

## ACT2 – Activity Detail 2

This screen is used to document activities related to the case. The screen is a continuation of comments for activities entered on the ACTD (Activity Detail) screen. 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.

```
CAFSACT2          ACTIVITY DETAIL 2          07/18/2016   11:47
USER ID : C81285   MODIFY                    PAGE NO:    1
CAPS ID : 00001654 00   NAME: DOE, ANNETTE
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT:
DATE OF ACTIVITY: 05/10/2016   ACTIVITY TYPE: COR
ENTERED BY   : C81285           PURPOSE(S)   : CPL
                                   GOAL(S)       : PER
SUMMARY: THIS IS WHERE SEVERAL ADDITIONAL LINES OF TEXT/COMMENTS MAY BE
ENTERED.

F2=ACTD

PATH:
```

**Field Descriptions** (F12) indicates code lookup is available.

### *PAGE NO*

Multiple pages of ACT2 can be entered for a single activity. This field will display the page number you are on. A MORE indicator will display next to the page number if there is an additional page.

### *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 displayed here when the ACTIVITY TYPE of DDA (Developmental Disability Assessment) is being displayed.

### *DATE OF ACTIVITY*

This field will display the date of activity that was entered on the ACTD (Activity Detail) screen. If the date of activity needs to change, this must be done on the ACTD (Activity Detail) screen.

### *ACTIVITY TYPE (F12)*

This field will display the activity type(s) that were entered on the ACTD (Activity Detail) screen. If the activity type(s) need to change, or additional activity types need to be entered, this must be done on the ACTD (Activity Detail) screen.

### *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)*

This field will display the purpose(s) that were entered on the ACTD (Activity Detail) screen. If the purpose(s) need to change, or additional purposes need to be entered, this must be done on the ACTD (Activity Detail) screen.

### *GOAL(S) (F12)*

This field will display the goal(s) that were entered on the ACTD (Activity Detail) screen. If the goal(s) need to change, or additional goals need to be entered, this must be done on the ACTD (Activity Detail) screen.

### *SUMMARY*

Enter the continuation of your description of the activity/activities that was initiated on the ACTD (Activity Detail) screen.

## **Additional Information**

If more space is needed for comments after updating the first page of ACT2, press F11 to add additional pages. If there are multiple pages of ACT2 for an activity, you can page forward to the next page by pressing F8 and backward to the previous page by pressing F7.

The F10 (copy) function can be used to copy activity information from one client to another client. However, this must be done from the ACTD (Activity Detail) screen.

If details are documented elsewhere (DocGen notes or case file), it is not necessary to re-enter all the details on ACT2. Simply document in the summary area where the additional documentation is located.