Adolescent KTOS Client Information System

A Collaboration between the Department for Behavioral Health, Developmental and Intellectual Disabilities and the University of Kentucky Center on Drug and Alcohol Research

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Adolescent KTOS Client Information System Overview

Purpose

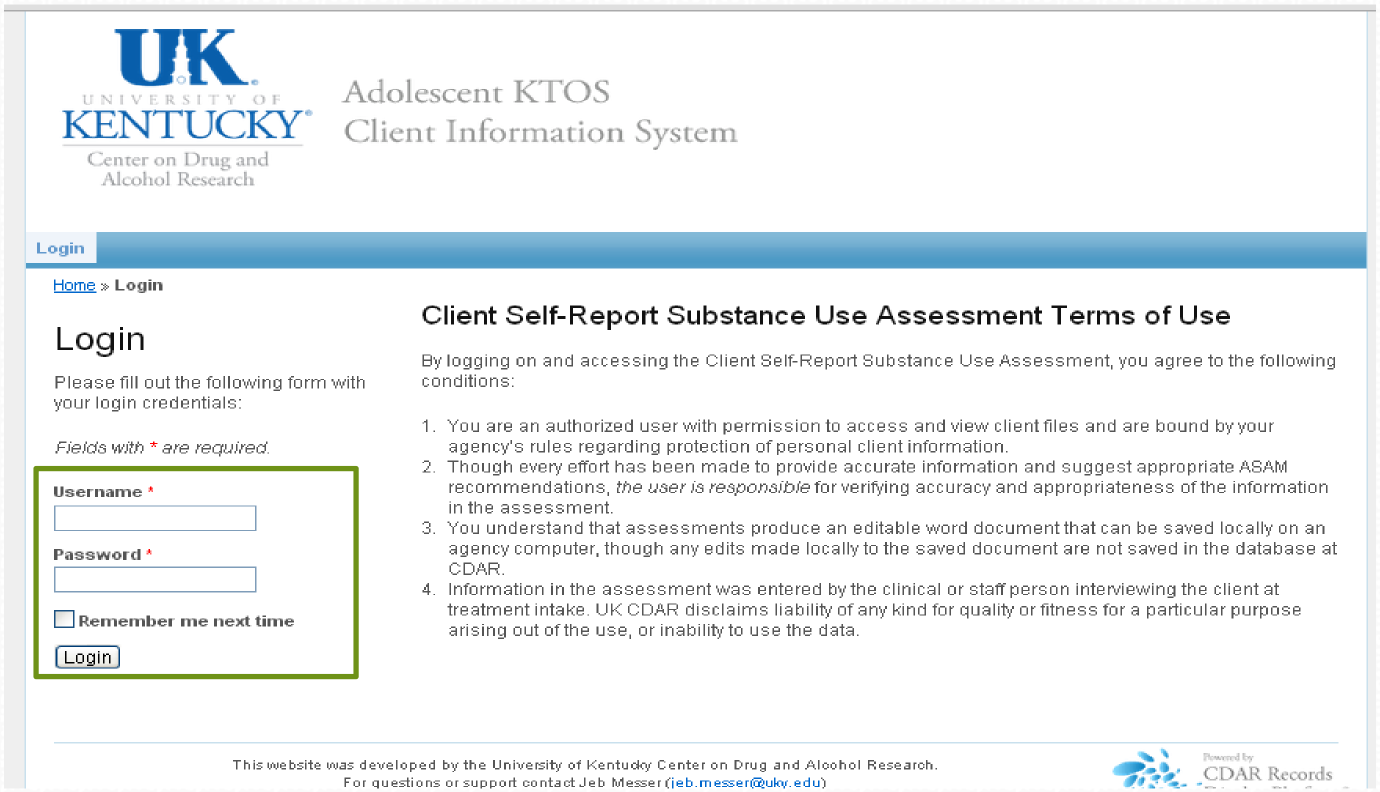
- The purpose of this training is to provide an overview of the Adolescent KTOS Client Information System and the Client Self-Report Substance Abuse Assessment

This Power Point will show you:

- how to acquire an ID and password for the Client Information System
- how to enter a Adolescent KTOS Intake Interview for a client
- how to use features in the Adolescent KTOS Client Information System
- how to download Client Self-Report Substance Abuse Assessments

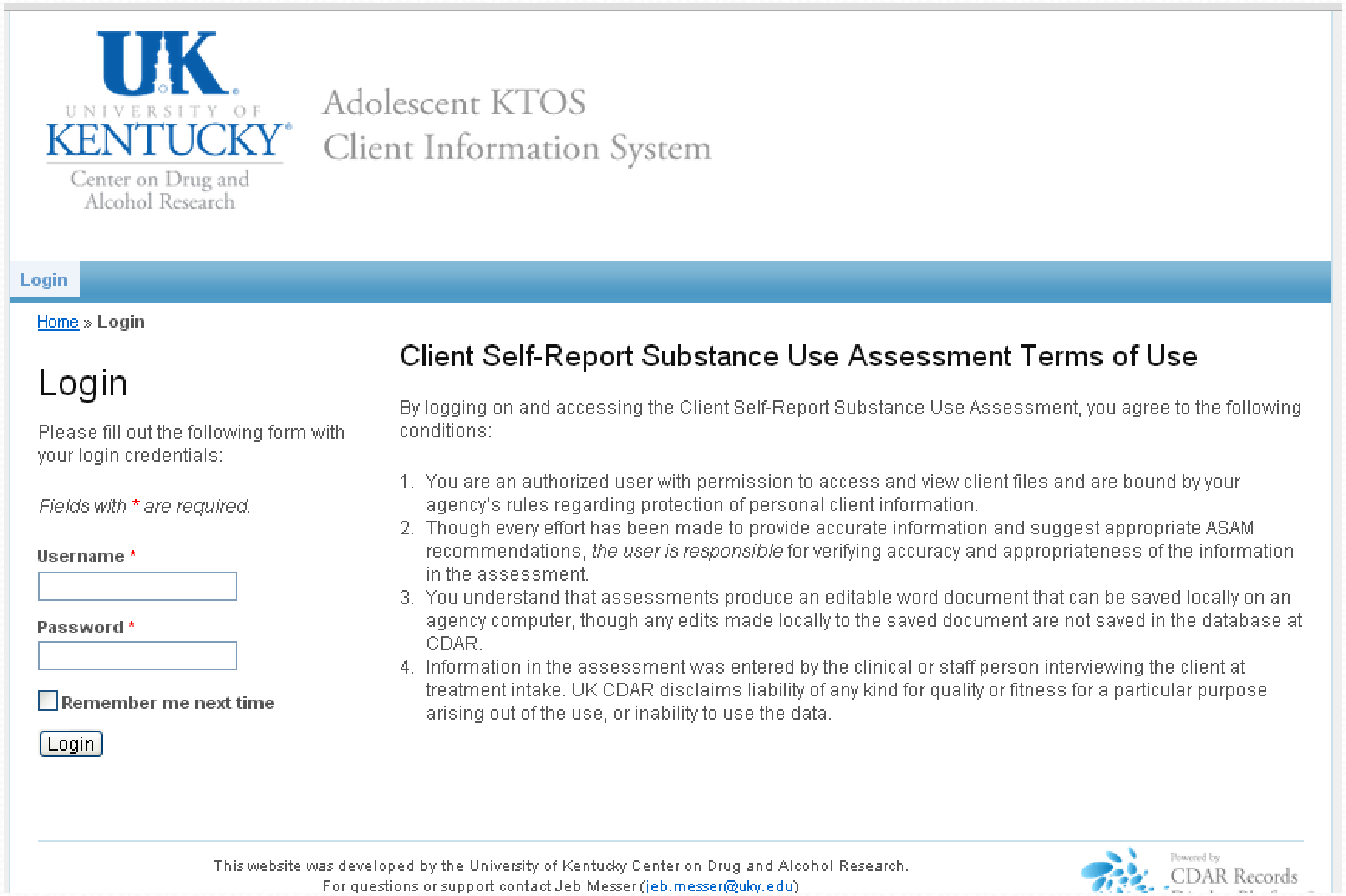
Logging In

- The Adolescent KTOS Client Information System requires users to have a **unique case-sensitive ID** and **password**
- To obtain an ID and password, you must contact your Regional Manager, Supervisor or Program Director who is responsible for assignments.
- Once you have your ID and password, you may log on to the system using your assigned ID and password at https://ukcdar.uky.edu/AKTOS



