

Rough Guide to DIR

This Rough Guide supports DIP Teams, DAATs and Prisons in the submission of DIR Forms to the DTMU. The paper forms sent to the Drug Treatment Monitoring Unit contain confidential client information and should be handled with the utmost care at all times. Please adhere to the guidelines below.

Schedule for DIR forms to arrive at DTMU

NO LATER than **10th** of the Month

Forms arriving later than 10th cannot be guaranteed to be processed into DIRWEB by the upload date of 19th.

Send on a weekly basis if possible.

Dashboard Figures

If forms are sent in longer than 2 months after being completed, the information processed into DIRWEB is *not* included on the Dashboard or in the Key Performance Indicators. It is *vital* to get the forms in by the **10th** of each month.

Guidelines for Posting Confidential Client Information

- Secure postage bags provided by DTMU **MUST** be used to send DIR Forms to the office
- Secure postage bags **MUST** be sealed with the appropriate security tags which are provided by DTMU.
- This is **NOT** acceptable for confidential client information:



- Enough postage **MUST** be paid.
- Send the forms to the correct address:
Lucy Nicholson, DIR Administrator
Drug Treatment Monitoring Unit
4150 Chancellor Court
Oxford Business Park South
Oxford,
OX4 2GX

Best Practice for DIR Submissions

- When sending your batch of DIR forms to the DTMU, enclose a form stating the following information:
 - Number of DIR forms enclosed
 - Number of Activities forms enclosed
 - Number of Initial Contact forms enclosed
 - Number of Required Assessments enclosed
 - Name, address and contact number/email of person sending forms.
 - Including client attributers and their DAAT/Prison Code of forms sent, reduces number forms sent back due to illegible initials/DOB etc.
 - Number of forms which have been returned
- Use blue secure postage bags provided by DTMU.
- DO NOT** place stickers over the clear address window, simply turn over the address card to the appropriate side via the flap on the inside of the blue envelope.
- Send forms on a weekly basis.
- Check forms thoroughly prior to sending – refer to the list of common errors on side 2 of this guide to reduce the number of forms being returned for correction.

DTMU Procedures

You can expect the following from DTMU:

- We will send forms back within a week of receipt, when corrections are necessary.
- We will send forms back to you using the same secure postage bags we have provided you with. These can then be reused multiple times.
- We guarantee that all forms received by the 10th, will be input to DIRWEB by 19th for monthly Home Office upload.
- If you require more DIR/Activity/Initial contact forms then we will order them for you via orderdipforms.
- We will endeavour to answer any queries you have surrounding the forms or forward your query to someone who can help you.

Useful Contact Details

Name	Title	Telephone
Regina Lally	Manager	01865 334725
Lucy Nicholson	DIR Administrator	01865 334731

Common Errors on DIR Forms

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

Gender **MUST** be ticked

Please check through this list of common errors prior to sending to DTMU. This will reduce the number of forms returned to you for correction. Error messages are automatically generated by DIRweb and will be written on the returned form. Please address the error indicated and resend to DTMU as soon as possible.

- 2.1 Date of Birth – (check it is not the current year instead of birth year)
- 2.7 Is client a PPO – **MUST** be completed
- 3.4 DAAT Code **MUST** be completed – use DAAT of treatment if client is No Fixed Abode.
- 5.1 Prison Status **MUST** be completed
- 6.1 If the client has misused drugs, you **MUST** complete the second part of the question – Have they misused within the last month/month before entering prison
- 6.2a **Drug 1** must be indicated. Do **NOT** indicate more than one main drug.
- 6.11 If **Yes** is indicated, you **MUST** give details of the current Treatment Agency (or Agencies)
- 6.22 If **Yes** is indicated for drinking alcohol in the last week, the number of units drunk **MUST** be completed.
- 8.1. If No is indicated, reason why **MUST** be completed
If Yes is indicated, 8.2 **MUST** be completed
- 8.2 Should **ONLY** be completed if 8.1 is **Yes**
If No is indicated for 8.2, the reason why **MUST** be given
- 8.1 And 8.2 – If either are indicated as No, this is an **EXIT** point and no further information should be completed.
- 9.1 When the answer is **No** then no more of the form should be completed. A date **MUST** also be provided.
- 9.1 And / or 9.3- The date should be great than or equal to the date in section 4.3
- 9.3 This can only be completed if 9.1 is **Yes**. It **MUST** be completed if options in 9.5 and/or 9.6 are indicated.

Please note that section 9.3 (care plan) of the DIR form cannot be completed unless section 9.1 (CSMA) is answered as 'yes' and the date is completed. If the client is in custody for less than a month and no CSMA is to be completed, please indicate any brief interventions provided under section 7.13 of the DIR form.

For more information contact: Drug Treatment Monitoring Unit (DTMU)

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Email: lucy.nicholson@sepho.nhs.uk

Fax: 01865 334794

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