

# Documentation: Remember to SWIPE!



All five categories of the **SWIPE** method of documentation should be considered when completing case notes, but not every contact will contain information from all five.



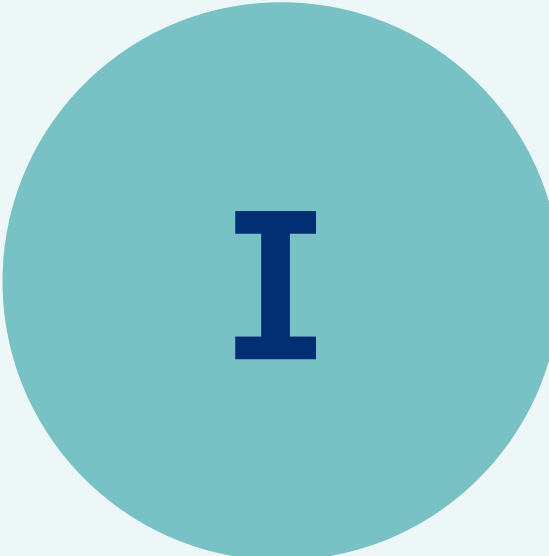
**Situation:** Document who, what, when, where, and why regarding your allegations, involved persons, risk, and general circumstances.

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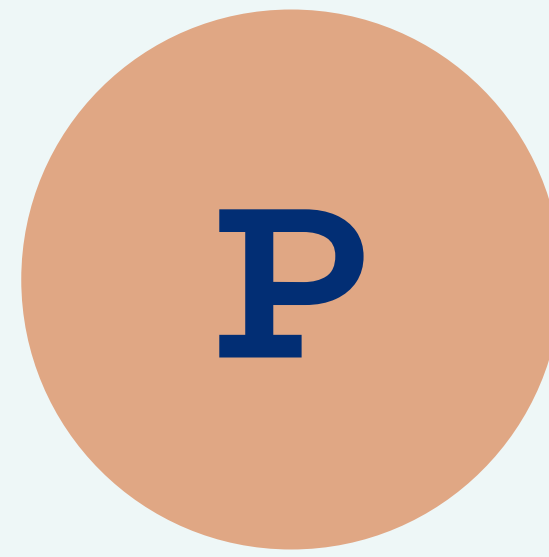
**Why:** Document why you are making the contact. Why are you visiting or calling this specific person or agency?

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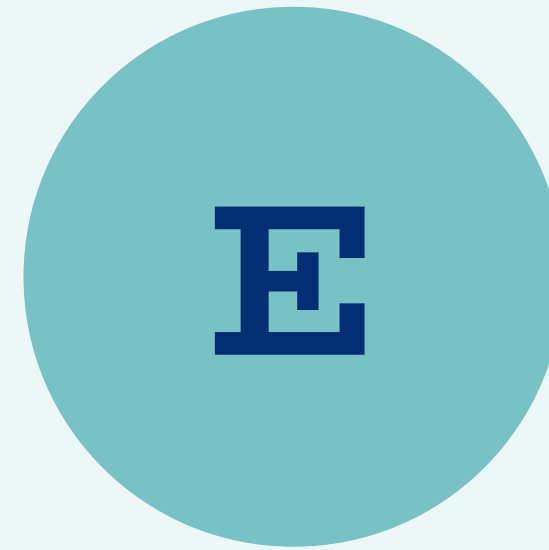
**Issues:** Document specific concerns, risk factors, and unmet needs identified during the contact.

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**Plan:** Document and describe the steps for which the APS team member, eligible adult, or other parties are responsible or accountable.

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**Edit:** Review your documentation to ensure you have included all pertinent information and used proper spelling, grammar, and punctuation.