SMART Tip Sheets
Judicial Continuing Care Form

UNIVERSITY OF MARYLAND
INSTITUTE FOR GOVERNMENTAL SERVICE & RESEARCH

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Judicial Continuing Care Form

- Completing Continuing Care Plan
- Completing the SA/MH Screens
- Completing Medication Screen
- Completing Community Partner Screen
- Printing Report

This tip sheet explain how to complete the Continuing Care Plan for judges and other s agencies.

Total Pages: 5

IGSR Technical Support: 301.405.4870

Updated: March 2012

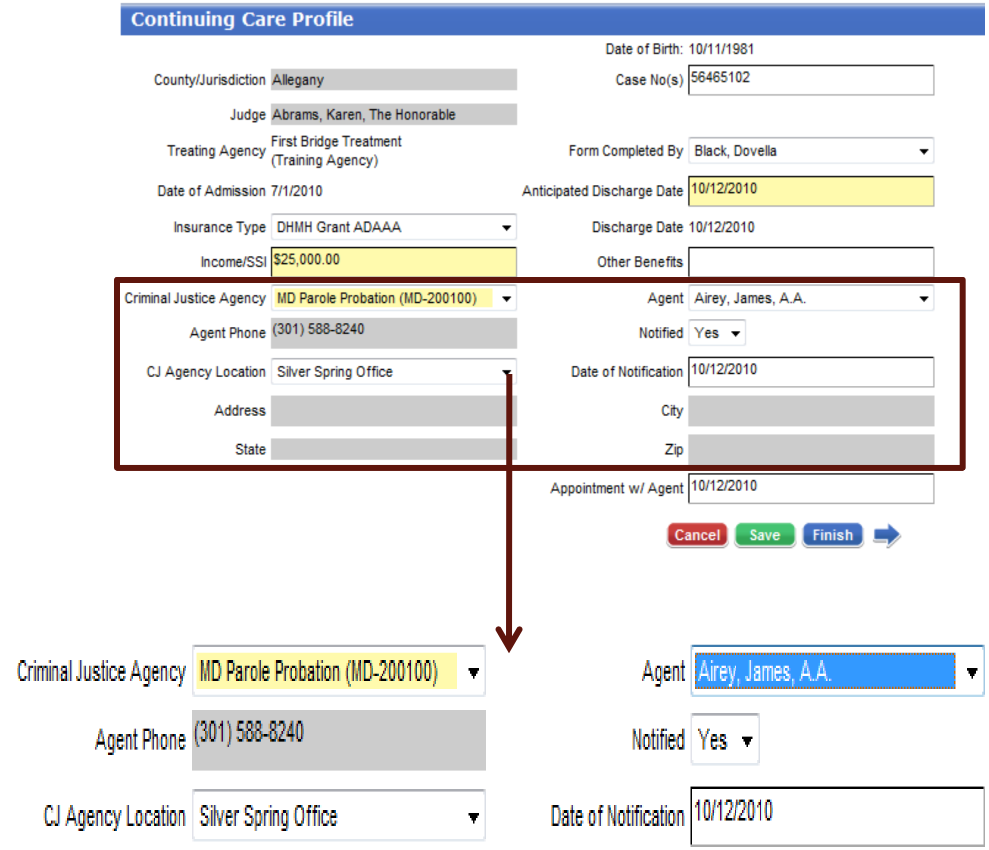
Behavioral Health System Baltimore

MARYLAND .gov DEPARTMENT OF JUVENILE SERVICES

MARYLAND COURTS mdcourts.gov

Completing Continuing Care Plan

1. Click the client's **Activity List**
2. Go to the Menu Tree and click **Continuing Care**
3. Complete pertinent fields. **Note:** Yellow fields are required. Some of the fields such as **Treatment Agency** and **Date of Admission** are pre-populated from other modules.
4. When the screen is completed , click **➔**.



When you select the CJ Agency (P&P or Dept. of JS), the **Agent** field will populate with staff names for that agency. When you select the agent, the **Agent Phone** field will then populate with that agent's phone number. When you select a **CJ Agency Location**, the address will automatically prefill.

Completing the SA/MH Screens

This screen will be used to show the substance abuse agency and/or the mental health agency the client will be referred to**.**

1. From the **Summary Screen**, click **<u>Add New</u>**.

2. When the SA/MH screen opens, select a **Service Category** (choose either **Substance Abuse** or **Mental Health**) .

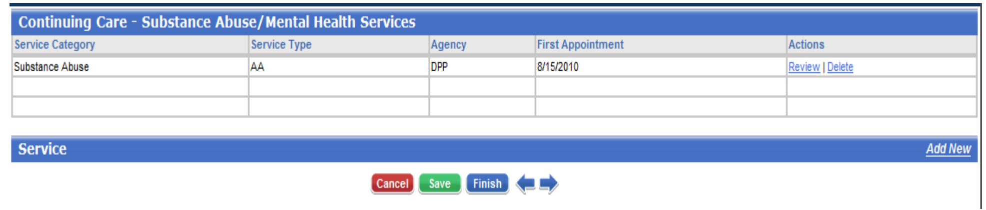
3. Once you select a **Service Category**, the **Service Type** field will populate with the programs for that **Service Type**. Select one.

