

SMART Tip Sheets Court & Other Criminal Justice

Court & Other Criminal Justice

Court Hearings & Contacts

Probation Hearings

This tip sheet explains how to add criminal justice related information and court actions.

Total Pages: 2

IGSR Technical Support: 301.405.4870

Email: igsrsupport@umd.edu

Created: June 2015

Revised: June 2018

Court & Other Criminal Justice Criminal Justice Contacts

This screen is designed to document criminal justice contacts (i.e., parole and probation, court hearings, etc.), and court actions. Use the Case Management screen to document any contact with coordinators. Reference your PS Court SMART Training Manual to ensure all required fields (yellow and white) are complete.

1. **Entry Steps:** Login, Select Facility (if applicable), Client List, select client, Activity List, PS Court, Criminal Justice Contacts.
2. Click **Add New** to make a criminal justice contact entry (i.e., Probation Meeting, Court Hearing, etc.) Note: Use the Case Management module to document any meetings with Coordinators.
3. Go to the Event Date field, and select the calendar icon to enter the appropriate date.
4. Review the other fields on the screen, and enter any additional relevant information.
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** and **Finish** when done.

Use the List View to get a glimpse of the court related contacts pertaining to the participant.

The screenshot shows the SMART system interface. At the top, there is a navigation bar with the SMART logo, user information (User: Gibbs, Sharon), location (MBC Treatment Center), and a 'Logout' button. Below this is a client selection bar for 'Client: Ptg, Poriky | M0501640987P1 | 1'. A callout box with a red arrow points to the 'Generate Report' button in the top right corner, with the text 'Click Generate Report to print a report.'

The main content area is divided into two sections. The top section is a table titled 'Court and other Criminal Justice Supervision/Events Export' with columns: Actions, Date, Event, Type of Contact, Location, Outcome, Court Action, and Court Phase. The table contains three rows of data:

Actions	Date	Event	Type of Contact	Location	Outcome	Court Action	Court Phase
	4/15/2016	Court Status/Review Hearing	Case Review	Problem Solving Court Office	Attended	No Action	Aftercare
	3/1/2016	Phase Movement (Non-Court)	Employment	Problem Solving Court Office	Attended		Orientation Phase
	10/31/2007	Probation Meeting	Face to Face		Attended		

The bottom section is a 'Detailed Information' form for the event dated 10/31/2007. It includes fields for Event Date (with a calendar icon), Event (Probation Meeting), Facility (Santa Ana), Staff Name (Gibbs, Sharon), Type of Contact (Face to Face), Location (Problem Solving Court Office), Outcome (Attended), Purpose, Start Time, End Time, Length of Time, Signed Note, and Release this note? (Yes). There are buttons for 'Sign Note', 'Cancel', 'Save', and 'Finish'.

This screenshot is similar to the one above, but the 'Event' field in the 'Detailed Information' form is set to 'Court Status/Review Hearing'. The 'Court Action' field is now 'Phase Graduation/Promotion'. A callout box on the right side of the screen contains the text: 'If the event is Court Status/Review Hearing, the Court Action field will become enabled. Enter the appropriate information, i.e., Phase Graduation/Promotion, and other required information.'