

# SMART Tip Sheets

## Drug Court Discharge

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This tip sheet explains how to documents client status information at Discharge.

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### Client Discharge from Drug Court

This module allows for the documentation of a client's status at discharge (employment, education and living arrangements). The comparison of information entered at admission can be compared to information at discharge, thus allowing for the ability to generate performance measures.

1. **Entry Steps:** Login, Select Facility, Client List, select client, Activity List, ECourt, Discharge.
2. Enter the **Date Discharged**, **Discharge Staff** and **Disposition**. **Note:** It is important to enter the correct Discharge date because SMART will automatically pre-populate the **Discharge Date** field with a default date (the date the record was created).
3. Continue through the module completing the pertinent information for discharge. **Note:** There are a number of light yellow fields on the discharge screen (fields linked to key performance measures). Completing all fields is important to generate performance measures. Be sure to complete the Discharge prior to closing the record.
4. Click **Save** or **Finish** when completing the discharge record.

The screenshot displays the 'Discharge Profile for M. Gary Hank' interface. The left-hand navigation menu includes options such as 'Home Page', 'Agency', 'Group List', 'Drug Testing Check in', 'Client List', 'Client Profile', 'MCASP Risk Assessment', 'Linked Consents', 'Non-Facility Contact', 'Activity List', 'Court Monitoring', 'Judicial Court Care', 'Intake', 'Fee Determination', 'Drug Testing', 'Wait List', 'Tx Team', 'Screening', 'Assessments', 'Admission', 'Program Enroll', 'ECourt', 'Admission', 'Education', 'Employment', 'New Charges', 'Case Management', 'Court & Other Justice', 'Discharge', and 'Incentives/Sanctions'. The main form area is divided into two sections: 'Discharge Profile' and 'Status at Discharge'. The 'Discharge Profile' section includes fields for 'Date Discharged' (10/22/2007), 'Discharge Staff' (Account49, Training), 'Date of Last Contact', and 'Disposition' (terminated/did not complete DC). The 'Status at Discharge' section includes fields for 'Employment Status' (Attending Full Time School), '# of Weeks Employed' (45), 'Average Monthly Employment Income in the Past Year' (\$3960.00), 'School/Vocational Training Status' (None, NA), '# of Months in School/Vocational Training' (0), 'Living Arrangement' (Shelter), '# of Months in This Living Arrangement' (12), 'Number of Children Living with Client' (0), 'Highest Grade Completed' (12/High School Diploma/GED), and several yes/no questions regarding alcohol and drug use. The 'Discharge' option in the navigation menu and the 'Cancel', 'Save', and 'Finish' buttons at the bottom right are circled in red.