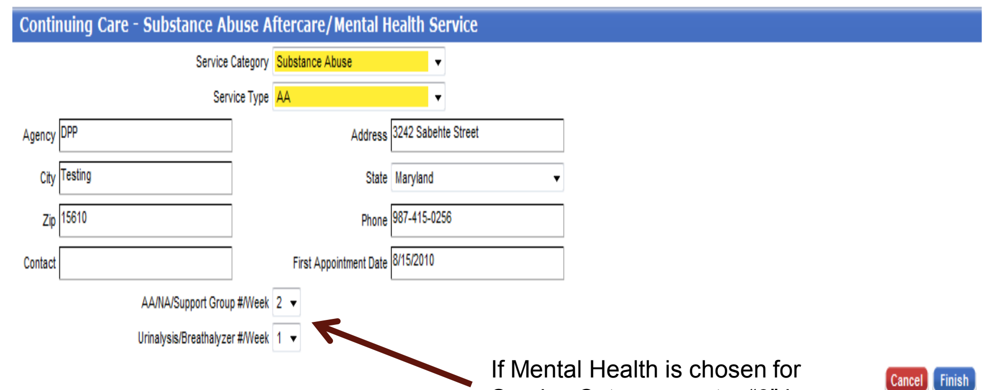
4. When you select a **Service Category,** the Agency field will populate with a list of agencies for that **Service Category**.

5. Complete the other fields.

6. Click **<u>Finish</u>**

Helpful Hint*:* If you select MH as Service Category, you can enter 0 for the AA/NA/Support Group #/Week and





If Mental Health is chosen for Service Category, enter “0” in the **AA/NA/Support Group #/Week** and **Urinalysis/Breathalyzer per week** fields.

Completing Medication Screen

The summary screen shows the medication details that the client is taking.

1. To add medications click **Add New**.

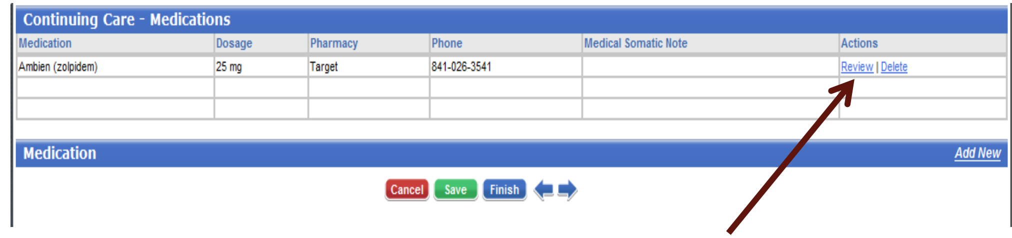
2. Select the medication from the drop-down list. The Medication drop-down includes MH and SA Psychotropic only. For Somatic medications, select **Other**. Next, enter the name of the medication in the **Medical/Somatic** text field. ***Note:***

3. Additional information can also be entered in the Medical/Somatic text box.

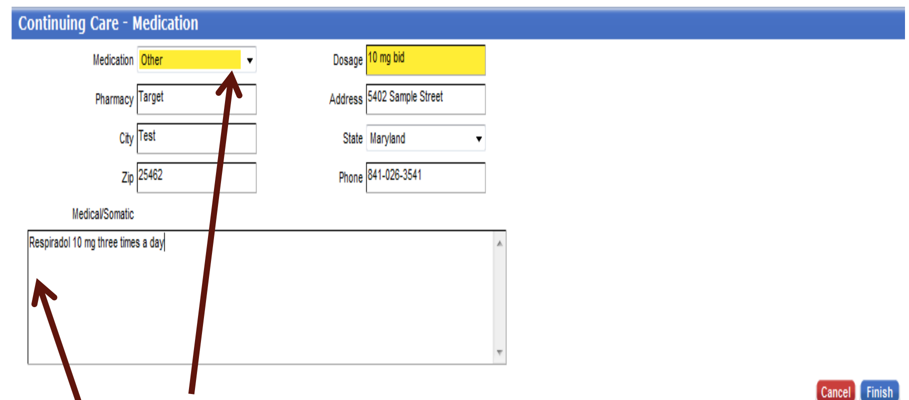
4. Complete the other fields.

5. Click **Finish**

6. To review a medication, click **Review** in the Action column.



To review a medication order, click *Review*



For non-psychotropic medications:

1. Select **Other** from the Medication field.

2. Enter the name of the medication in the Medical/Somatic Text field

Completing Community Partner Screen

This screen is to be used to track people Involved in the client's recovery.

1. To add a new person, click **Add New.**
2. When the Community Partner screen opens, complete the required fields. ***Note:*** Additional Information can be entered in the **Additional Information/Requirements** text box.
3. Click **Finish** to save and close the screen.

Printing Report

1. For a hard copy of the Continuing Care Plan:
2. Click the **Print Report** icon found at the top of the screen.
3. When the report screen opens, click the **Printer** icon.