

SMART Tip Sheets Current Situation

Current Situation

This tip sheet explains how to document when a participant is temporarily out of the community and unable to access problem solving court case management services.

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Current Situation

Documenting Current Status

This screen allows the user to document a participant's status when he/she is not in the community, (due to incarceration, on bench warrant, or in treatment), and are unavailable to receive problem solving court case management services. Note: It is important to document when this occurs, and to temporarily change the participant's case status on the Intake screen from 'Open Active' to 'Open Inactive'. The case status will be changed backed to 'Open Active' once the participant has returned to the community and is ready to receive problem solving court case management services.

1. Entry Steps: Login, Select Facility (if applicable), Client List, select client, Activity List, PS Court, Current Status.
2. Click **Add New Service**.
3. Go to the **Status** field, and click on the drop down arrow to select the appropriate status, i.e., Not in Community (Incarcerated).
4. Go to **Start Date** field, and click on the calendar icon to enter the appropriate date.
5. Go to the **Note** field, and enter a note.
6. Click **Save** and **Finish**.
7. When updating the 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.
8. Click **Save** and **Finish** when done.

Use the List View to get a glimpse of the participant's current situation history.

The screenshot shows the SMART system interface. On the left is a navigation menu with 'Current Situation' highlighted. The main area displays a table titled 'Current Situation History' with columns for 'Activities', 'Status', 'Start Date', and 'End Date'. Below the table is a form for 'Current Situation Details' with fields for 'Status' (set to 'Not in community (incarcerated)'), 'Start Date' (4/4/2016), 'End Date' (4/5/2016), and a 'Note' field. A red box highlights the 'Add New Current Situation' button in the top right corner of the form.

Activities	Status	Start Date	End Date
Not in community (incarcerated)		4/4/2016	4/5/2016
Not in community (in treatment)		3/7/2016	3/9/2016

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The screenshot shows the SMART system interface for 'Intake Case Information'. The 'Case Status' dropdown menu is open, showing options: 'Open Active', 'Open Inactive', and 'Not Admitted'. A blue callout box on the right contains the text: 'not in the', 'ake', 'Case', and 'Note: Return to the screen and change the Case Status once the participant'. The 'Current Situation' button from the previous screenshot is also visible in the background.

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Case

- Note: Return to the screen and change the Case Status once the participant