Terms of Use

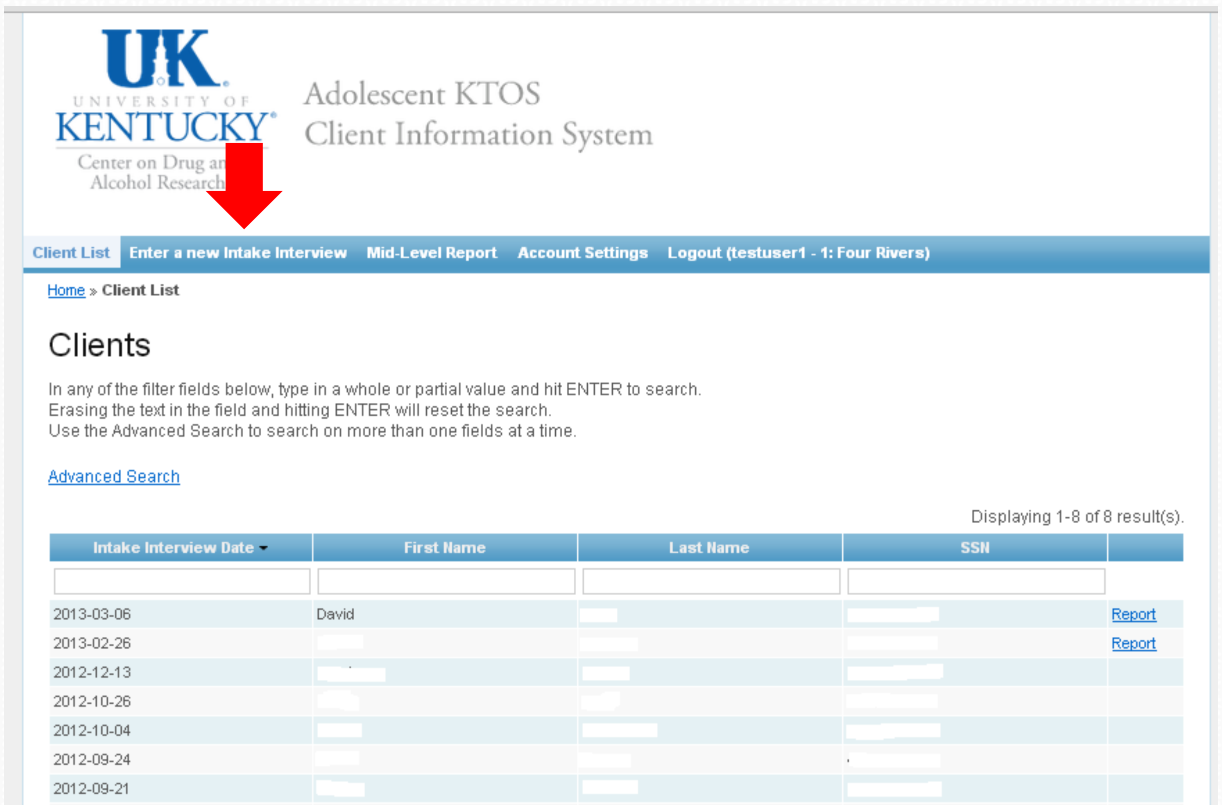
By logging into the Client Information System, you agree to the Terms of Use for the system. These terms describe who is allowed to use the system and highlight that the (upcoming) ASAM recommendation will be based on user entered information.



Home Screen – New Intake Interview

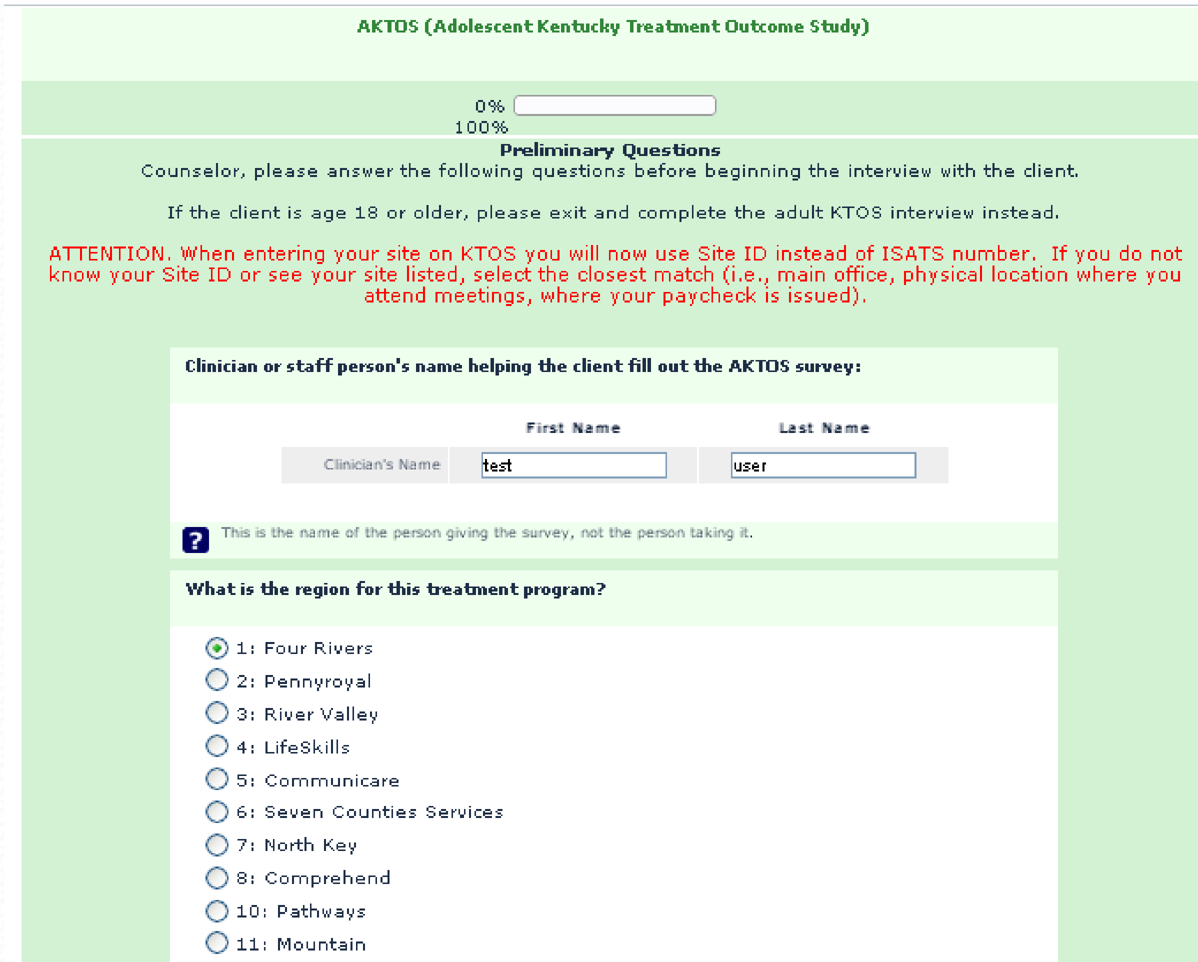
After logging into the Client Information System, the user is presented with the Home Screen. From this location, you will see all clients entered in the system and may enter a new intake interview.

Clicking on the link “Enter a new Intake Interview” will take you to the Adolescent KTOS Intake Interview.



Adolescent KTOS Intake Interview

Here you will enter the client information into the Adolescent KTOS Intake Interview, beginning with your name (as clinician helping the client) and the CMHC Region you are a part of.


AKTOS (Adolescent Kentucky Treatment Outcome Study)

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Preliminary Questions

Counselor, please answer the following questions before beginning the interview with the client.

If the client is age 18 or older, please exit and complete the adult KTOS interview instead.

ATTENTION. When entering your site on KTOS you will now use Site ID instead of ISATS number. If you do not know your Site ID or see your site listed, select the closest match (i.e., main office, physical location where you attend meetings, where your paycheck is issued).

