Employment

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

Total Pages: 2

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Employment
Documenting Employment

This module is designed to document a participant's employment status throughout his/her participation in the problem solving court. Employment status should be documented whether the participant is employed or unemployed.

1. Entry Steps: Login, Select Facility (if applicable), Client List, select client, Activity List, PS Court, Employment.

2. Click on the **Add Employment** hyperlink to enter the participant's employment.

3. New Entries: Enter the **New Arrest Date**, **New Arrest Charge**, and **VOP dates(s)** and **VOP Charge(s).** Note: Please make sure all dates correspond with the appropriate charges and disposition.

4. Review the other fields on the screen, and enter any additional relevant information outlined in the PS Court SMART Training Manual.

5. Signed/Unsigned Notes: This screen contains a Signed/Unsigned note function. To make an editable note, enter your note in the Unsigned Note field, and click **Save** or **Finish**. To electronically sign the note (thereby making it uneditable), enter the note in the **Unsigned Note** box and then click **Sign Note**. Note: If the signed note contains erroneous information or if you need to enter additional information, simply enter the new information in the Unsigned Note box and click Sign Note again.

6. Click **Save**.

7. Click **Finish**.

2

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

Click Generate Report to print the information on the screen.

Use the Employment Date and Employment Termination Reason when there is a change in employment.

To update an employment record, i.e., when the participant is no longer employed, hover over the actions column for the appropriate Employment Status, and click **Edit.** Enter the **Employment End Date** and the **Employment Termination Reason**. Click **Save** and **Finish**.