

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

Revised October 2014



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>

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Adolescent KTOS
Client Information System

Login

[Home](#) » [Login](#)

Login

Please fill out the following form with your login credentials:

*Fields with * are required.*

Username *

Password *

Remember me next time

Client Self-Report Substance Use Assessment Terms of Use

By logging on and accessing the Client Self-Report Substance Use Assessment, you agree to the following conditions:

1. You are an authorized user with permission to access and view client files and are bound by your agency's rules regarding protection of personal client information.
2. Though every effort has been made to provide accurate information and suggest appropriate ASAM recommendations, *the user is responsible* for verifying accuracy and appropriateness of the information in the assessment.
3. You understand that assessments produce an editable word document that can be saved locally on an agency computer, though any edits made locally to the saved document are not saved in the database at CDAR.
4. Information in the assessment was entered by the clinical or staff person interviewing the client at treatment intake. UK CDAR disclaims liability of any kind for quality or fitness for a particular purpose arising out of the use, or inability to use the data.

This website was developed by the University of Kentucky Center on Drug and Alcohol Research.
For questions or support contact [Jeb Messer \(jeb.messer@uky.edu\)](mailto:Jeb.Messer@uky.edu)

Powered by
CDAR Records

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.

The screenshot shows the login interface for the Adolescent KTOS Client Information System. At the top left is the University of Kentucky logo and the text "Adolescent KTOS Client Information System" and "Center on Drug and Alcohol Research". A blue "Login" button is visible. Below the navigation bar, there is a breadcrumb "Home » Login" and a "Login" section with a form for Username and Password, a "Remember me next time" checkbox, and a "Login" button. To the right of the login form is the "Client Self-Report Substance Use Assessment Terms of Use" section, which includes a paragraph of introductory text and a numbered list of four conditions. At the bottom of the page, there is a footer with development information and the CDAR Records logo.

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Adolescent KTOS
Client Information System

Login

Home » Login

Login

Please fill out the following form with your login credentials:

*Fields with * are required.*

Username *

Password *

Remember me next time

Login

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2. Though every effort has been made to provide accurate information and suggest appropriate ASAM recommendations, *the user is responsible* for verifying accuracy and appropriateness of the information in the assessment.
3. You understand that assessments produce an editable word document that can be saved locally on an agency computer, though any edits made locally to the saved document are not saved in the database at CDAR.
4. Information in the assessment was entered by the clinical or staff person interviewing the client at treatment intake. UK CDAR disclaims liability of any kind for quality or fitness for a particular purpose arising out of the use, or inability to use the data.

This website was developed by the University of Kentucky Center on Drug and Alcohol Research.
For questions or support contact Jeb Messer (jeb.messer@uky.edu)

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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.

The screenshot shows the 'Adolescent KTOS Client Information System' home screen. At the top left is the University of Kentucky logo. To its right is the text 'Adolescent KTOS Client Information System'. Below the logo is a red arrow pointing to the 'Enter a new Intake Interview' tab in the navigation bar. The navigation bar also includes 'Client List', 'Mid-Level Report', 'Account Settings', and 'Logout (testuser1 - 1: Four Rivers)'. Below the navigation bar is a breadcrumb trail 'Home » Client List' and a section titled 'Clients'. This section contains instructions for searching and a link to 'Advanced Search'. Below the instructions is a table with columns for 'Intake Interview Date', 'First Name', 'Last Name', and 'SSN'. The table displays 8 rows of data, with the first row showing a date of 2013-03-06 and a first name of David. Each row has a 'Report' link in the final column. The text 'Displaying 1-8 of 8 result(s)' is located to the right of the table.

Intake Interview Date	First Name	Last Name	SSN	
2013-03-06	David			Report
2013-02-26				Report
2012-12-13				
2012-10-26				
2012-10-04				
2012-09-24				
2012-09-21				

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.

The screenshot shows the 'Preliminary Questions' section of the Adolescent KTOS Intake Interview. At the top, it says 'AKTOS (Adolescent Kentucky Treatment Outcome Study)'. Below that is a progress bar showing 0% completion. The main heading is 'Preliminary Questions' with instructions for the counselor to answer questions before the interview. A red 'ATTENTION' note states that Site ID should be used instead of ISATS numbers. The form includes a section for the clinician's name with input fields for 'First Name' (containing 'test') and 'Last Name' (containing 'user'). Below this is a question about the treatment program region with a list of 11 radio button options, where '1: Four Rivers' is selected.

AKTOS (Adolescent Kentucky Treatment Outcome Study)

0%
100%

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	<input type="text" value="test"/>	<input type="text" value="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.

AKTOS (Adolescent Kentucky Treatment Outcome Study)

0% 100%

Site

Choose from the list of sites below to indicate where you primarily provide client services. If you do not see your site listed below, select the closest match (i.e., main office, physical location where you attend meetings, where your paycheck is issued). Your IPOP liaison or program director assigns Site IDs if you have questions.

