CJKTOS Client Information System

Developed in collaboration between the Kentucky Department of Corrections and the University of Kentucky Center on Drug and Alcohol Research

August 2016

UK
UNIVERSITY OF KENTUCKY
Center on Drug and Alcohol Research

What is CJKTOS?

- The Criminal Justice Kentucky Treatment Outcome Study (CJKTOS) was implemented in April 2005 to examine the effectiveness of corrections-based substance abuse treatment programs. CJKTOS includes baseline information collected from clients when they enter treatment and follow-up data one year after release from the correctional facility. This study compares client self-report information from the two data collections times and produces reports on changes in substance use and criminal justice involvement one year after release.

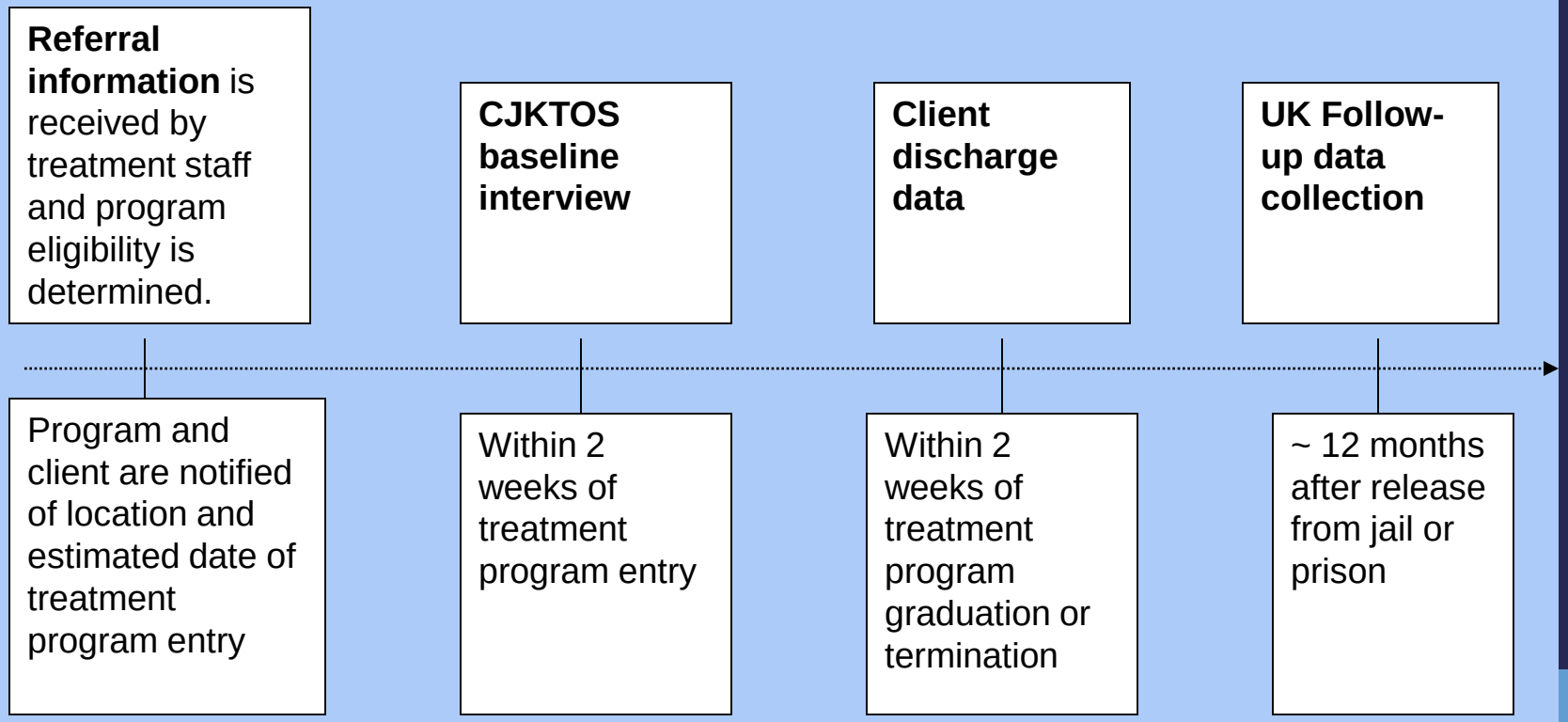
What will we learn from CJKTOS?

- Evidence that corrections-based substance abuse programs achieve desired outcomes is necessary to ensure continued funding and support.
- CJKTOS **builds the data to support corrections-based substance abuse programs.**
- CJKTOS answers key questions that legislators and funding agencies pose to recovery and treatment programs.

