

ACTD – Activity Detail

This screen is used to document activities related to the case. An activity is defined as a significant communication or event that impacts the case. This screen replaces all case notes. Therefore, case requirements (policy, federal, law) must be documented on this screen.

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CAFSACTD          ACTIVITY DETAIL          03/04/2013    15:23
USER ID : C84852  ADD                      ACTIVITY:    1
CAPS ID : 00002083    25    NAME: ROBINSON, HOPE
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: 1007
DATE OF ACTIVITY: 03012012    ACTIVITY TYPE: dda
ENTERED BY   : C84852    PURPOSE(S)   : asm
                                GOAL(S)      : saf

SUMMARY: CFSD needs the ability to document when a child under the age of 3
is referred to an IDEA (Developmental Disability Part C) part C provider for a
developmental disabilities assessment. The assessment is to be done within 5
days of the completion of an FFA (Family Functioning Assessment) in the case
where the child is determined to be unsafe and an in home or out of home plan
was put in place or is the subject of child abuse/neglect substantiation.
-Report # - Client Referred for DD Assessment:- field added to ACTD & ACT2.
New Activity type code of DDA (Developmental Disability Assessment). Restrict
Purposes to RFL (Referral) or ASM (Assessment). Restrict Goals to WEL or
SAF. When the activity code of DDA is used the report number field will be
required. Only allow one Activity of DDA per report. No other Activity Type
Codes will be allowed to be entered when the activity type is DDA.

SHIFT+F2=ACT2

                                PATH:
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Field Descriptions (F12) indicates code lookup is available.

ACTIVITY

This field will display the number of the activity that is currently displayed. If more than one activity was selected with an inquire on the ACTL (Activity List) a MORE indicator will display next to the number if there is another activity.

CAPS ID

This field will display the CAPS ID of the client who was entered on the ACTL (Activity List) screen.

NAME

This field will display the name of the client whose ID is displayed in the CAPS ID field.

REPORT # - CLIENT REFERRED FOR DD ASSESSMENT:

The report number is entered here when the ACTIVITY TYPE of DDA (Developmental Disability Assessment) is being entered.

DATE OF ACTIVITY

Enter the date the activity actually occurred.

ACTIVITY TYPE (F12)

Enter up to five activity types that best reflect the activity that occurred.

ENTERED BY

This field will default and display the C number of the worker who is adding the activity. This C number cannot be changed.

PURPOSE(S) (F12)

Enter up to four purpose types that best reflect the purpose of the activity.

GOAL(S) (F12)

Enter up to three goal types that best reflect the goal of the activity.

SUMMARY

Enter a description of the activity/activities. Provide specifics such as dates, worker names, locations, and a quality description of what occurred during the activity. Essentially, you should enter the summary in such a way that someone who has no familiarity with the case can obtain all the details they need from the details you enter.

SHIFT + F2 = ACT2

If additional comments need to be entered regarding the activity/activities, press Shift+F2 to access the ACT2 (Activity Detail 2) screen which provides additional comment space.

Additional Information

The F10 (copy) function can be used to copy activity information from one client to another client.

Summary notes can be copied from Word into ACTD.

If details are documented elsewhere (DocGen notes or case file), it is not necessary to re-enter all the details on ACTD. Simply document in the summary area where the additional documentation is located.

If multiple activities were selected from the list, you can page forward to the next activity detail by pressing F8 and backward to the last activity detail by pressing F7.