Incentives & Sanctions

This tip sheet explains how to document positive and negative participant behaviors; as well as, the problem solving court responses to those behaviors.

Total Pages: 2

IGSR Technical Support: 301.405.4870
Email: igsrsupport@umd.edu

Created: June 2015
Revised: June 2018

DEPARTMENT OF
HEALTH AND MENTAL HYGIENE

Documenting Behaviors & Responses

Always reference your Problem Solving (PS) Court SMART Training Manual to ensure all required fields (yellow and white) are completed.

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

2. Click **Add New.**

3. Go to **Behavior Type**, and click on the drop down arrow to select the appropriate behavior. (Positive or Negative)

4. Select the actual dates for the **Behavior Date**, **Behavior**, and **Response Date**.

5. Go to the **Responses** Mover box and highlight the appropriate response(s).

6. Select the top blue arrow button to move your response(s) to the **Selected Responses** box. Note: You must use the mover box to move your Response(s) to the Selected Response(s) box to document a response to the Behavior.

7. 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.

8. Click **Save** and **Finish** when done.

Use the List View to get a glimpse of the participant's behavior while in the PS Court.

Click **Generate Report** to print a report.

The Behavior Date field defaults to the date the record is created, please remember to enter the actual date for the behavior and response.

The Unit and Staff fields will prepopulate.

➢ Use the top blue arrow to move the Responses to the Selected Responses box.
➢ Use the bottom blue arrow to move the Selected Responses back to the Response box.

2