After participating in corrections-based services do clients….

- Report **increased drug/alcohol use abstinence?**
- Report involvement in **positive social activities**?
- Have **increased employment** capabilities and can they find stable jobs in the community?
- Have **decreased criminal justice** involvement?
- Report **continued positive engagement** with the recovery community?

CJKTOS Flowchart



The 3 parts of CJKTOS

Explain to the client that CJKTOS is a state funded study conducted by UK which collects information about substance abuse treatment programs in correctional institutes.

<u>There are three parts to CJ-KTOS:</u>

1. The Baseline assessment which collects data on alcohol and drug use, criminal justice involvement, employment and mental health of clients;
2. The Discharge data collection at graduation and/or termination;
3. The Treatment Outcome Study which is an opportunity to participate in a follow-up interview 12 months after treatment (only consent for this is obtained by the clinician – UKCDAR will do the actual interview).

CJKTOS baseline assessment

- Data categories include client self-report on:
  - Basic demographics (age, gender, marital status, race, ethnicity)
  - Substance use 30 days and 12 months before incarceration
  - Criminal justice involvement
  - Mental health status
- This is a self-report instrument. This means each question should be asked directly to the client and the client's response entered into the program. Never assume a response (i.e. gender, marital status, race)
- The assessment takes about 30-40 minutes to complete

CJKTOS Client Information System (CIS)

CJKTOS Client Information System Overview

Purpose

- The purpose of this training is to provide an overview of the Criminal Justice Kentucky Treatment Outcome Study (CJKTOS) Client Information System (CIS)

This Power Point will show you:

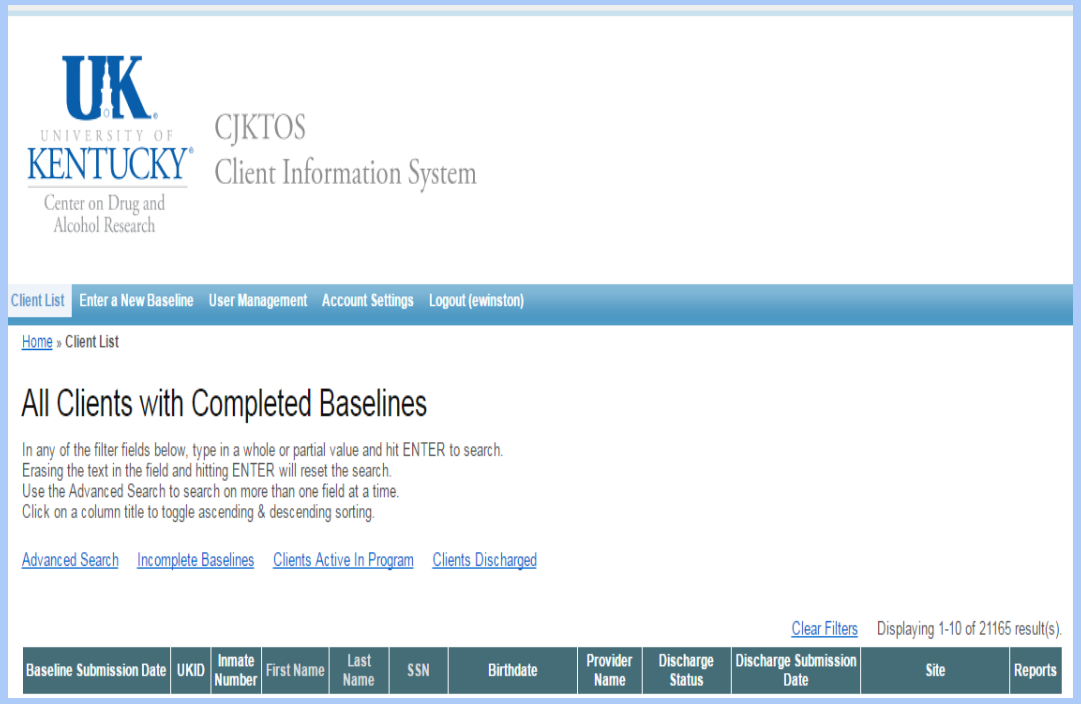
- How to log into the system with your individual username and password
- How to enter a CJKTOS baseline assessment in the CJKTOS CIS
- How to discharge a client from the CJKTOS CIS
- How to download and save baseline and discharge reports

The CJKTOS website (Log-In Screen)

