

ACTL – Activity List

This screen displays the activities for a specific client, in reverse chronological order. An activity is defined as a significant communication or event that impacts the case. Examples would be parental visits, child interviews, worker home visits, phone calls, and conversations with service providers or officials that document safety, permanency and child well-being for the case.

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CAFSACTL          ACTIVITY LIST          07/18/2016   11:25
USER ID : C81285          PAGE: 1
CAPS ID : 00001654      00   NAME: DOE, ANNETTE

TO SELECT, ENTER  I=INQUIRE OR M=MODIFY OR D=DELETE

START FROM:          END FROM:          ACTIVITY TYPE:

SEL  DATE          ACTIVITY TYPES      GOAL CODES          ENTERED BY
_   05/20/2016     VWM                 PER                 C81285
_   05/10/2016     COR                 PER                 C81285

PATH: _
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the client you wish to add or view activity information for.

NAME

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

START FROM

You can enter a date in order to view activities from that date to current date.

END FROM

You can enter a date in order to view activities based on the date range entered in the start from and end from fields.

ACTIVITY TYPE (F12)

You can enter up to five specific activity types that you wish to view.

SEL

Enter "I" if you want to inquire on an activity, "M" if you want to modify an activity or "D" if you want to delete an activity.

DATE

This field will display the date the activity/activities took place.

ACTIVITY TYPES (F12)

This field will display the activity type codes that were entered on the ACTD (Activity Detail) screen.

GOAL CODES (F12)

This field will display the goal codes that were entered on the ACTD (Activity Detail) screen.

ENTERED BY

This field will display the C number of the worker who entered the activity on the ACTD (Activity Detail) screen.

Additional Information

You can INQUIRE on up to 50 activities at one time.

Activity details become protected, and cannot be modified, seven (7) days after they are entered on the ACTD (Activity Detail) screen. This protection is based on the date the activity was entered, not the date the activity occurred. If information on an activity needs to be modified or deleted after seven (7) days, you must contact your supervisor.