

SMART Tip Sheets New Charges

New Charges

This tip sheet explains how to add a charge received during the participant's time in the problem solving court.

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Documenting New Charges

The New Charges screen is used to document any charges received after the participant is admitted to problem solving court.

1. **Entry Steps:** Login, Select Facility (if applicable), Client List, select client, Activity List, Problem Solving Court, New Charges.
2. Once you have opened the New Charges screen, click on the **Add New** hyperlink.
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 and state/agency reporting required information. Refer to the Problem Solving Court SMART Training Manual for reporting requirements.
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**.

Use the list view to get a glimpse of the charges received during the PS Court case.

The screenshot displays the SMART system interface for documenting charges. The top navigation bar shows the user as 'Gibbs, Sharon' and the location as 'MBC Treatment Center (Training Agen, Santa Ana)'. The main content area is titled 'Charges Received During Drug Court' and includes a table with columns for 'Actions', 'Date', 'Offense', 'Disposition', 'Disposition Date', and 'Disposition Charge'. The table contains two entries for 'Alcoholic Beverage Violation'. Below the table is a 'Detailed Information' section with fields for 'New Arrest Date', 'New Arrest Charge', 'Disposition Date', 'Disposition', 'Disposition Charge', and 'VOP Date'. The 'VOP Date' field is set to '10/31/2007' and the 'VOP Charge' is 'Failure to complete community service'. At the bottom of the 'Detailed Information' section, there are buttons for 'Cancel', 'Save', 'Finish', and 'Sign Note'. A red arrow points to the 'Sign Note' button.

Actions	Date	Offense	Disposition	Disposition Date	Disposition Charge
	4/4/2016	Alcoholic Beverage Violation			
	11/1/2007	Alcoholic Beverage Violation	Convicted - sentence pending	11/2/2007	Alcoholic Beverage Violation

Detailed Information

New Arrest Date: 11/1/2007
New Arrest Charge (Most Severe): Alcoholic Beverage Violation
Disposition Date: 11/2/2007
Disposition: Convicted - sentence pending
Disposition Charge: Alcoholic Beverage Violation
VOP Date: 10/31/2007
VOP Charge: Failure to complete community service
Signed Note: [Empty]
Unsigned Note (Work in Progress): [Empty]

Buttons: Cancel, Save, Finish, Sign Note

Please refer to the PS Court SMART Training Manual to ensure all required fields are completed. In addition, complete any field(s) that will assist in managing your participant's case.

Click Sign Note after documenting your note in the Unsigned Note box.