Clinician or staff person's name helping the client fill out the AKTOS survey:

	First Name	Last Name
Clinician's Name	test	user

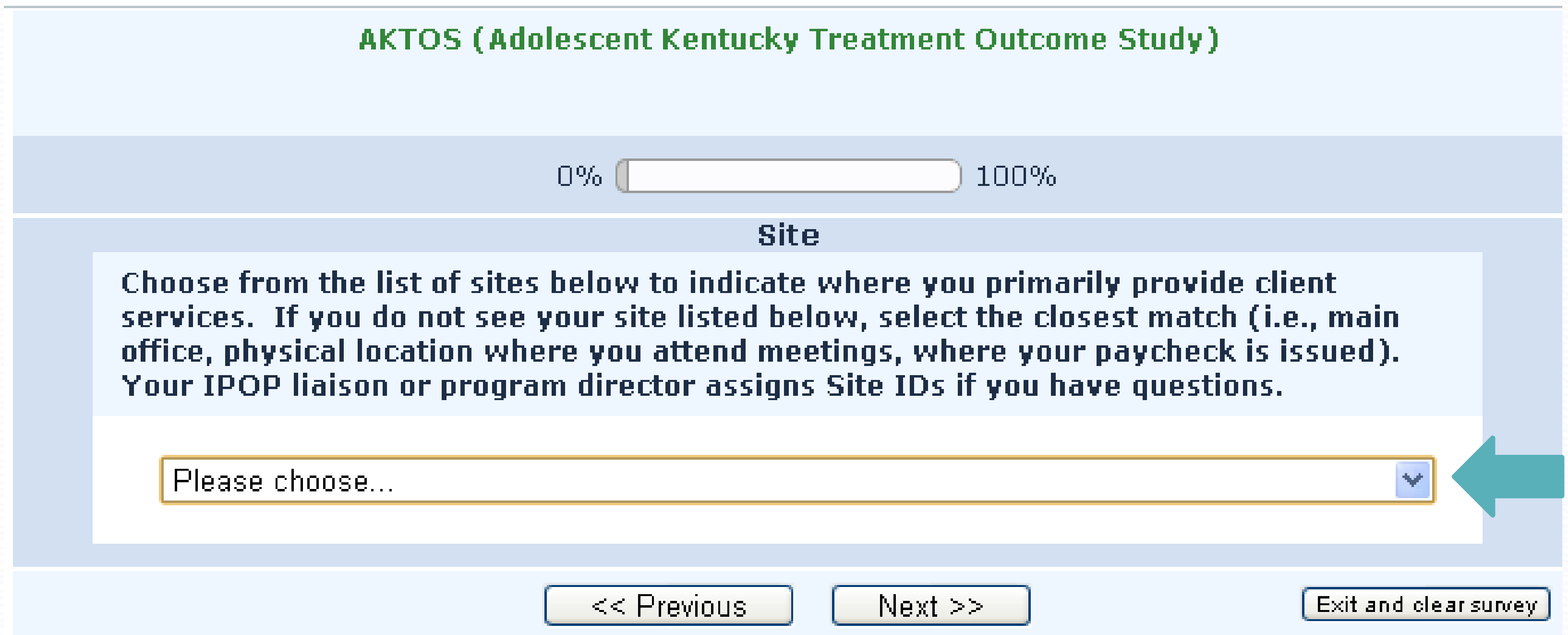
This is the name of the person giving the survey, not the person taking it.

What is the region for this treatment program?

- 1: Four Rivers
- 2: Pennyroyal
- 3: River Valley
- 4: LifeSkills
- 5: Communicare
- 6: Seven Counties Services
- 7: North Key
- 8: Comprehend
- 10: Pathways
- 11: Mountain

Adolescent KTOS Intake Interview

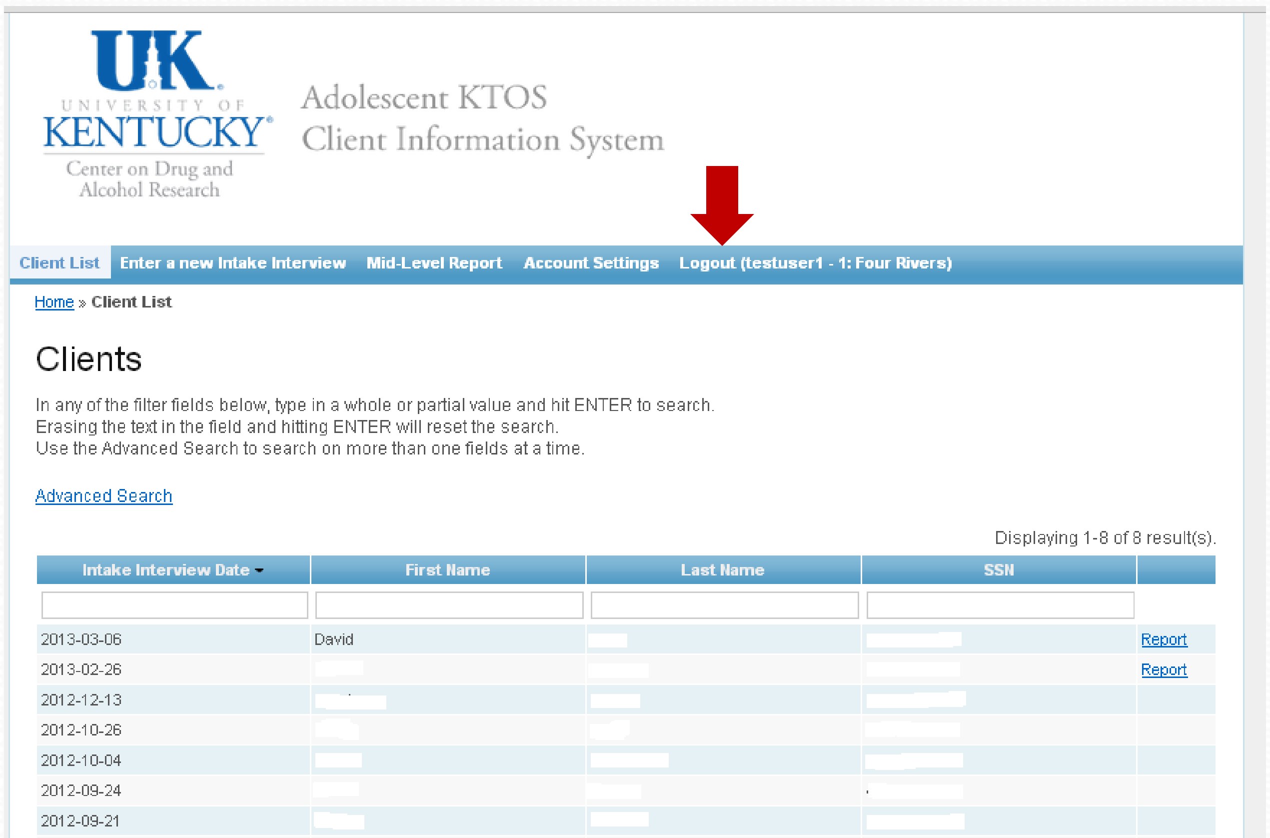
Next you will select the site where you provide client services. The list will appear in a drop down box when you click on the Please choose... icon (selections are based on the CMHC Region you are assigned to). If you do not see your exact location, select the closest match you see. After selecting your site, you will proceed through the interview as before.



Home Screen - Client List

Once you have completed an Intake Interview, you will be returned to the Client List Screen and your new client will appear on your client list.

(Client Identifying info has been removed in this example) Also, always remember to Logout when you have completed work in the Client Information System by clicking Logout.



Client List - Refreshing the Browser

If you don't see your recently added client. Select the refresh button on your browser. The images below show three different browser examples.

The **black** arrow is a **Google Chrome** browser.

The red arrow is an Internet Explorer browser.

