

# Documentation Matters: Tip #5

## How do I know if I am recording too much or too little?

Social work documentation is an integral and essential component of social work practice. When considering how much information should be documented in a client record, the following elements are important to consider:

- Client Privacy – does the record provide an appropriate balance between needed information and client privacy?
- Relevance – why is this information being recorded? Is it relevant to the service delivery?
- Reasonableness – does the record reflect an assessment of the client's situation, service planning, professional judgement and decision-making?
- Complete – is the record up to date? Are there gaps in information necessary for ongoing quality care? Could anything be left open to misinterpretation?
- Practice Setting – does the record reflect the depth and nature of the work; including risk assessments where appropriate?
- Policy/Legal – is there certain information that must be contained in the file as per agency standards or to meet legal requirements?



For more information related to documentation visit the NLCSW website [www.nlcsw.ca](http://www.nlcsw.ca)