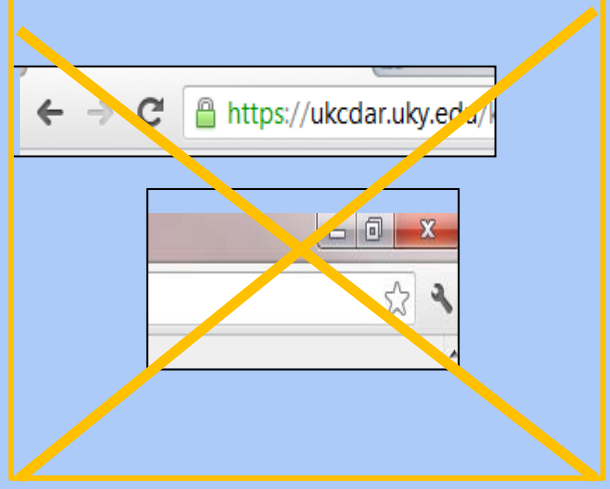
The CJKTOS Client Information System requires users to have a **unique case-sensitive user name** and **password** assigned to you. Once you have your user name and password, you may log on to the at https://ukcdar.uky.edu/CJKTOS/index.php?r=cjktossite/login By logging in, you are accepting the terms of use for the website and its contents.

Client Information System Navigation Tips

Use the buttons and links within the Information Screen to move within client lists, to enter a new baseline or discharge, and to view or search for information.

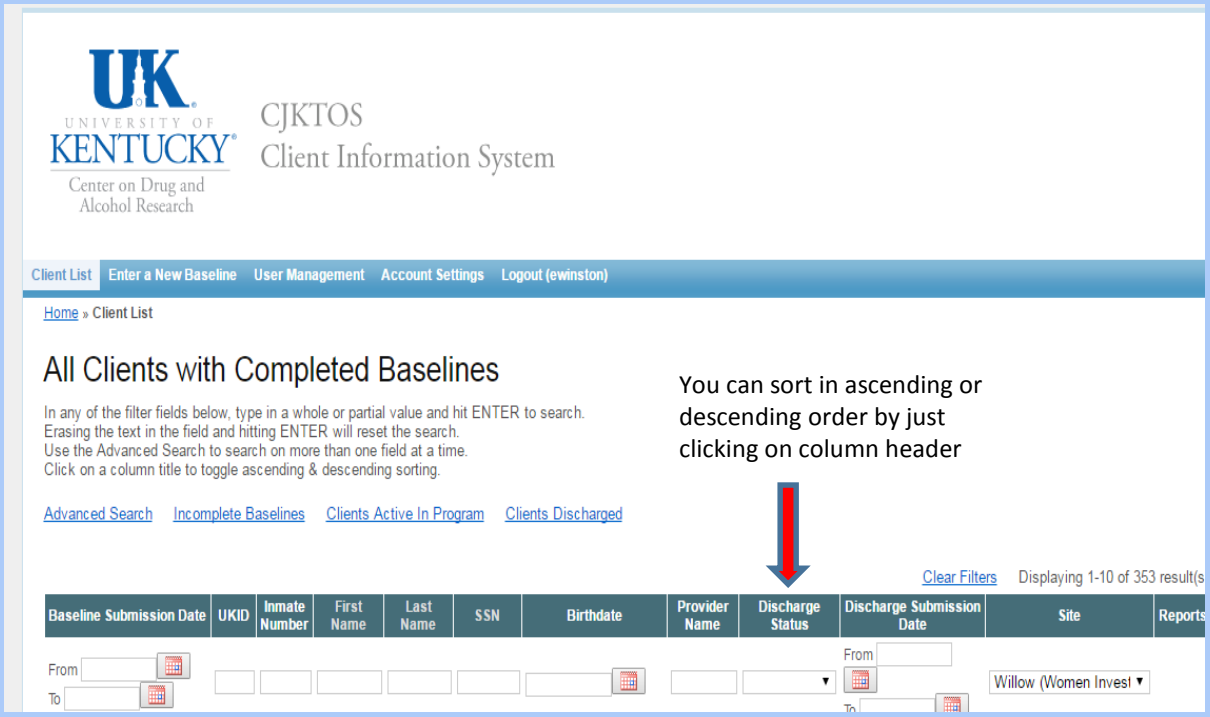


Do NOT use the exits, or back arrows in your browser



Home Screen – Sorting

When you login you will see all clients of your institution who have been entered.
From here, you will can sort in ascending or descending order by clicking the column header (baseline submission date, first name, last name, inmate number, SSN, date of birth, provider name, discharge status, or discharge submission date). Clicking on any of these options will bring up the relevant information and allow you to perform whatever task is necessary.
When you have completed all work, always click "**Logout**" at the top of the screen.