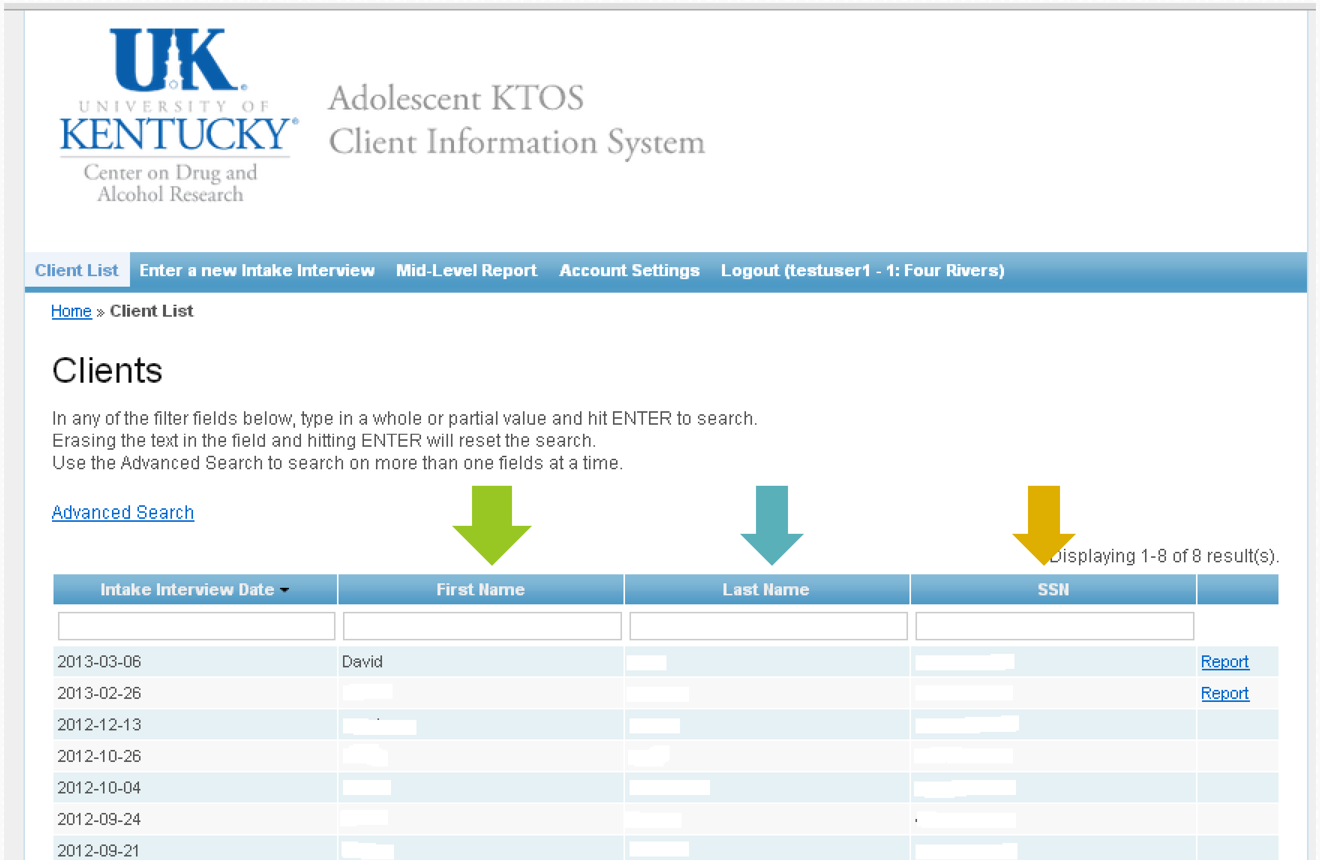
The green arrow is a Firefox browser.

If you still do not see the client on your list, please contact CDAR. Do not re-enter the data. CDAR contact information is located on the Login page.

Home Screen - Search by Name

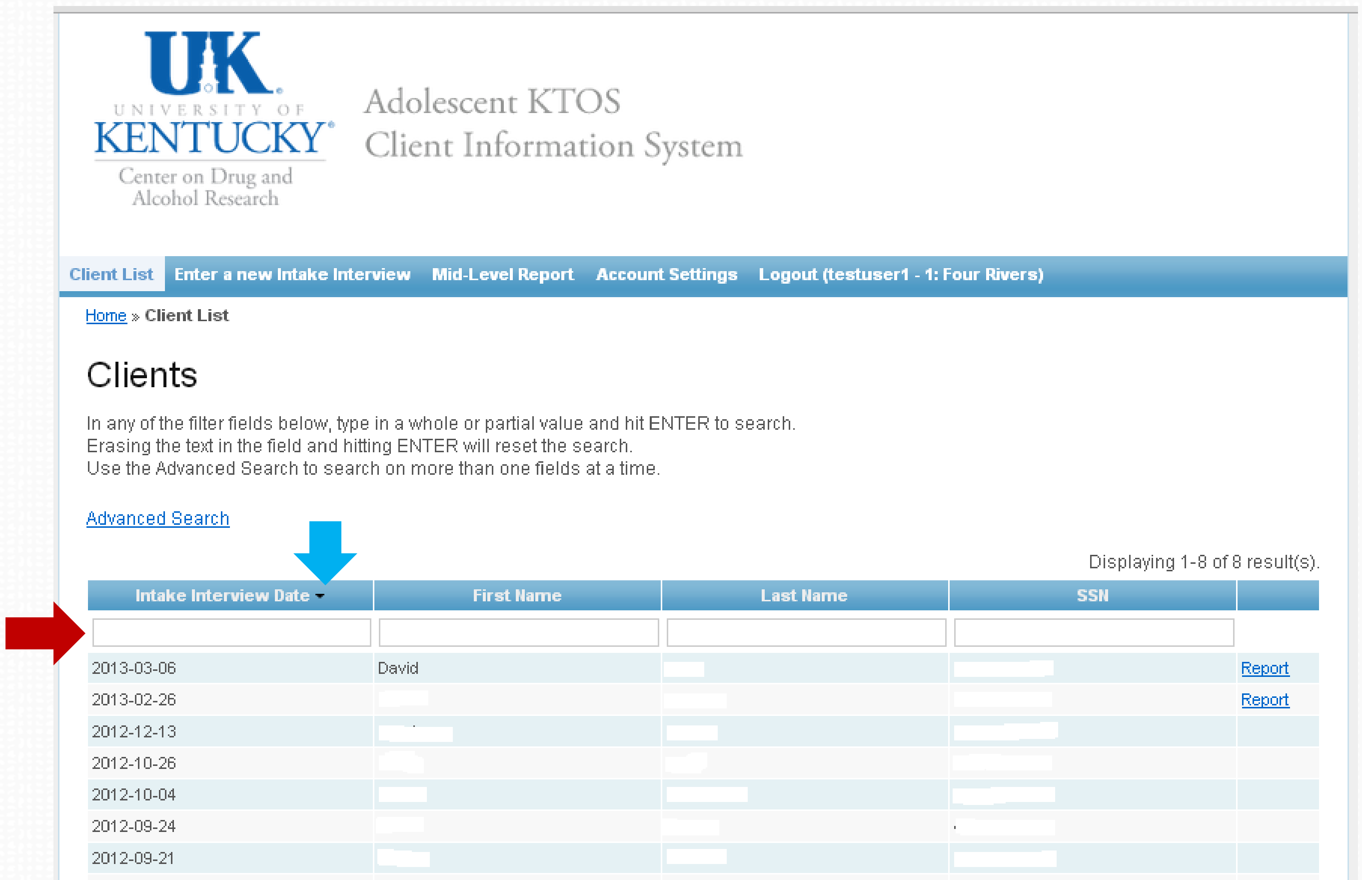
To search the system for a specific client, enter a First or Last name, or SSN and press Enter. You can search for partial names or numbers, but you need a minimum of one letter in whatever field you want to search.

Always be sure to press **ENTER** on your keyboard to start your search.



