

SMART Tip Sheets Community Service

Community Service

This tip sheet explains how to enter community service information for each client.

Total Pages: 2

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Community Service

Documenting Community Service

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

1. **Entry Steps:** Login, Select Facility, Client List, select client, Activity List, Ecourt, Community Service.
2. Once you have clicked Community Service, click **Add New Service** to document the entry. **Note:** Dark yellow fields are required.
3. When hours are assigned, document the **Date**, **Service Hours Assigned**, **Location of Service** (if known, or TBD if unknown) , and **Reason for Service Hours**. If any hours have been served, enter those as well. Enter "0" if no hours have yet been served.
4. When hours are served, click **Add New Service**. Document the **Date** served, **Hours Completed**, **Location of Service**, and **Reason for Service Hours**. Enter "0" in **Service Hours Assigned** if no additional hours have been assigned.
5. Click **Save** after completing the current community service information. The record will then be posted to the list above.
6. SMART will compute **Total Hours Assigned**, **Total Hours Completed**, and **Total Hours Remaining** in this facility and will display them.
7. Click **Finish** to exit the Community Service module and return to the **Client Activity List**.

The screenshot displays the 'Community Service Hours for McCoy, Hank' interface. It features a table with columns for Date, Hours Assigned, Reason For Service, Hours Completed, Location of Service, and Actions. Below the table, a summary shows Total Hours Assigned: 80, Total Hours Completed: 15, and Total Hours Remaining: 65. The 'Community Service Details' form includes fields for Date (7/1/2010), Hours Completed (5), Service Hours Assigned (40), Location of Service (Main Street Community Center), and Reason for Service Hours (Condition of Drug Court). Buttons for Cancel, Save, and Finish are visible at the bottom of the form.

Date	Hours Assigned	Reason For Service	Hours Completed	Location of Service	Actions
8/1/2010	40	Condition of Drug Court	10	Main Street Community Center	Review Delete
7/1/2010	40	Condition of Drug Court	5	Main Street Community Center	Review Delete

Total Hours Assigned: 80 Total Hours Completed: 15 Total Hours Remaining: 65

Community Service Details [Add New Service](#)

Date: 7/1/2010 Hours Completed: 5

Service Hours Assigned: 40 Location of Service: Main Street Community Center

Reason for Service Hours: Condition of Drug Court

[Cancel](#) [Save](#) [Finish](#)