Criteria for Evaluating Social Work Documentation *(Lietz, 2005)*	**1** Significant problems evident regarding this criteria	**2** Some problems evident regarding this criteria	**3** Average work was evident regarding this criteria	**4** Quality work was evident regarding this criteria	**5** High quality work evident regarding this criteria
Grammar Is spelling, punctuation, etc. free of errors?	1	2	3	4	5
Clarity Is the language clear and easy to understand?	1	2	3	4	5
Professionalism Is format and language professional?	1	2	3	4	5
Organization Is information easy to find/identify in the document?	1	2	3	4	5
Content *Is information presented in a way that is thorough, yet concise?	1	2	3	4	5
*Does document avoid unneeded repetition?	1	2	3	4	5
*Is what is not known clearly stated?	1	2	3	4	5
*Are presenting issues clearly described?	1	2	3	4	5
*Are strengths identified?	1	2	3	4	5
*Are micro/mezzo/macro influences discussed?	1	2	3	4	5
*Are high risk situations addressed?	1	2	3	4	5
Conclusions * Are conclusions tentative?	1	2	3	4	5
*Are conclusions supported by evidence?	1	2	3	4	5
*Are impressions separated from observations?	1	2	3	4	5
Date, Signature, Page #s Does document have stop & start time, date & signature?	1	2	3	4	5