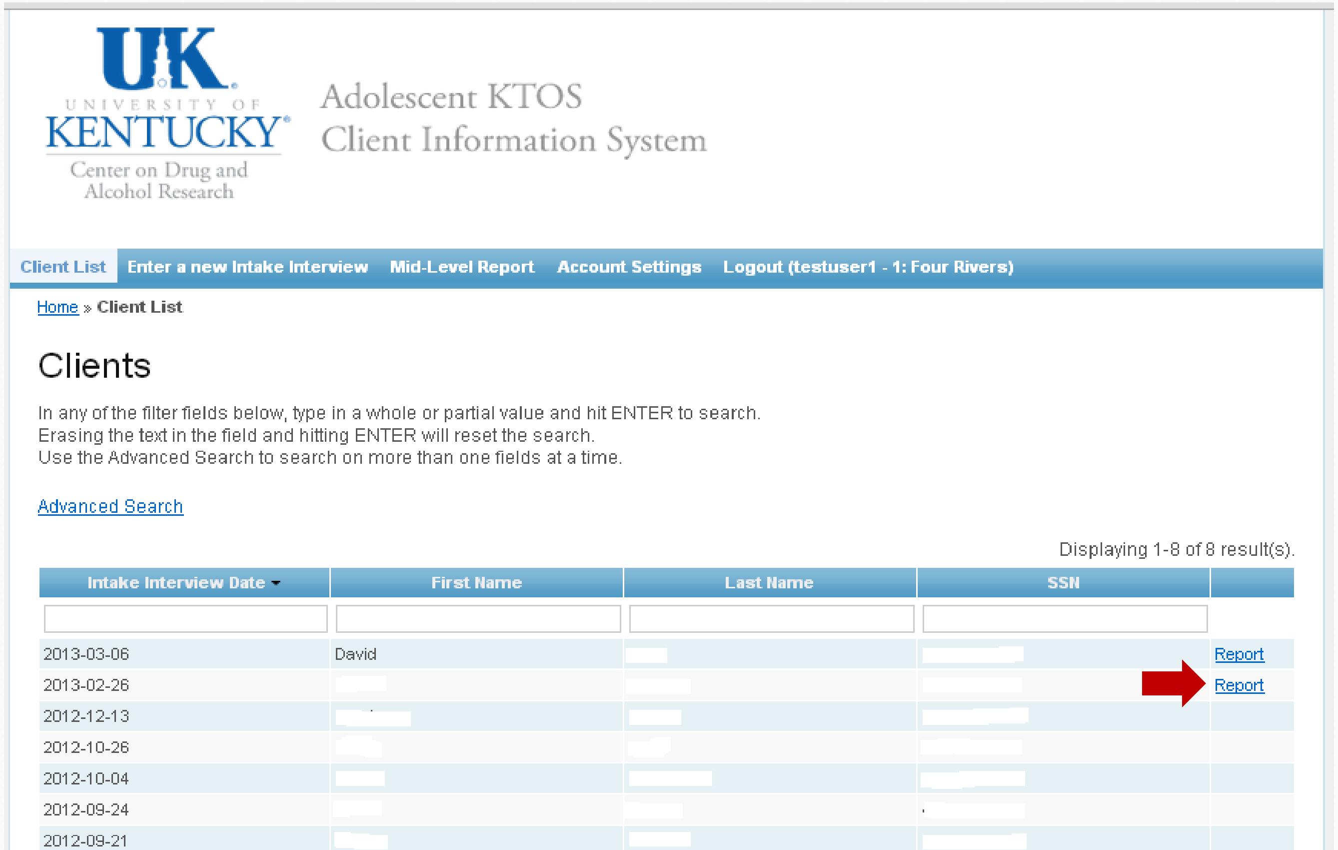
Home Screen - Search by Submit Date

To search for an Intake Interview by the date of an intake interview, type in the date (in the year-month-day format shown), OR use the arrow located beside the words “Intake Interview Date.” If the arrow is pointing down (like in the image below) then the records are displayed newest to oldest. If the arrow is pointing up, then the records are oldest to newest.



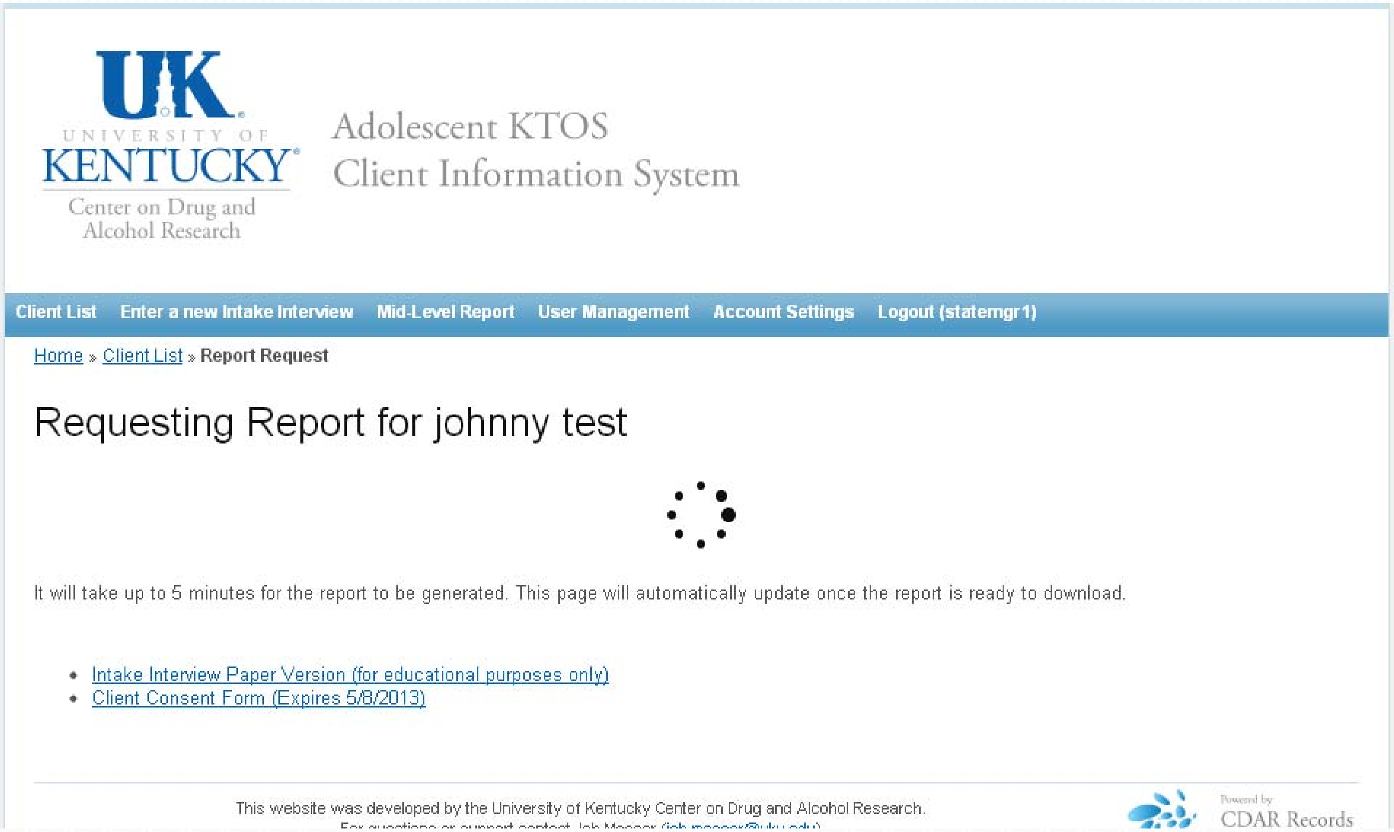
Client Self-Report Substance Abuse Assessment

To view a Client Self-Report Substance Abuse Assessment, select your client from the list of active clients. To the right of the client name, click on the "Report" link. This will send a request to the system to generate that client's Self-Report Substance Abuse Assessment based on the client's Adolescent KTOS Interview responses.