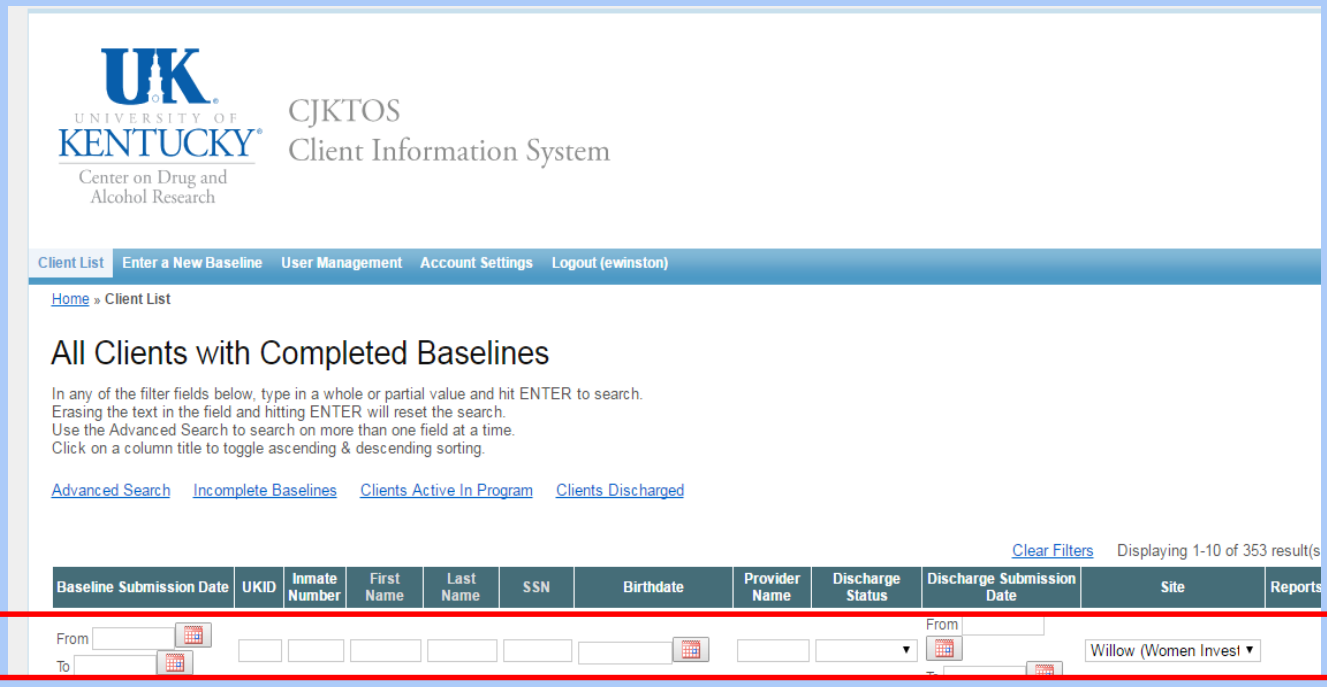


Home Screen – Filter & Search

❖When you login you will see all clients of your institution who have been entered.
From here, you will can search and filter by entering in relevant data in the **boxes below the column headers.**

