visits, or any form of communication. Case notes aid a summary of related and investigated information that serves as key components for making an overall decision about a case. Also, this helps to see if a case may need to be exposed to a broader social or legal area that could better assist.

SOAP is a known acronym used to help write good cases and well known in the social work field. SOAP simply stands for Subjective, Objective, Assessment, and Plan which are important when evaluating what information is essential to use. Subjective Data stands for the S in SOAP, this is usually the information you receive from the client for example, how they feel about the situation they may be in. Next, the O stands for Objective data which is the information that can be measured professional or medically. This can be the social worker's view of the client or their home environment. Also, another example could be making appointments with providers for checkups. Third, the A stands for Assessment which explains the client's condition

and what progress they may have made. Lastly, the P stands for plan which is what is done in order to help control and manage the client's problem. These are important steps to take in order to be clear and concise with notes.

To conclude, without case notes it would be impossible to form cases on a daily basis. Case notes are needed for accuracy, dependency, and organization. As I have heard from many social work professionals, "if the information is not documented it did not happen" which can make a major turning point in a case as far as assisting clients.