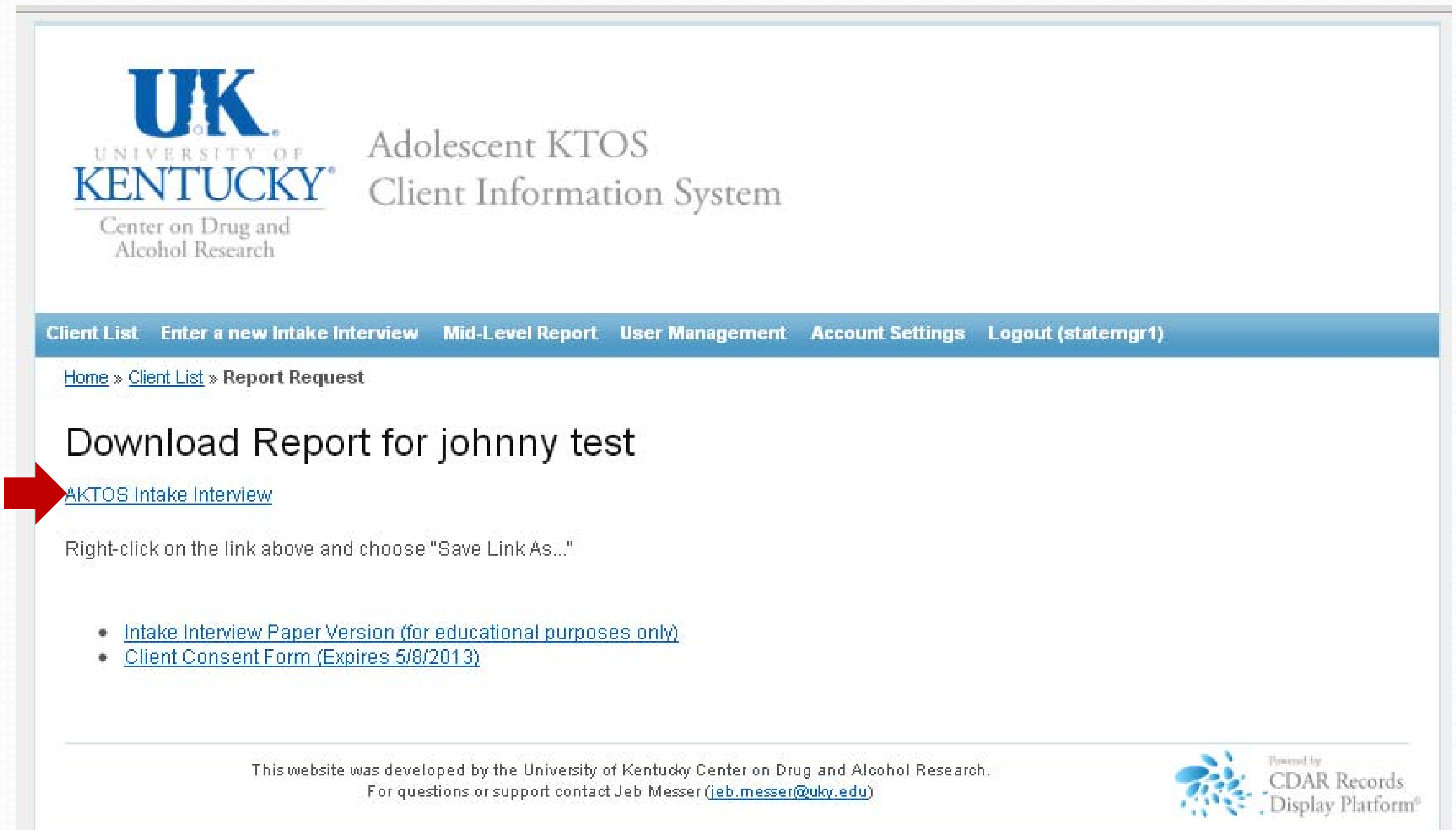
Generating the Report

Once you select the report link, the Client Self-Report Substance Abuse Assessment will be requested from the system. The Assessment will generate as a “Word” document. For security purposes, each report is generated upon request, thus it can take up to 5 minutes to generate the report. On average it takes around 1 minute for the report to be generated. You will see this screen as the report generates.



Saving the Client Self-Report Substance Abuse Assessment

After the report generation has completed, a link will appear titled "Adolescent KTOS Intake Interview." To save this file to your computer, **right** click on the Intake Interview link and then click on "Save link as…" or "Save target as…" and save according to protocols at your site. (You may also left click on the link to open the document and then save as with any word document if permissible at your site.)



Client Self-Report Substance Abuse Assessment

The Assessment report will look like the example below and will vary in length based on the presentation of each client and the depth of responses the client gave during the interview.

Client Adolescent KTOS Assessment Findings
Practice Record

Identifying data
Johnny Test
Client ID Number 9999
Survey Number 1536
Clinician conducting interview: Joe Blow

AKTOS Completed: 03/13/2013

Mr. Test reports a birth date of 3/7/1999 and his age at the time of this survey is 14. Mr. Test reports his race/ethnicity as White (not of Hispanic origin).

Referral Source
Mr. Test states that he simply decided on his own to seek treatment and was not referred by anyone in particular.

Family and living situation
In the 12 months before entering this treatment program Mr. Test reports living in the following places:

Home with biological parent(s)

Today Mr. Test reports currently living in the following places:

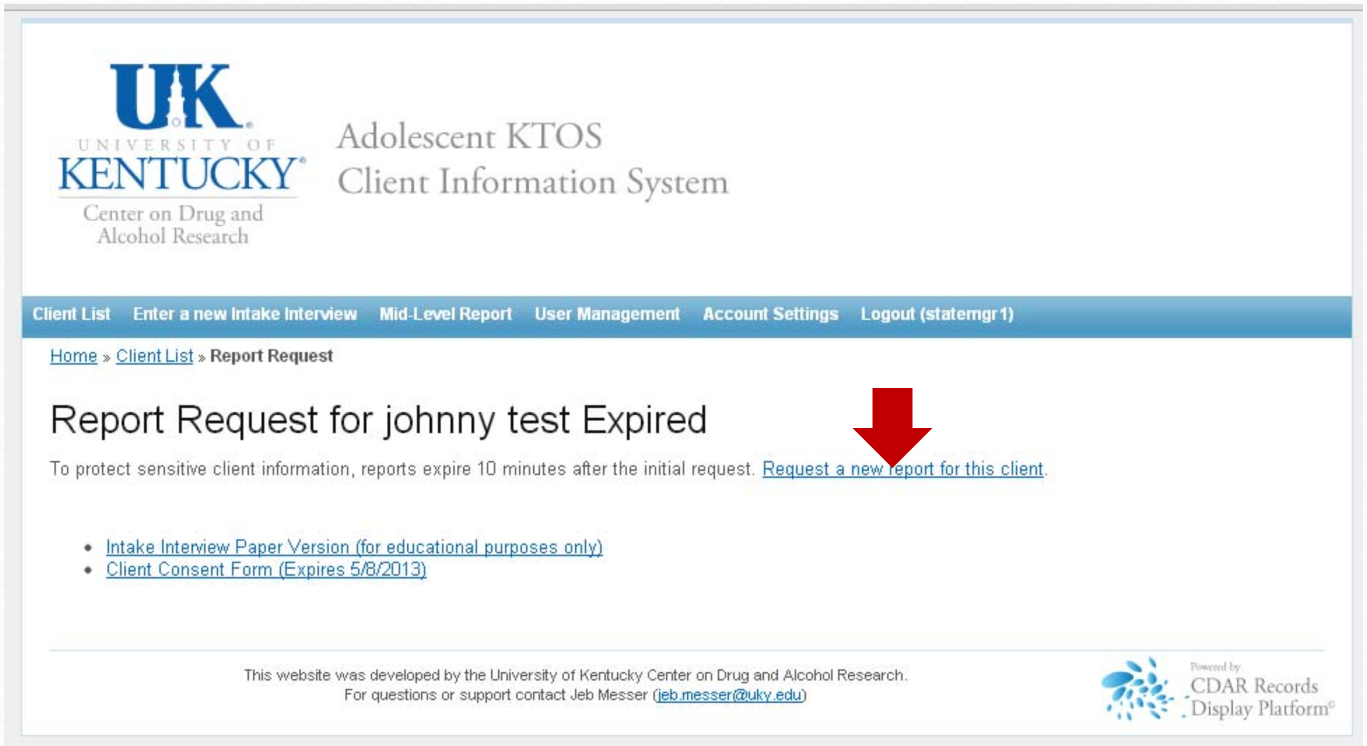
Home with biological parent(s)

Health
Mr. Test is 6 feet and 0 inches tall and he weighs 180 pounds. This yields a body mass index of 24.4, indicating that he is at a normal healthy weight. Mr. Test reports having no chronic medical conditions in the past 12 months that need treatment.

Education
Mr. Test indicates that he has completed the 9th grade. Mr. Test currently is attending public

Report Timing Out

For security and confidentiality reasons, the Client Self-Report Substance Abuse Assessment report is only available to download for 10 minutes. If you do not download and save it within 10 minutes of creating the report, you will see the message below and need to request a new report for this client.

