

DATA SUPPLEMENT: Secure Facilities Service Use Schedule (SF-SUS)

For the collection of service use information in prison, special hospital or other forensic secure facility

Patient ID number

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Period for which data are collected:

From

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To

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Completed by

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Date of completion

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Instructions:

This questionnaire should be completed using prisoner/patient files and covers the patient's use of services during the study period as stated above.

Suggested data sources are given in dashed boxes

Accommodation

This section is concerned with the accommodation in which the prisoner/patient resided over the study period. For each location, please note the name of the secure facility, the unit, block, ward or wing and the number of days spent in that location. For prisons, also note any period of time in which the prisoner was subject to a Rule 45 segregation order or an F2052SH.

Prison: inmate information system
Secure hospital: medical files

Name of secure facility, unit/block/ward/wing, and order, if appropriate	Number of days
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1.	
2.	
3.	
4.	
5.	

If the prisoner/patient travelled between secure establishments please give the details below.

Name of establishments	Number of escorts
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Between

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And

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Between

--	--

And

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Professional contacts inside secure facility

This section concerns one-to-one contacts with professionals *inside* the secure facility. There is a section below for group activities. Please note the number of contacts with each professional over the study period and the average duration of contacts.

Prison: inmate medical record, wing record, inmate personal record or individual departments in prison; Secure hospital: medical records

Professional	Number of contacts	Average duration
General practitioner/prison doctor		
Practice nurse/prison nurse		
Psychiatric nurse		
Psychiatrist		
Psychologist		
Counsellor/therapist		
Drug and alcohol treatment staff/CARAT staff		
Dentist		
Optician		
Chiropodist		
Physiotherapist		
Chaplain		
Other: please specify		

Daily activities inside secure facility

This section is concerned with group and other activities *inside* the secure facility. Please note the name of the group or activity they took part in, the number of contacts over the study period and the average duration of each activity.

Prison: inmate information system or wing record
Secure hospital: patient file.

Activity	Name of group/activity	Number of contacts	Average duration
Therapeutic group: anger management, etc.	1.		
	2.		
Creative activity: art, music, drama, etc.	1.		
	2.		
Work: farm, industrial, kitchen, etc.	1.		
	2.		
Educational course: literacy, maths, information technology, etc.	1.		
	2.		
Sports activity, team games, etc.	1.		
	2.		
Other, please give details	1.		
	2.		

Hospital contacts inside secure facility

This section concerns contacts with hospital services and with visiting hospital specialists running out-patient clinics *inside* the secure facility. Note the name of the facility, the medical specialty and/or reason for contact, the length of stay or number of contacts.

Prison: inmate medical record or wing record
Secure hospital: medical records

In-patient stays

Name of secure facility	Specialty/reason	Length of stay

Contacts with visiting specialists

Name of secure facility	Specialty	Number of contacts

Complaints

This section concerns the number of complaints the prisoner/patient made during the study period. Please note the number of complaints taken to each level (e.g. dealt with on wing, to governor, etc.).

Prison: inmate information system or inmate personal record
Secure hospital: patient file.

Level complaint taken to	Number

Medication

This section concerns all medication prescribed. Please note the name of the medication, the daily dose and the number of days the medication was prescribed during the study period.

Prison: inmate medical records or pharmacy
Secure hospital: medical records or pharmacy

Name of medication	Daily dose	Number days prescribed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Hospital contacts outside secure facility

This section asks about contact with hospital services *outside* the secure facility. Please note the name of the hospital where treatment was received, the medical specialty or reason for contact and the number of contacts. Also record here the number of escorts that were required to accompany the prisoner/patient.

Prison: inmate medical record or wing record
Secure hospital: medical records.

In-patient stays:

Name of hospital	Specialty	Length of stay	Number of escorts

Out-patient/day patient attendances:

Name of hospital	Specialty	Number of contacts	Number of escorts

Accident and emergency attendances:

Name of hospital	Reason	Number of contacts	Number of escorts

External services used in secure facility

This section records information on contacts the prisoner/patient had with *external* professionals and services received *inside* the secure facility. Please note the number of personal contacts and telephone calls, whether made or received. For letters, please note only those letters *received*.

Prison: wing record or inmate personal record
Secure hospital: patient file

Service	Number of personal contacts	Number of phone calls	Number of letters received
Samaritans or Listeners			
Citizen's Advice Bureau, etc.			
Solicitor			
Barrister			
Legal advocate			
Organised prison visitors (NAPV ¹)			
Probation officer			
Police officer			
Other			
Other			

1. NAPV, National Association of Prison Visitors.

Court appearances

This section is concerned with any court appearances the prisoner/patient made during the study period. Please note the type of court (e.g. crown court, magistrate's court) and the offence for each court appearance.

Prison: inmate information systems

Secure hospital: personal file

Type of court	Offence

Category A review board/mental health review tribunal

This section is concerned with external reviews of security category and mental health review tribunals. Please note the type and number of each review.

Prison: wing record or inmate personal record

Secure hospital: patient file

Type of review	Number

This schedule was developed at the Institute of Psychiatry, King's College London.

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