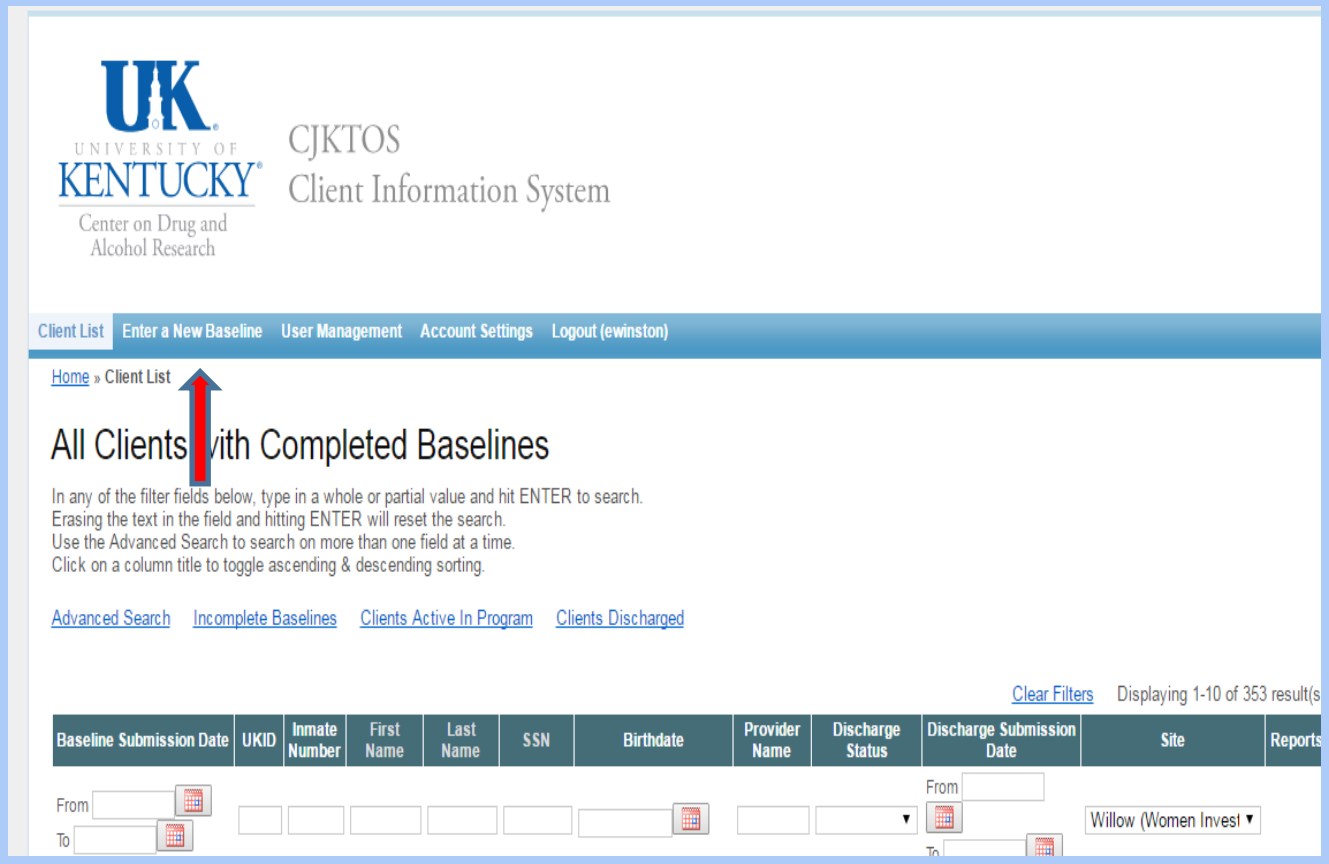
- •If you want the client list to only show those who have not been discharged click the box below discharge status and choose “Not Discharged”
- •If you want to see only your clients, type in your name in the box below provider name and only your clients will be shown
- •If you want to search for a particular client you can type in their last name.

❖You can search for partial names or numbers, but you need a minimum of one letter or number in whatever field you want to search.
❖Always be sure to press **ENTER** on your keyboard to start your search.