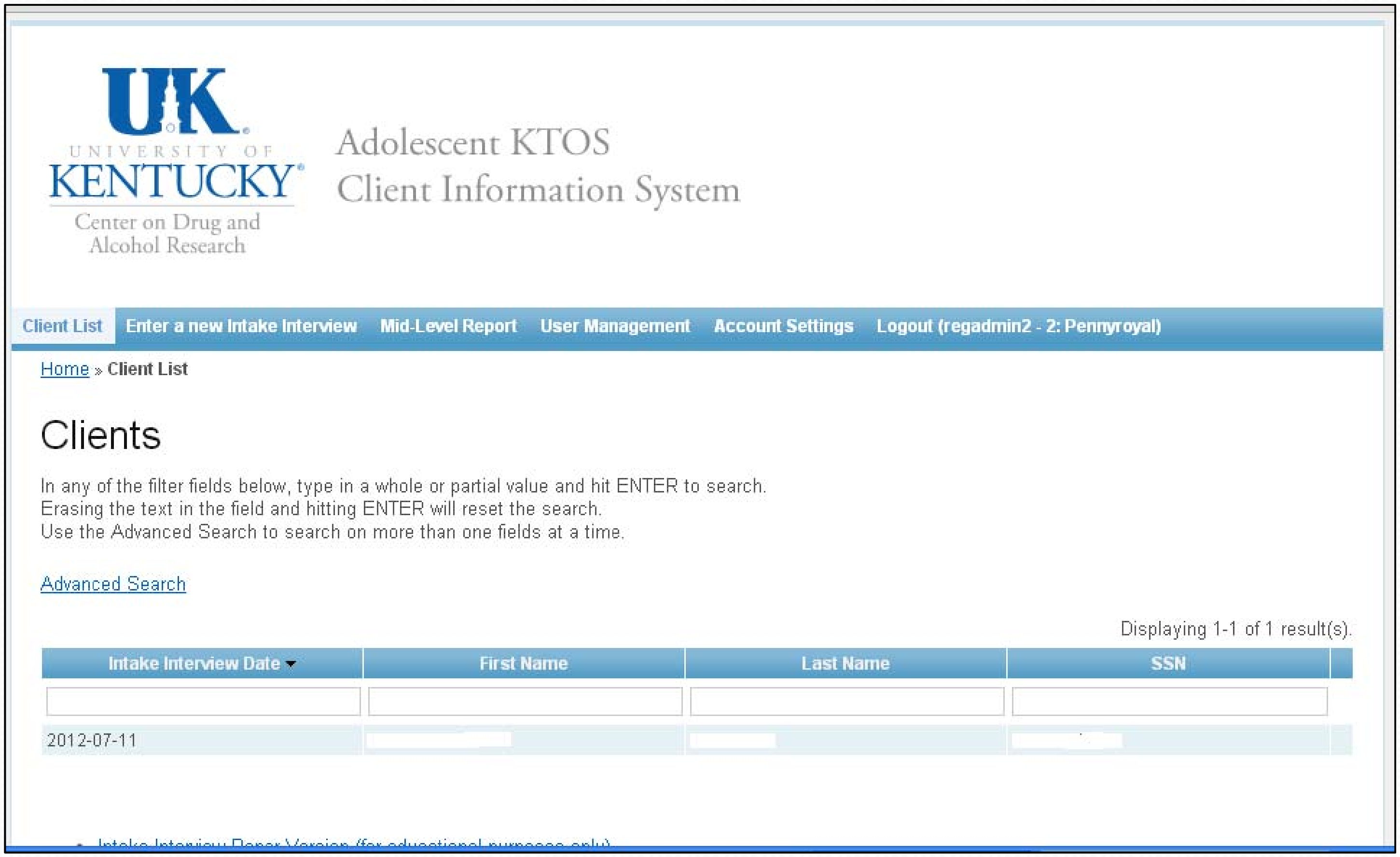


Program Management Elements

Additional features for Program Managers allow them to add new staff to the system, manage current staff assignments, and view reports.

Program Manager Options – Home Screen

- When you log in as Program Manager, the home screen displays **All Clients** for the region.
- You can perform the same functions from the client lists as described in the training for clinicians.
- In addition, there are several administrative functions which can be accessed and performed from this screen.

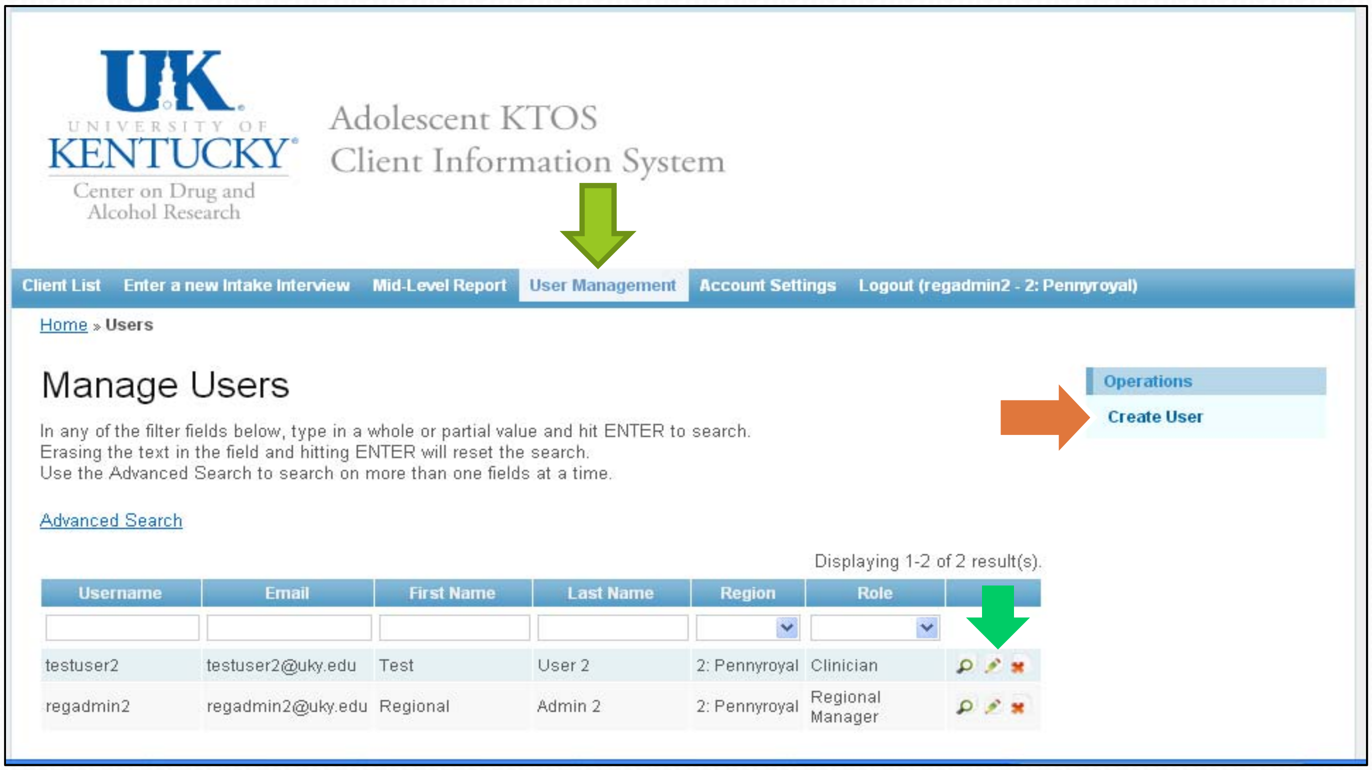


User Management

•Clicking on the User Management tab at the top of the screen brings up the current list of authorized users for the site. The list includes all clinicians currently authorized to enter clients in the system.

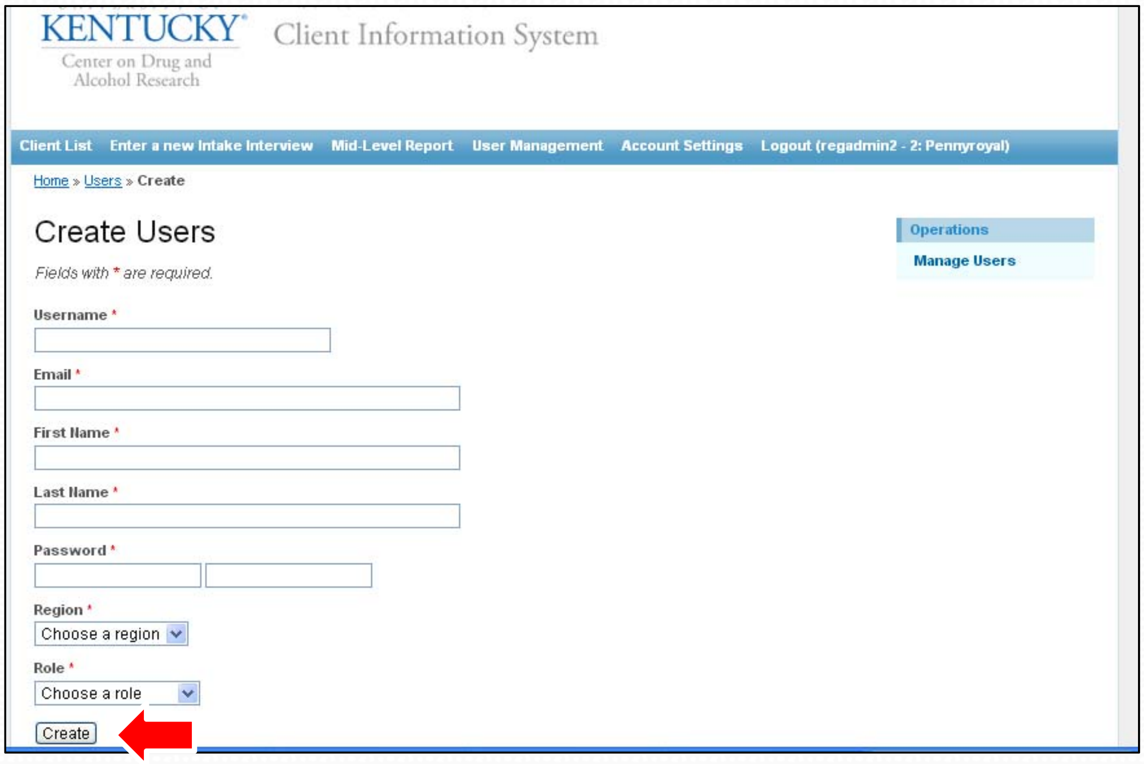
•Clicking on Create User brings up the screen that allows you to add authorized users for the system. (See next slide)

•Clicking on the Update icon next to a user's name brings up their current account information for updating or deleting.