Please choose... 

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**.

The screenshot displays the 'Client List' page of the Adolescent KTOS Client Information System. At the top left is the University of Kentucky logo, and to its right is the text 'Adolescent KTOS Client Information System' and 'Center on Drug and Alcohol Research'. A red arrow points to the 'Logout (testuser1 - 1: Four Rivers)' link in the navigation bar. Below the navigation bar, the page title is 'Home > Client List'. The main heading is 'Clients', followed by search instructions: 'In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Use the Advanced Search to search on more than one fields at a time.' There is a link for 'Advanced Search'. The table shows 8 results, with the first two rows visible. The table has columns for 'Intake Interview Date', 'First Name', 'Last Name', and 'SSN'. The first row shows a date of 2013-03-06 and a first name of David. The second row shows a date of 2013-02-26. Both rows have a 'Report' link in the final column.

Intake Interview Date	First Name	Last Name	SSN	
2013-03-06	David			Report
2013-02-26				Report
2012-12-13				
2012-10-26				
2012-10-04				
2012-09-24				
2012-09-21				



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.

The screenshot shows the Adolescent KTOS Client Information System interface. At the top left is the University of Kentucky logo and the text "Adolescent KTOS Client Information System" and "Center on Drug and Alcohol Research". A navigation bar contains links for "Client List", "Enter a new Intake Interview", "Mid-Level Report", "Account Settings", and "Logout (testuser1 - 1: Four Rivers)". Below the navigation bar is a breadcrumb trail "Home > Client List" and a heading "Clients". A search instruction states: "In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Use the Advanced Search to search on more than one fields at a time." Below this is an "Advanced Search" link and three search input fields labeled "First Name", "Last Name", and "SSN". A green arrow points to the "First Name" field, a teal arrow to the "Last Name" field, and a yellow arrow to the "SSN" field. Below the search fields is a table with columns "Intake Interview Date", "First Name", "Last Name", "SSN", and a "Report" link. The table displays 8 rows of client data. The first row shows "2013-03-06" for the date and "David" for the first name. The text "Displaying 1-8 of 8 result(s)." is visible to the right of the table.

Intake Interview Date	First Name	Last Name	SSN	
2013-03-06	David			Report
2013-02-26				Report
2012-12-13				
2012-10-26				
2012-10-04				
2012-09-24				
2012-09-21				

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.

The screenshot shows the Adolescent KTOS Client Information System interface. At the top left is the University of Kentucky logo and the text "Adolescent KTOS Client Information System" and "Center on Drug and Alcohol Research". A navigation bar contains links: "Client List", "Enter a new Intake Interview", "Mid-Level Report", "Account Settings", and "Logout (testuser1 - 1: Four Rivers)". Below the navigation bar is a breadcrumb trail "Home > Client List" and a heading "Clients".

Instructions for searching are provided: "In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Use the Advanced Search to search on more than one fields at a time." A link for "Advanced Search" is also present.

The search results are displayed in a table with the following columns: "Intake Interview Date", "First Name", "Last Name", "SSN", and a "Report" link. A blue arrow points to the dropdown arrow in the "Intake Interview Date" column header, and a red arrow points to the search input field. The table shows 8 results, with the first row having the date 2013-03-06 and the first name David.

Intake Interview Date	First Name	Last Name	SSN	Report
2013-03-06	David			Report
2013-02-26				Report
2012-12-13				
2012-10-26				
2012-10-04				
2012-09-24				
2012-09-21				

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.

The screenshot displays the Adolescent KTOS Client Information System interface. At the top left is the University of Kentucky logo and the text "Adolescent KTOS Client Information System" and "Center on Drug and Alcohol Research". A navigation bar includes links for "Client List", "Enter a new Intake Interview", "Mid-Level Report", "Account Settings", and "Logout (testuser1 - 1: Four Rivers)". Below the navigation bar, the page title is "Clients". A search instruction states: "In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Use the Advanced Search to search on more than one fields at a time." There is a link for "Advanced Search". A table displays client information with columns for "Intake Interview Date", "First Name", "Last Name", and "SSN". The first row shows a client named "David" with an intake date of "2013-03-06". A red arrow points to the "Report" link in the rightmost column of this row. Other rows show clients with intake dates from 2012-09-21 to 2012-12-13. The text "Displaying 1-8 of 8 result(s)." is located above the table.