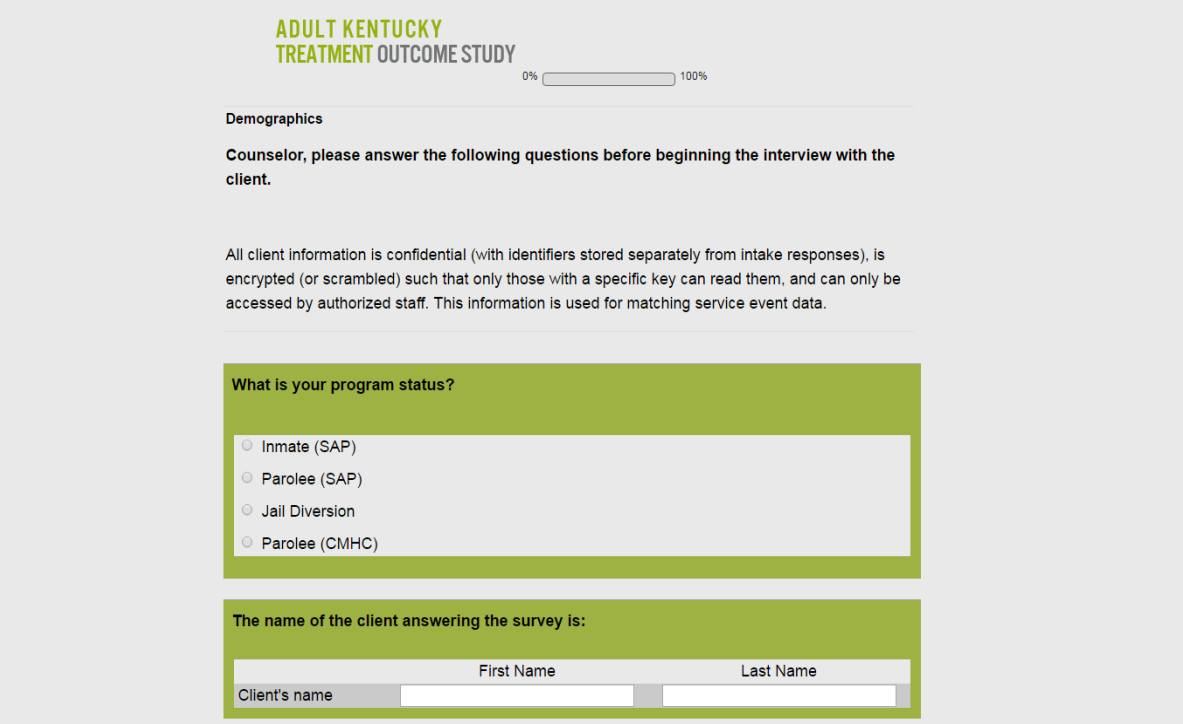
Step 1: Enter a New Baseline

- To be able to enter a CJKTOS baseline assessment, you will need to click on the “Enter a New Baseline” link found on your home screen.



Step 1: Enter a New Baseline

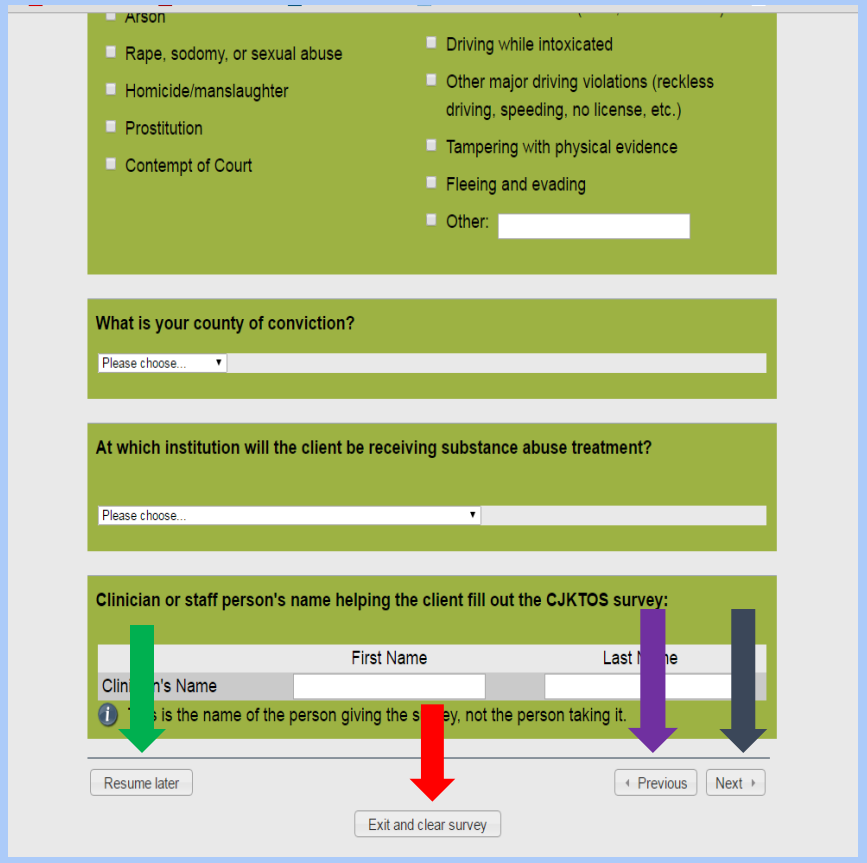
- After you hit “Enter a New Baseline” you will be taken to this screen
- You will begin entering in the baseline assessment



