

THE ESSENTIALS OF CASE RECORDS FOR TEACHING PURPOSES

by Richard C. Cabot

<p>Is there adequate preliminary orientation and statement of the problem illustrated or selected in this case?</p>	<ol style="list-style-type: none"> 1 Aim, equipment and resources of worker. 2 Type and resources of community (city or country, agencies etc.) 3 Aim and methods of agency or agencies concerned. 4 How did the case come to be known to the agency or worker? 5 Statement of problem focussed upon - (a) personality, (b) situation, (c) both. 6 Dramatis personae and sources of information.
<p>Is there an adequate picture of the personality and situation?</p>	<ol style="list-style-type: none"> 7 Inheritance - family and racial background, when relevant 8 Physical condition and history 9 Mental condition and history 10 Life story with especial emphasis upon childhood 11 Accurately picturesque description of the person or persons most concerned. (photograph) 12 Frailties, misbehaviors and delinquencies, if any. 13 Strong and weak points in character. 14 Eccentricities in character. 15 Special skill or special abilities. 16 Dominant tendencies in action (not what he can do but what he will do.) 17 Education, recreation, religion, family and friends, strongest influences. 18 School history, work history, daily occupations. 19 Factors of appeal, interests, ambitions. 20 Effect on other people and their effect on him. 21 Significant letters and conversation of the individual concerned (own story). 22 Economic situation 23 Home situation 24 Hygiene and health. 25 Industrial situation. 26 Narrative down to present time.
<p>Is there an adequate analysis of the facts for judgment and action?</p>	<ol style="list-style-type: none"> 27 When was this person at his best morally? 28 What upsetting events (causal factors) occasioned or preceded his decline? 29 Cross-section analysis with prognosis and treatment written at various periods in the course of the story and not touched up by retrospective knowledge. 30 Summary and analysis; interpretation, marginal and final with comments. 31 Place of this case in the general group (typical, rare, unique.) 32 Prognosis 33 Treatment and recommendations. 34 Preventive possibilities in the community for other such cases - implications for social work. 35 Residual mysteries and surprises. 36 Literature.