Intake Interview Date	First Name	Last Name	SSN	
2013-03-06	David			Report
2013-02-26				Report
2012-12-13				
2012-10-26				
2012-10-04				
2012-09-24				
2012-09-21				

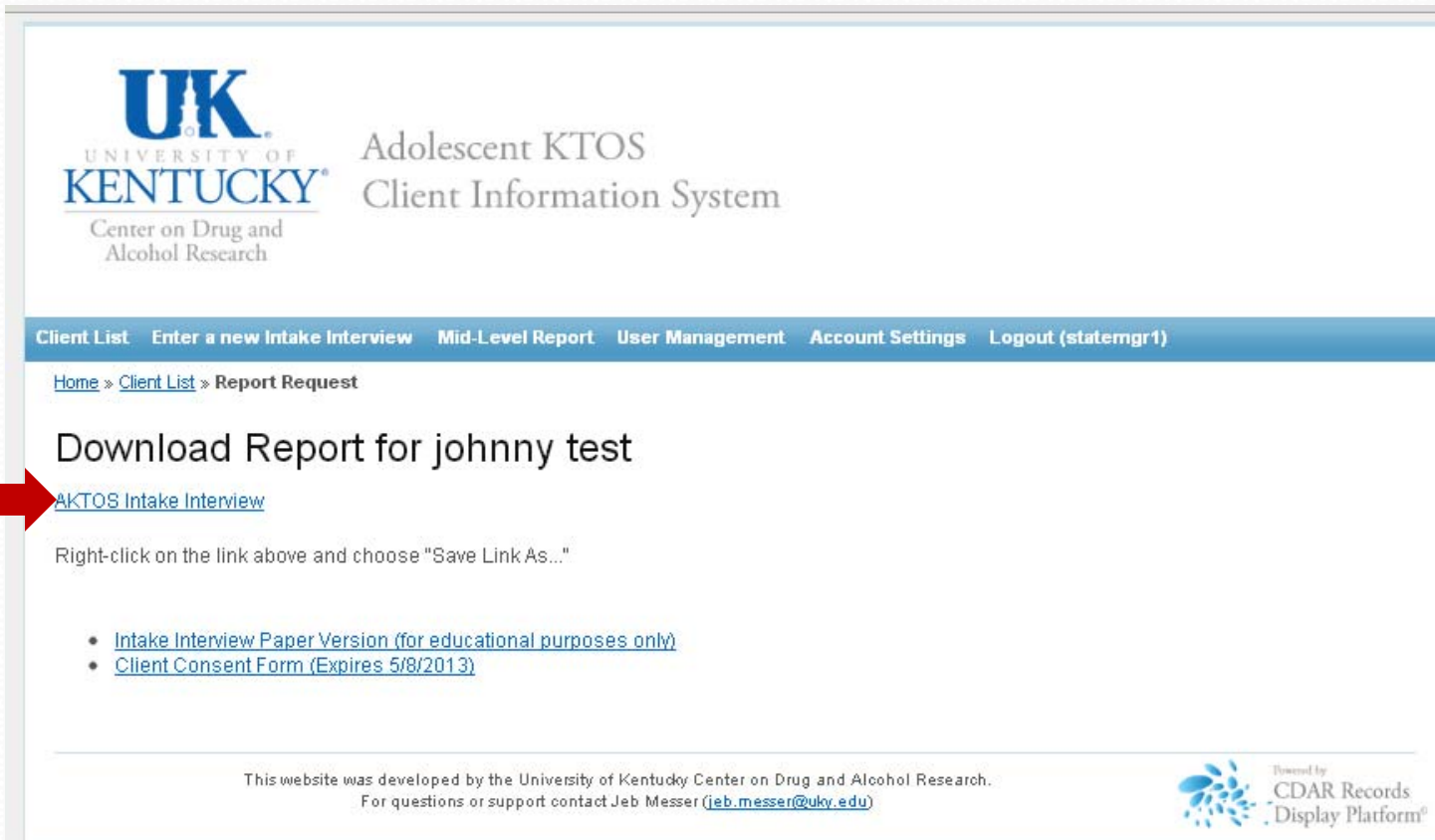
Generating the Report

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.

The screenshot displays the Adolescent KTOS Client Information System interface. At the top left is the University of Kentucky logo with the text "UNIVERSITY OF KENTUCKY" and "Center on Drug and Alcohol Research". To the right of the logo is the text "Adolescent KTOS Client Information System". Below the logo and text is a blue navigation bar with the following links: "Client List", "Enter a new Intake Interview", "Mid-Level Report", "User Management", "Account Settings", and "Logout (statemgr1)". Below the navigation bar is a breadcrumb trail: "Home » Client List » Report Request". The main heading is "Requesting Report for johnny test". Below the heading is a loading spinner icon consisting of eight dots arranged in a circle. Below the spinner is the text: "It will take up to 5 minutes for the report to be generated. This page will automatically update once the report is ready to download." Below this text is a list of two links: "Intake Interview Paper Version (for educational purposes only)" and "Client Consent Form (Expires 5/8/2013)". At the bottom of the page, there is a footer with the text: "This website was developed by the University of Kentucky Center on Drug and Alcohol Research. For questions or support contact: Jak Messer (jak.messer@uky.edu)". To the right of the footer is the CDAR Records logo, which includes a stylized blue flower icon and the text "Powered by CDAR Records".

