

SMART Tip Sheets

Drug Court Admission

Drug Court Admission
Background
Legal

This tip sheet explains how to document a drug court admission.

Total Pages: 2

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Drug Court Admission

Documenting a Drug Court Admission

A drug court admission record should be documented when a client is admitted to a drug court (i.e., the date the client signed the drug court contract).

- Entry Steps:** Login, Select Facility, Client List, select client, Intake, Activity List, ECourt, Admission.
- Enter the Admission Date and complete the remaining fields on the **Status at Admission** screen. **Note:** It is important to enter the correct Drug Court Admission date because SMART will automatically pre-populate the Admission Date field with the date the record was created.
- Use the table titled “SMART Required and Recommended Data Elements for Drug Courts” located at www.igsr.umd.edu to ensure that all OPSC required data elements are entered.
- Click ➔ to continue to the **Criminal Cases Information and Legal History** screen.
- Criminal History:** Document whether the instant arrest is the client’s first arrest. If it is a first arrest, the criminal history fields will not be activated. If it is not first arrest, the criminal history fields will become activated. **Note:** Complete the criminal history fields by typing a number in the fields. Also, the **Age at First Conviction** field will become activated when you enter number of prior convictions in any of the prior convictions fields.
- Drug court Case Information:** Continue through the screen completing the current drug court case information, if applicable.
- Click **Save** or **Finish** when data entry is complete.

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Admission Assessment for McCoy, Hank

Admission Staff: Butler, Rita
Admission Date: 10/22/2007

Status at Admission

Employment Status: Employed Full Time (35 hours or more per week)
Number of Weeks Employed in the past year: 44
Average Monthly Employment Income in the Past Year: \$1,000.00
School/Vocational Training Status: Attending Part Time
Living Arrangement: Private Residence (apartment, home, room)
of Months at Current Living Arrangement: 45
Number of Children Living with Client in the Last 6 Months: 2
Highest Grade Completed: 9
Ever Required to Attend Drug Treatment by a Criminal Justice Supervision Agent: Yes
Does the client live with anyone who:
- has an alcohol problem: Yes
- uses non-prescribed drug: No

Cancel Save Finish ➔

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Admission for McCoy, Hank

Criminal Cases Information and Legal History

Criminal History

First Arrest: Yes
Number of Prior Felony Non-Drug Convictions:
Number of Prior Felony Drug Convictions:
Number of Prior Misdemeanor Non-Drug Convictions:
Number of Prior Misdemeanor Drug Convictions:
Number of Prior Warrants:
Number of Times Incarcerated in Life:
Age at First Conviction:
Total Number of Juvenile Arrests:

Drug Court Case Information

Most Severe Instant Arrest Charge: Arson 1st Degree (not abandoned)
Conviction Charge: Arson 1st Degree (abandoned/vacant)
Date of Instant Arrest: 8/1/2007
Arrest No: 2323
Most Severe VOP Charge: Failure to report
Date of VOP: 8/13/2007
Judge Name: Carr, William, The Honorable
Date Placed on Probation/Pretrial/Parole: 8/31/2007

Cancel Save Finish ➔