Tips for Completing the Baseline Assessment

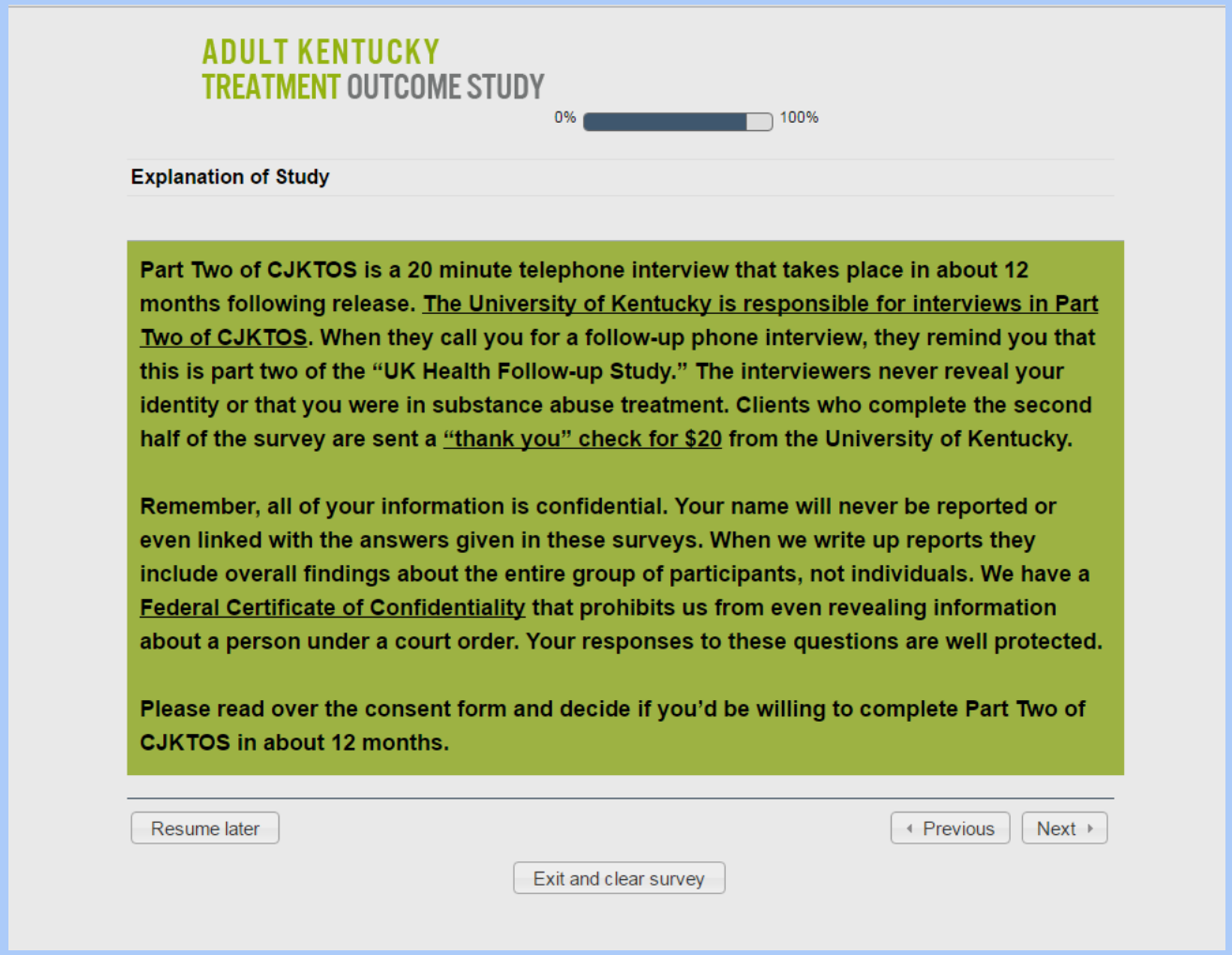
Once you begin the baseline assessment, you must complete all questions on each page before advancing. Please remember to use the buttons and features of the website for navigation:

- After completing a question page, always click "**Next**" to advance to the next set of questions.
- If you need to go back to correct a previous answer, click the "**Previous**" button (never the browser "Back" buttons).
- If you need to stop the survey, you can click "**Resume Later**" and finish at a later date. This can be found under the incomplete baseline tab.
- Or you can also click "**Exit and clear survey**", but **remember,** this will clear all answers and the survey will need to be repeated in its entirety.