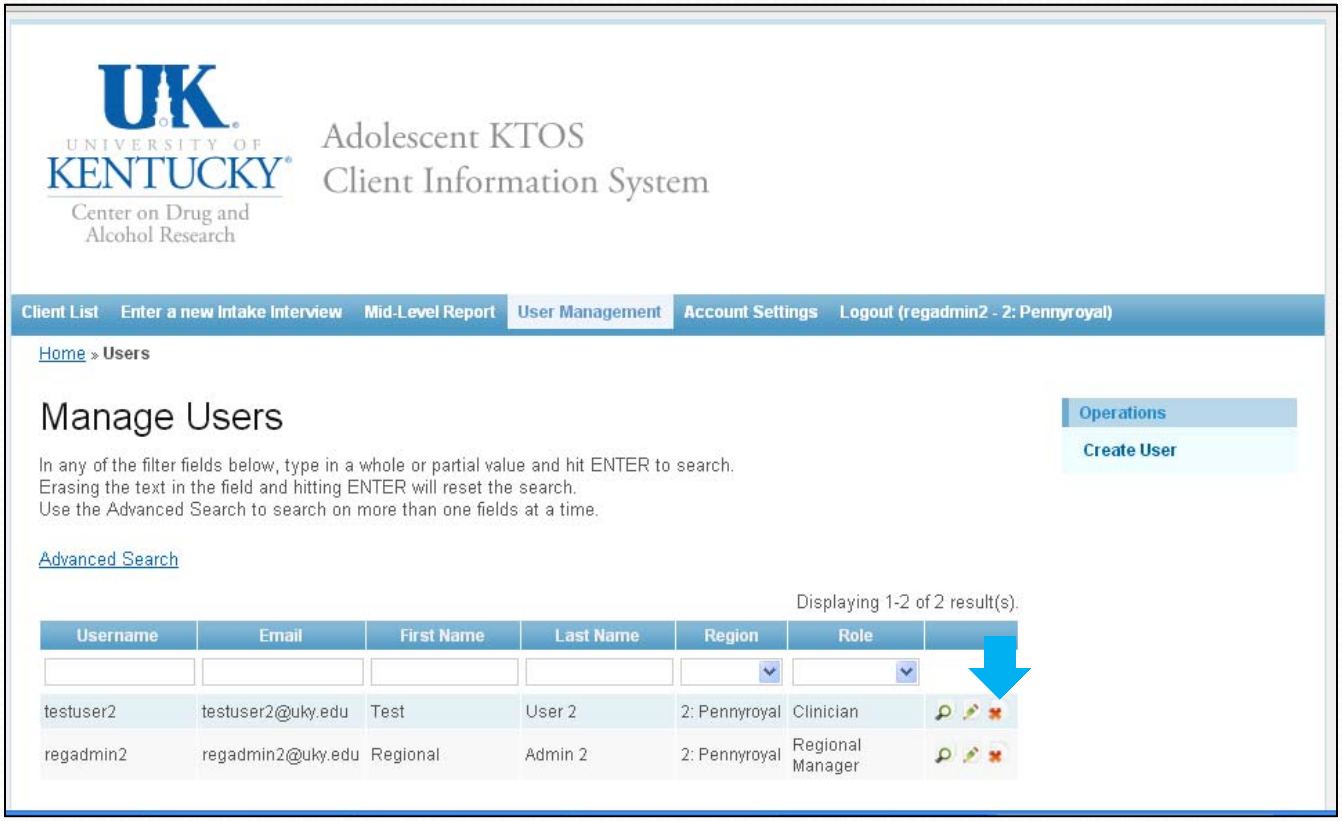
User Management – Create New Users

- When you click on Create User from the User Management screen, you will see the screen below. You must fill out all fields completely and then click on **Create** to add the new user.
- User name should be First Initial and Last name with no spaces, and passwords should be at least 8 characters with some mixture of capital and lower case letters (they are case sensitive!). **We highly recommend using a random password generator for maximum security.** www.freepasswordgenerator.com is a reliable source.



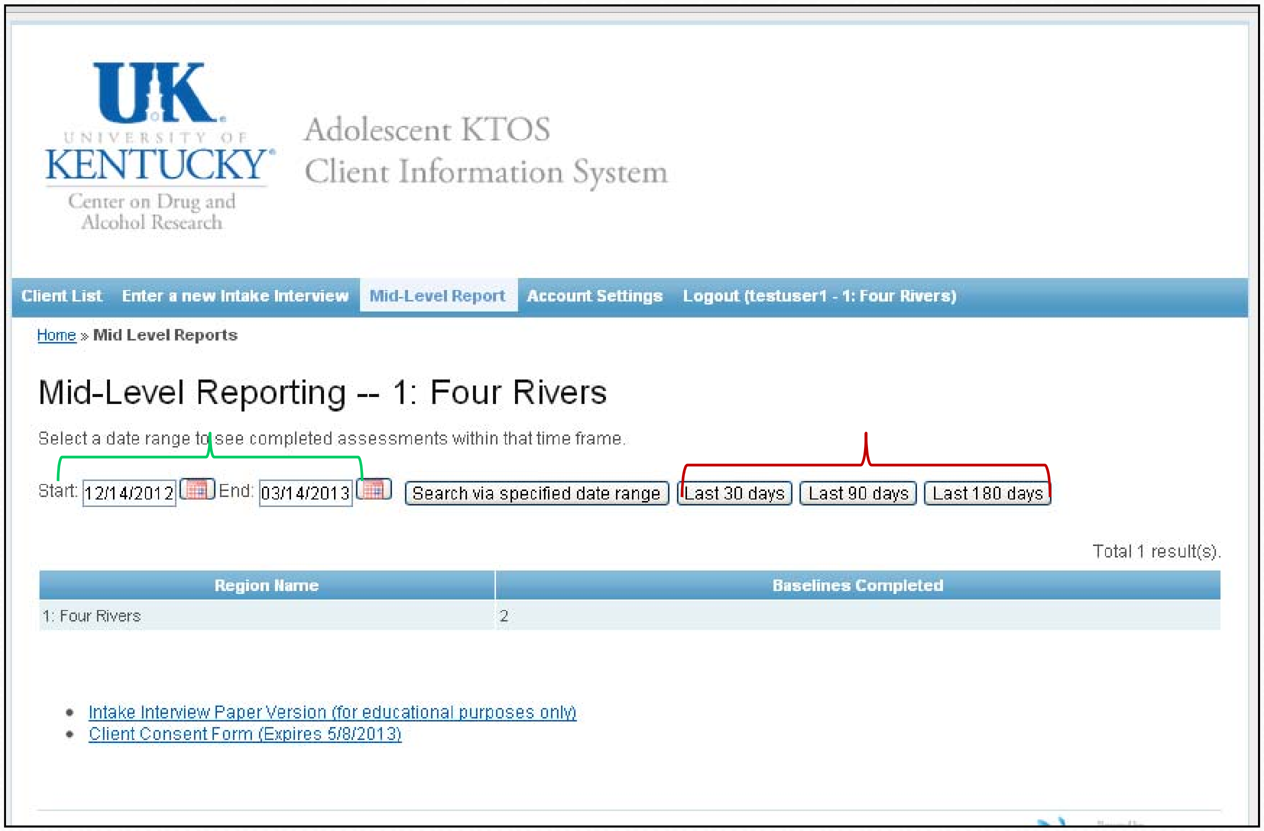
User Management – Deleting Users

- To delete a current user (as in the case of a staff resignation), locate the desired clinician from the user list displayed under the **User Management** tab and click on the **Delete** icon (small red “x” shown below)
- The system will ask if you are sure you want to delete the item. If so, click yes and clinician will be removed.



Mid-Level Reporting

View Mid-Level Reports to see summary counts of all clients and baselines in the region. (You can specify certain date ranges or select the last 30, 90 or 180 days using the pre-set buttons).



Questions? Need more help?

Contact us and we'll be glad to help you!

Adolescent KTOS Technical Questions

- Jeb Messer 859-257-1400 or jeb.messer@uky.edu

Programmatic or Adolescent KTOS Questions

- Jennifer Cole 859-257-9332 or jecole2@uky.edu

Need a unique log-on ID and/or password

- Contact your administrator, regional supervisor or Program Director

Web address for Adolescent KTOS Client Information System
https://ukcdar.uky.edu/AKTOS