

# SMART Tip Sheets Education

## Education

Education Profile

Absences

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Reports

This tip sheet explains how to enter and track participant/client education information.

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IGSR Technical Support: 301.405.4870

Email: [igsrsupport@umd.edu](mailto:igsrsupport@umd.edu)

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# Education

## Education Profile

This module is designed to document a participant's **Education** status throughout his/her participation in the problem solving court. The highest level of education should be documented in addition to any other educational activities.

1. **Entry Steps:** Login, Select Facility, Client List, select client, Activity List, PS Court, Education.
2. On the **Client Education History** screen, click on the **Add New** hyperlink to enter the participant's education information.
3. Enter the participant's **Highest Grade Completed** along with the **Date Completed**.
4. Go to the **Current Education Detail** section of the screen and enter the education information pertaining to the **Highest Grade Completed** field.
5. Click **Save** or **Finish** to return to the **Client Education History** screen and continue to add any additional education entries by repeating this process.
6. Click the **Pencil Icon** under the **Actions** column, then **Review** to review an entry and then click **→** to continue on to the **Absences, Tardies, and Reports** screens for that current entry.

**SMART QA** WDC Training Agency, Irvine 01, Training Logout

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Home Page Agency Group List Authorization Dashboard Client List Client Profile Linked Consents Non-Episode Contact Activity List Court Monitoring

Client Education History (Export) Print Report with Signed Notes Yes Add New

Actions	County	School/Training Center	Enrollment Start Date	Enrollment End Date	Reason for End of Enrollment	Credit Earned	Education/Training Status/Enrollment
	Anne Arundel	Annapolis Area Christian School	6/4/2019				

Activity Date Range From: 7/8/2009 To: 7/8/2019 Go Finish

Click Generate Report to create a report

Click Add New to enter client Education information

Click the Pencil Icon then Review to edit or Delete to delete the entry

Enter a date range and click Go to see Education entries from a specific time period

Enter a Note and click Sign Note to sign it and make it un-editable or Save to leave the Note unsigned

Click → to continue to the Absences, Tardies, and Reports screens

Cancel Save Finish

Education Completed

Highest Grade Completed Date Completed

Current Education Detail

County School/Training Center Enrollment Start Date Enrollment End Date Reason for End of Enrollment Credit Earned School/Vocational Training Status - Enrollment Signed Notes

Unsigned Notes

Allow Disclosure of Note Sign Note

## Education Absences

7. Click the **Pencil Icon** under the **Actions** column, then **Review** to edit an existing **Absence** entry.
8. To enter new **Absence** information, click **Add New** on the top right of the screen.
9. From there, enter the required yellow fields and add an **Unsigned Note** and click **Save** or click **Sign Note** to make it an un-editable **Signed Note**.
10. Click **Save** or **Finish** on the **Absences** entry screen to return to the **Absences** list screen. From there click **Finish**, if done with this education entry, or click **→** to continue on to the **Tardies** and **Reports** screens.

This screenshot shows the 'Absences' list screen in the SMART QA system. The interface includes a top navigation bar with the user's name 'WDC Training Agency, Irvine' and a 'Logout' button. A left sidebar contains a navigation menu with options like 'Home Page', 'Agency', 'Group List', 'Authorization Dashboard', 'Client List', 'Client Profile', 'Linked Consents', and 'Non-Episode Contact'. The main content area displays a table with columns for 'Absence Date' and 'Reason for Absence'. A callout box points to the 'Pencil Icon' in the 'Actions' column, stating: 'Click the Pencil Icon then Review to edit or Delete to delete an entry'. Another callout points to the 'Export' button, stating: 'Click Export to export the entries into Excel'. A third callout points to the 'Add New' button in the top right corner, stating: 'Click Add New to create a new Absence entry'. Below the table, there are buttons for 'Cancel', 'Save', 'Finish', and a right-pointing arrow. A callout points to the right-pointing arrow, stating: 'Click → to continue to the Tardies and Reports screens'.

This screenshot shows the 'Absence' entry form in the SMART QA system. The top navigation bar and left sidebar are consistent with the previous screenshot. The main content area contains several input fields: 'Absence Date' (highlighted in yellow), 'Reason for Absence' (highlighted in yellow), 'Signed Notes' (a large text area), and 'Unsigned Notes' (a larger text area). Below these fields is a dropdown menu for 'Allow Disclosure of Note' set to 'No'. A 'Sign Note' button is located below the 'Unsigned Notes' field. At the bottom of the form are buttons for 'Cancel', 'Save', and 'Finish'. A callout box points to the 'Unsigned Notes' field, stating: 'Enter a Note and click Sign Note to sign it and make it un-editable or Save to leave the Note unsigned'.

# Education Tardies

11. Click the **Pencil Icon** under the **Actions** column, then **Review** to edit an existing **Tardy** entry.
12. To enter new **Tardy** information, click **Add New** on the top right of the screen.
13. From there, enter the required yellow fields and add an **Unsigned Note** and click **Save** or click **Sign Note** to make it an un-editable **Signed Note**.
14. Click **Save** or **Finish** on the **Tardies** entry screen to return to the **Tardies** list screen. From there click **Finish**, if done with this education entry, or click **→** to continue on to the **Reports** screen.

Click the Pencil Icon then Review to edit or Delete to delete an entry

Click Export to export the entries into Excel

Click Add New to create a new Tardy entry

Click → to continue to the Reports screen

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Snapshot

Home Page	Tardies (Export)	Add New
Agency	Actions	
Group List	Tardy Date	
Authorization Dashboard	Reason for Tardy	
Client List	Type of Tardy	
Client Profile	Number of Tardies for That Day	
Linked Consents		
Non-Episode Contact		

Cancel Save Finish

Enter a Note and click Sign Note to sign it and make it un-editable or Save to leave the Note unsigned

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Snapshot

Tardy Date

Reason for Tardy

Type of Tardy

Number of Tardies for That Day

Signed Notes

Unsigned Notes

Allow Disclosure of Note

Sign Note

Cancel Save Finish

## Education Reports

15. Click the **Pencil Icon** under the **Actions** column, then **Review** to edit an existing **Report** entry.
16. To enter new **Report** information, click **Add New** on the top right of the screen.
17. From there, enter the required yellow fields and add an **Unsigned Note** and click **Save** or click **Sign Note** to make it an un-editable **Signed Note**.
18. Click **Save** or **Finish** on the **Reports** entry screen to return to the **Reports** list screen. From there click **Finish** to return to the **Education Profile** screen.

Click the Pencil Icon then Review to edit or Delete to delete an entry

Click Add New to create a new Report entry

Click Export to export the entries into Excel

Enter a Note and click Sign Note to sign it and make it un-editable or Save to leave the Note unsigned