

# SMART Tip Sheets Community Service

## Community Service

This tip sheet covers the steps in documenting community service information for each client/participant.

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## Community Service

### Documenting Community Service

This screen allows the user to document a participant's community service throughout his/her participation in the problem solving court. Both hours assigned and hours served should be entered into SMART.

1. **Entry Steps:** Login, Select Facility (if applicable), Client List, select client, Activity List, Problem Solving Court, Community Service.
2. Click **Add New Service.**
3. Go to the **Date** field, and click on the calendar to select the date of service.
4. Go to **Services Hours Assigned** field, and enter the assigned hours.
5. Go to the **Location of Service** field, and enter the location of the service, i.e. highway, homeless shelter, etc.
6. Go to the **Reasons for Service Hours**, and click on the drop down arrow to select the reason, i.e., Sanction/Court Response, Volunteer, etc.
7. Click **Save** and **Finish** when done.

Note: If you need to edit, go to the Actions column, hover over the icon that resembles a pencil, and click **Edit**. Click **Save** and **Finish** when done.

Use the List View to get a glimpse of the participant's community service history.

The screenshot displays the SMART system interface for documenting community service. The top navigation bar shows the user is logged in as 'User: Gibbs, Sharon' and the location is 'MBC Treatment Center | Training Agen. Santa Ana'. The client information is 'Client: Pfg, Porky | MD601640967P | 1'. The main content area is titled 'Community Service Hours' and contains a table with the following data:

Actions	Date	Hours Assigned	Reason For Service	Hours Completed	Location of Service
	4/12/2016	20	Condition of Problem Solving Court	20	highway
	4/11/2016	25	Condition of Problem Solving Court	25	highway
	3/19/2016	100	Sanction/Court Response	10	Highway

Below the table, a summary bar shows: Total Hours Assigned: 145, Total Hours Completed: 55, Total Hours Remaining: 90. A red box highlights the 'Add New Service' button in the top right corner of the main content area. A text box explains: 'SMART tracks the hours assigned, and completed. In addition, it will provide the capability to track the remaining hours as well.'

Click Add New Service to begin entering information.

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