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.)



The screenshot displays the Adolescent KTOS Client Information System interface. At the top left is the University of Kentucky logo and the text "Adolescent KTOS Client Information System" and "Center on Drug and Alcohol Research". A navigation bar contains links: "Client List", "Enter a new Intake Interview", "Mid-Level Report", "User Management", "Account Settings", and "Logout (statemgr1)". Below the navigation bar is a breadcrumb trail: "Home » Client List » Report Request". The main heading is "Download Report for johnny test". A red arrow points to a blue link labeled "AKTOS Intake Interview". Below this link is the instruction: "Right-click on the link above and choose 'Save Link As...'". A list of two links follows: "Intake Interview Paper Version (for educational purposes only)" and "Client Consent Form (Expires 5/8/2013)". At the bottom, there is a footer with contact information for the University of Kentucky Center on Drug and Alcohol Research and a logo for "Powered by CDAR Records Display Platform®".

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**.

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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.

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Client Information System

[Client List](#) | [Enter a new Intake Interview](#) | [Mid-Level Report](#) | [User Management](#) | [Account Settings](#) | [Logout \(regadmin2 - 2: Pennyroyal\)](#)

[Home](#) » [Client List](#)

Clients

In any of the filter fields below, type in a whole or partial value and hit ENTER to search.
Erasing the text in the field and hitting ENTER will reset the search.
Use the Advanced Search to search on more than one fields at a time.

[Advanced Search](#)

Displaying 1-1 of 1 result(s).

Intake Interview Date ▼	First Name	Last Name	SSN
2012-07-11			

[Intake Interview Paper Version \(for educational purposes only\)](#)

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.

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Adolescent KTOS Client Information System

Client List Enter a new Intake Interview Mid-Level Report **User Management** Account Settings Logout (regadmin2 - 2: Pennyroyal)







Home > Users

Manage Users

In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Use the Advanced Search to search on more than one fields at a time.

[Advanced Search](#)

Displaying 1-2 of 2 result(s).

Username	Email	First Name	Last Name	Region	Role	
testuser2	testuser2@uky.edu	Test	User 2	2: Pennyroyal	Clinician	  
regadmin2	regadmin2@uky.edu	Regional	Admin 2	2: Pennyroyal	Regional Manager	  

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.

KENTUCKY Client Information System
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Client List Enter a new Intake Interview Mid-Level Report User Management Account Settings Logout (regadmin2 - 2: Pennyroyal)

Home > Users > Create

Create Users

Fields with * are required.

Operations
Manage Users

Username *

Email *

First Name *

Last Name *

Password *

Region *
Choose a region

Role *
Choose a role

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.

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Adolescent KTOS Client Information System

Client List Enter a new Intake Interview Mid-Level Report **User Management** Account Settings Logout (regadmin2 - 2: Pennyroyal)





Home > Users

Manage Users

In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Use the Advanced Search to search on more than one fields at a time.

[Advanced Search](#)

Displaying 1-2 of 2 result(s).

Username	Email	First Name	Last Name	Region	Role	
testuser2	testuser2@uky.edu	Test	User 2	2: Pennyroyal	Clinician	 
regadmin2	regadmin2@uky.edu	Regional	Admin 2	2: Pennyroyal	Regional Manager	 

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).

The screenshot shows the 'Mid-Level Reporting' page for the '1: Four Rivers' region. The page includes a navigation bar with options like 'Client List', 'Enter a new Intake Interview', 'Mid-Level Report', 'Account Settings', and 'Logout'. Below the navigation bar, there's a breadcrumb trail 'Home » Mid Level Reports' and a title 'Mid-Level Reporting -- 1: Four Rivers'. A search section allows users to select a date range to see completed assessments, with pre-set buttons for 'Last 30 days', 'Last 90 days', and 'Last 180 days'. A table displays the results, showing one region with 2 baselines completed. Links for 'Intake Interview Paper Version' and 'Client Consent Form' are provided at the bottom.

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Client Information System

Client List | Enter a new Intake Interview | **Mid-Level Report** | Account Settings | Logout (testuser1 - 1: Four Rivers)

Home » Mid Level Reports

Mid-Level Reporting -- 1: Four Rivers

Select a date range to see completed assessments within that time frame.

Start: 12/14/2012 End: 03/14/2013 Search via specified date range Last 30 days Last 90 days Last 180 days

Total 1 result(s).

Region Name	Baselines Completed
1: Four Rivers	2

- [Intake Interview Paper Version \(for educational purposes only\)](#)
- [Client Consent Form \(Expires 5/8/2013\)](#)

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>