

SMART Tip Sheets Education

Education

This tip sheet explains how to enter and track participant/client education information.

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Documenting Education

This module is designed to document a participant's education status throughout his/her participation in the problem solving court. The highest level of education should be documented in addition to any other educational activities.

1. **Entry Steps:** Login, Select Facility (if applicable), Client List, select client, Activity List, PS Court, Education.
2. Click on the **Add New** hyperlink to enter the participant's education.
3. Enter the participant's **Highest Grade Completed** along with the **Date Completed**.
4. Go to the **Current Education Detail** section of the screen and enter the education information pertaining to the Highest Grade Complete field.
5. Click **Save**.
6. To make an entry about a new education status, click **Add New**.
7. Go to the Current Education Detail Section of the screen, and complete all the applicable fields.
8. Click **Save**.
9. Click **Finish**.

Use the List View to get a glimpse of the participant's education pattern and history.

The screenshot displays the SMART system interface. At the top, there is a navigation bar with the SMART logo, user information (User: Gibbs, Sharon; Location: MEC Treatment Center (Training Agen, Santa Ana)), and a 'Logout' button. Below the navigation bar, there is a search bar with 'Client: Pkg Porky | M0601640937' and a 'Clear Client' button. A blue callout box with a red arrow points to the 'Generate Report' button, with the text 'Click Generate Report to print report.' Below this, the 'Client Education History (Export)' table is visible. The table has columns for 'Actions', 'Education Status', 'Date Enrolled', 'School Name', 'Enrollment End Date', 'Reason for Termination', and 'Date Completed'. The table contains three rows of data. Below the table, there is a section for 'Education Completed' with an 'Add New' button. Below that, the 'Current Education Detail' form is shown, which includes fields for 'School/Vocational/Training Status - Enrollment', 'Grade Period', 'Enrollment Start Date', 'Enrollment End Date', 'Reason for Termination of Enrollment', and 'Date Completed'. The 'Date Completed' field is highlighted with a yellow background. At the bottom of the form, there are 'Cancel', 'Save', and 'Finish' buttons. A red box highlights the 'Education' option in the left-hand navigation menu.

Actions	Education Status	Date Enrolled	School Name	Enrollment End Date	Reason for Termination	Date Completed
	Training School	3/8/2016	Lincoln Tech			
	Some Post-College/Graduate School	1/4/2016	University of Maryland	4/8/2016	Completed/Graduated	4/8/2016
	Earned BA/BS	8/15/1998	University of Maryland	5/31/1991	Completed/Graduated	5/31/1991

To update an education record, i.e., when the participant has completed/graduated, hover over the actions column for the appropriate Education Status, and click **Edit**. Enter the **Enrollment End Date** and the **Reason for Termination of Enrollment**. Click **Save** and **Finish**.