

SMART Tip Sheets

Judicial Continuing Care Form

Judicial Continuing Care Form

- Completing Continuing Care Plan
- Completing the SA/MH Screens
- Completing Medication Screen
- Completing Community Partner Screen
- Printing Report

This tip sheet explain how to complete the Continuing Care Plan for judges and other agencies.

Total Pages: 5

IGSR Technical Support: 301.405.4870

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Completing Continuing Care Plan

1. Click the client's **Activity List**
2. Go to the Menu Tree and click **Continuing Care**
3. Complete pertinent fields. **Note:** Yellow fields are required. Some of the fields such as **Treatment Agency** and **Date of Admission** are pre-populated from other modules.
4. When the screen is completed, click ➔.

Continuing Care Profile

County/Jurisdiction	Allegany	Date of Birth	10/11/1981
Judge	Abrams, Karen, The Honorable	Case No(s)	56465102
Treating Agency	First Bridge Treatment (Training Agency)	Form Completed By	Black, Dovella
Date of Admission	7/1/2010	Anticipated Discharge Date	10/12/2010
Insurance Type	DHMH Grant ADAAA	Discharge Date	10/12/2010
Income/SSI	\$25,000.00	Other Benefits	
Criminal Justice Agency	MD Parole Probation (MD-200100)	Agent	Airey, James, A.A.
Agent Phone	(301) 588-8240	Notified	Yes
CJ Agency Location	Silver Spring Office	Date of Notification	10/12/2010
Address		City	
State		Zip	
		Appointment w/ Agent	10/12/2010

➔

Criminal Justice Agency: MD Parole Probation (MD-200100)
Agent Phone: (301) 588-8240
CJ Agency Location: Silver Spring Office
Agent: Airey, James, A.A.
Notified: Yes
Date of Notification: 10/12/2010

When you select the CJ Agency (P&P or Dept. of JS), the **Agent** field will populate with staff names for that agency. When you select the agent, the **Agent Phone** field will then populate with that agent's phone number. When you select a **CJ Agency Location**, the address will automatically prefill.

Completing the SA/MH Screens

This screen will be used to show the substance abuse agency and/or the mental health agency the client will be referred to.

1. From the **Summary Screen**, click **Add New**.
2. When the SA/MH screen opens, select a **Service Category** (choose either **Substance Abuse** or **Mental Health**).
3. Once you select a **Service Category**, the **Service Type** field will populate with the programs for that **Service Type**. Select one.
4. When you select a **Service Category**, the Agency field will populate with a list of agencies for that **Service Category**.
5. Complete the other fields.
6. Click **Finish**

Helpful Hint: If you select MH as Service Category, you can enter 0 for the AA/NA/Support Group #/Week and

Continuing Care - Substance Abuse/Mental Health Services				
Service Category	Service Type	Agency	First Appointment	Actions
Substance Abuse	AA	DPP	8/15/2010	Review Delete

Service [Add New](#)

Cancel Save Finish ↔

Continuing Care - Substance Abuse Aftercare/Mental Health Service

Service Category: Substance Abuse
Service Type: AA

Agency: DPP
City: Testing
Zip: 15610
Contact:
Address: 3242 Sabehte Street
State: Maryland
Phone: 987-415-0256
First Appointment Date: 8/15/2010

AA/NA/Support Group #/Week: 2
Urinalysis/Breathalyzer #/Week: 1

Cancel Finish

If Mental Health is chosen for Service Category, enter "0" in the **AA/NA/Support Group #/Week** and **Urinalysis/Breathalyzer per week** fields.

Completing Medication Screen

The summary screen shows the medication details that the client is taking.

1. To add medications click **Add New**.
2. Select the medication from the drop-down list. The Medication drop-down includes MH and SA Psychotropic only. For Somatic medications, select **Other**. Next, enter the name of the medication in the **Medical/Somatic** text field. **Note:**
3. Additional information can also be entered in the Medical/Somatic text box.
4. Complete the other fields.
5. Click **Finish**
6. To review a medication, click **Review** in the Action column.

Medication	Dosage	Pharmacy	Phone	Medical Somatic Note	Actions
Ambien (zolpidem)	25 mg	Target	841-026-3541		Review Delete

Continuing Care - Medications

Medication [Add New](#)

[Cancel](#) [Save](#) [Finish](#) [↔](#)

To review a medication order, click **Review**

Continuing Care - Medication

Medication **Other** Dosage **10 mg bid**

Pharmacy **Target** Address **5402 Sample Street**

City **Test** State **Maryland**

Zip **25462** Phone **841-026-3541**

Medical/Somatic

Respiradol 10 mg three times a day

[Cancel](#) [Finish](#)

For non-psychotropic medications:

1. Select **Other** from the Medication field.
2. Enter the name of the medication in the Medical/Somatic Text field

Completing Community Partner Screen

This screen is to be used to track people Involved in the client's recovery.

1. To add a new person, click **Add New**.
2. When the Community Partner screen opens, complete the required fields. **Note:** Additional Information can be entered in the **Additional Information/Requirements** text box.
3. Click **Finish** to save and close the screen.

Printing Report

1. For a hard copy of the Continuing Care Plan:
2. Click the **Print Report** icon found at the top of the screen.
3. When the report screen opens, click the **Printer** icon.

Continuing Care - Community Partners			
Name	Phone	Relationship	Actions
Sue Que	678-985-6410	Case Manager	Review Delete

Community Partner Add New

Cancel Save Finish ←

Continuing Care - Community Partner and Additional Information/Requirements

Relationship Type: **Case Manager**

Name: **Sue Que**

Phone: **678-985-6410**

Additional Information/Requirements

Cancel Finish



A screenshot of a web browser window. The address bar shows "SMART QA ISSR". The page title is "Client Name: Leigh, Sara". The main content area is titled "Continuing Care Profile" and contains various fields for client information, including County/Jurisdiction, Judge, Treating Agency, Date of Admission, Insurance Type, Income, Criminal Justice Agency, Agent, and CJ Agency Location. Below this is a section for "Continuing Care - Living Situation" and another for "Continuing Care - Employment/Vocational Training/Education". A red circle highlights a printer icon in the top right corner of the page content area. A red arrow points from the "Print Report" icon in the previous image to this printer icon.