

# Activity Forms the Basics

## What is an Activity form?

- An Activity form is the second form in the DIR suite and as the name suggests should be used to record activities that occur during a prisoner's treatment journey.
- Activity forms (AF) are the only way we have of tracking a client's treatment journey after the DIR form has been completed.
- **They are the only way of recording the work/treatment you are carrying out with prisoners in your establishment, and it is therefore crucial they are filled in correctly.**
- Activity forms should be used to carry out a number of functions:
  1. To update a prisoner's care plan.
  2. To transfer a client onto your caseload from another CARAT/CJIT team.
  3. To suspend, re-engage or close a prisoner on your caseload.

By following the functions above your caseload will be kept as up to date as possible

### Section 3

Should be completed each time a **Significant** change is made to a clients care plan i.e. when a structured intervention is ended or when an intervention commences. Don't forget to record the date that the activity has taken place. You **DO NOT** need to complete an activity form each time you review a client's care plan, only if a change as mentioned above has occurred.

### Section 4

Should be completed when a prisoner is transferred to your establishment from another prison/community team and where they have a current DIR form already completed. Remember to fill in **Section 4.2a** as this indicates which substances the prisoner is/has been misusing. Section 4 is also where you can record whether or not a client transferred in has a current CSMA and care plan agreed. **Section 4.6** should be used to record any interventions which have been agreed with the client as part of their newly agreed care plan since transfer.

### Section 5

Should be completed when a prisoner needs to be either suspended from your caseload, closed/taken off of your active caseload or re-engaged. Re-engaging via section 5 re-activates a prisoner so that they appear on your active caseload. When a prisoner is on your suspended caseload they can then either be re-engaged or closed dependent on the situation. You must remember to record dates when carrying out any of these activities and also to make sure you record the date the activity occurred and not the date that the paperwork is being completed. Do not forget to complete **Section 5.7** when completing a suspension or a closure to end any interventions which have occurred as a result of the suspension/closure.

## Common Errors on Activity Forms

**Check Client Attributers (Initials, DOB, and Gender) are clear and legible.**

### **Gender **MUST** be ticked**

- 2.1 Date of Birth – (check it is their year of birth not the current year!)
- 2.3 DAT of residence- Make sure this is completed correctly (see DIRWeb for guidance)
- 2.7 Prison status **must** be completed.
- 2.10 PPO status **must** be completed.
- 3.2 **Remember** to tick the relevant option and also to record the date and also why the intervention was ended
- 4.1 Record the DAT or Prison code from which the prisoner has been transferred.
- 4.2a **Remember** to record the prisoner's drug misusing habits by ticking their top three drugs.
- 4.3 If the prisoner does not have a current CSMA but is going to have one completed then the date **must** be filled in Section 4.4 to make the form valid.
- 4.6 Do not forget to record any treatment interventions that have been agreed as part of the prisoners new care plan.
- 5.1/5.3/5.5 **Remember** to record the date when the activity has actually taken place.
- 5.2/5.4/5.6/ Record the reason for the activity taking place and if it is 'other' then **remember** to write the explanation in the box provided.
- 5.6 If a prisoner is being transferred to another prison or to a CJIT then record the relevant code (see DIRWeb for guidance)
- 5.7 When closing/suspending a prisoner **remember** to also end any interventions in their current care plan.

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