

# SMART Tip Sheets

## Sanctions & Incentives

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This tip sheet explains how to enter positive and negative client behaviors and program responses to those behaviors.

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## Documenting Behaviors & Responses

- 1. Entry Steps:** Login, Select Facility, Client List, select client, Activity List, eCourt, Incentives/Sanctions.
- Once you have opened the Incentives/Sanctions screen, click on the **Add New** hyperlink to enter the client's incentives/sanctions.
- Click **Behavior Type** (either Negative or Positive), enter the **Behavior Date** then click an option on the **Behavior** drop down box and the.
- Enter the **Response Date** and click the appropriate **Responses** within the mover box (i.e. choosing a negative behavior type will give you a list of negative behaviors and possible sanctions and choosing positive behavior types will give you a list of positive behaviors and possible incentives). Continue through the module completing the pertinent information for the sanction or incentive including **Unit** and **Staff**.
- 5. Signed/Unsigned Notes:** This screen contains a Signed/Unsigned note function. To make an editable note, enter your note in the **Unsigned Note** field and click **Save** or **Finish**. However, to electronically sign the note (thereby making it uneditable), enter the note in the **Unsigned Note** box and then click **Sign Note**. **Note:** If the signed note contained erroneous information or if you need to enter more data, simply enter the new information in the **Unsigned Note** box and click **Sign Note** again.
- Click **Save** or **Finish** when you have completed the record.

**Note:** Please remember to enter the actual date for the behavior and response, since the date field defaults to the date you created the record.

The top of the screen provides an historical list of sanction/incentives for this client within this episode.

To review and existing record, click **Review**. A record can also be deleted by clicking **Delete**.

The screenshot displays the 'Incentives / Sanctions for McCoy, Hank (Export)' interface. At the top, a table lists historical records with columns for Behavior Date, Behavior Type, Behavior, Response Date, and Action. Below this is the 'Graduated Incentives / Sanctions Details' form, which includes dropdown menus for Behavior Type (set to Negative), Behavior Date (9/22/2007), Behavior (Failure to Report Residential/Employment Changes), Response Date (10/22/2007), Unit (123 Gilmore Street), and Staff (Butler, Rita). A 'Selected Responses' mover box contains options like 'Administratively Terminated/Discharged' and 'Area Restrictions Imposed or Extended'. A 'Signed Note' field contains placeholder text, and an 'Unsigned Note (Work in Progress)' field is also present. At the bottom right, there are 'Cancel', 'Save', and 'Finish' buttons.

Selecting a **Behavior Type** will populate the Behavior drop down box and the responses mover box.