

## SMART Tip Sheets Problem Solving Court Admission



Problem Solving Court Admission Status At Admission Legal

This set of tip sheets shows how to create a problem solving court admission record.

Total Pages: 2

IGSR Technical Support: 301.405.4870 Email: <u>igsrsupport@umd.edu</u> Created: June 2015 Revised: June 2018



## Problem Solving (PS) Court Admission Documenting a PS Court Admission

A PS Court Admission should be documented when a client/participant is admitted into a problem solving court (i.e., the date the participant signed the problem solving court contract.)

<u>Entry Steps</u>: Login, Select Facility (if applicable), Client List, select client, Intake, Activity List, PS Court, Admission (within the PS Court module).

- 1. Enter the Admission Date.
- 2. Complete all the fields (yellow and white) on the Status at Admission screen.
- 3. Click the right arrow navigation button to move to the next Criminal Cases Information and Legal History screen.
- 4. Answer all questions relating to your participant's Criminal History. Note: If it is your participant's first arrest, select 'Yes'. If not, select 'No' and respond to all the questions within the Criminal History.
- 5. Answer all questions relevant to your participant's PS Court Case Information.
- 6. Click Save.
- 7. Click Finish.

Note: Please reference your Problem Solving Court Training Manual to ensure all required data sets (Yellow and White fields) are captured.



User: Gibbs, Sharon 👻 Location:	MBC Treatment Center (Training Agen, Santa Ana 🛷
	Client: Pig, Porky   M0601640987PI   1 O Clear Client
Home Page	Admission Assessment
Agency	
· Group List	Admission Staff Guous, Statuon
Authorization Dashboard	Status at Admission
Client List	
	Employment Status Employed Full Time (35 hours or more per week)
	Number of Weeks Employed 52
	Average Monthly Employment Income \$5,000.00
✓ Activity List	School/Vocational Training Status None, N/A
Court Monitoring     Judicial Cont Caro	Living Arrangement Private Residence (apartment, home, room)
Intake	# of Months at Current Living Arrangement 24
▶ Lab/Radiology	Number of Children Living with Client 2
Fee Determination	Highest Grade Completed Earned BA/BS
	Ever Require to Autorio Drug intermediation No * by a Chrinial Justice Supervision Agent
	Does the client live with anyone who
Tx leam	- has an alcohol problem [No] =
Assessments	- uses non-prescribed drug Inte
<ul> <li>Admission</li> </ul>	r Actions
	Delete PSCourt Admission
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