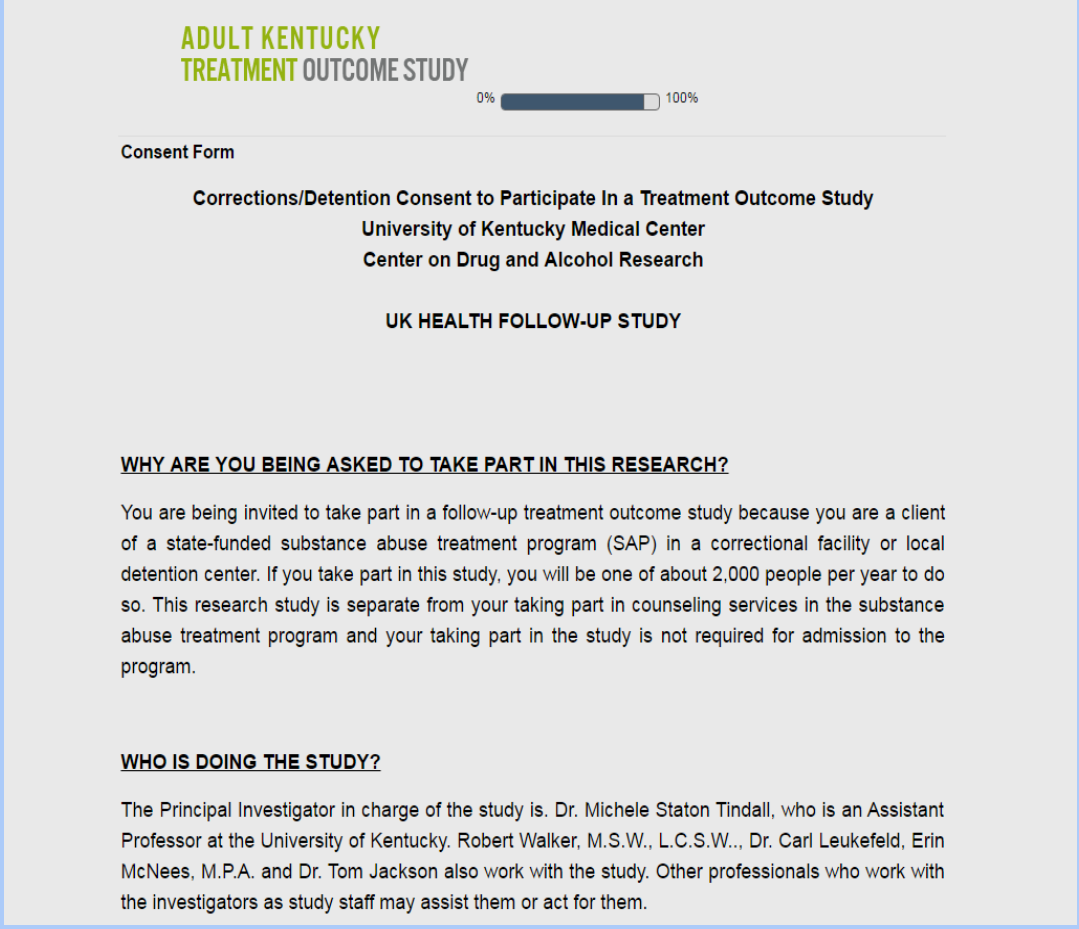
Follow-up Study

At the end of the baseline assessment, you will be asked to explain the CJKTOS follow-up study to the client. Read them the Explanation of Study found on the screen below and click “Next "to move on to the consent process



Follow-up Study Consent Form

After you explain the follow-up study to the client the consent form will be shown on the screen.



ADULT KENTUCKY
TREATMENT OUTCOME STUDY

0% 100%

Consent Form

Corrections/Detention Consent to Participate In a Treatment Outcome Study
University of Kentucky Medical Center
Center on Drug and Alcohol Research

UK HEALTH FOLLOW-UP STUDY

WHY ARE YOU BEING ASKED TO TAKE PART IN THIS RESEARCH?

You are being invited to take part in a follow-up treatment outcome study because you are a client of a state-funded substance abuse treatment program (SAP) in a correctional facility or local detention center. If you take part in this study, you will be one of about 2,000 people per year to do so. This research study is separate from your taking part in counseling services in the substance abuse treatment program and your taking part in the study is not required for admission to the program.

WHO IS DOING THE STUDY?

The Principal Investigator in charge of the study is. Dr. Michele Staton Tindall, who is an Assistant Professor at the University of Kentucky. Robert Walker, M.S.W., L.C.S.W.., Dr. Carl Leukefeld, Erin McNees, M.P.A. and Dr. Tom Jackson also work with the study. Other professionals who work with the investigators as study staff may assist them or act for them.

Informed Consent

A hard copy of the consent form should be given to the client. The most recent consent form can always be found on our CJKTOS website: http://cdar.uky.edu/cjktos/forms.html

Remember that participation is completely voluntary and refusal to participate involves no penalty, loss of benefits, or reduction/change in treatment.

If the client is chosen for the follow-up interview 12 months after their release, a UK staff person will call the phone numbers the client gives as contacts and the client will be asked almost the same questions as in the baseline interview.

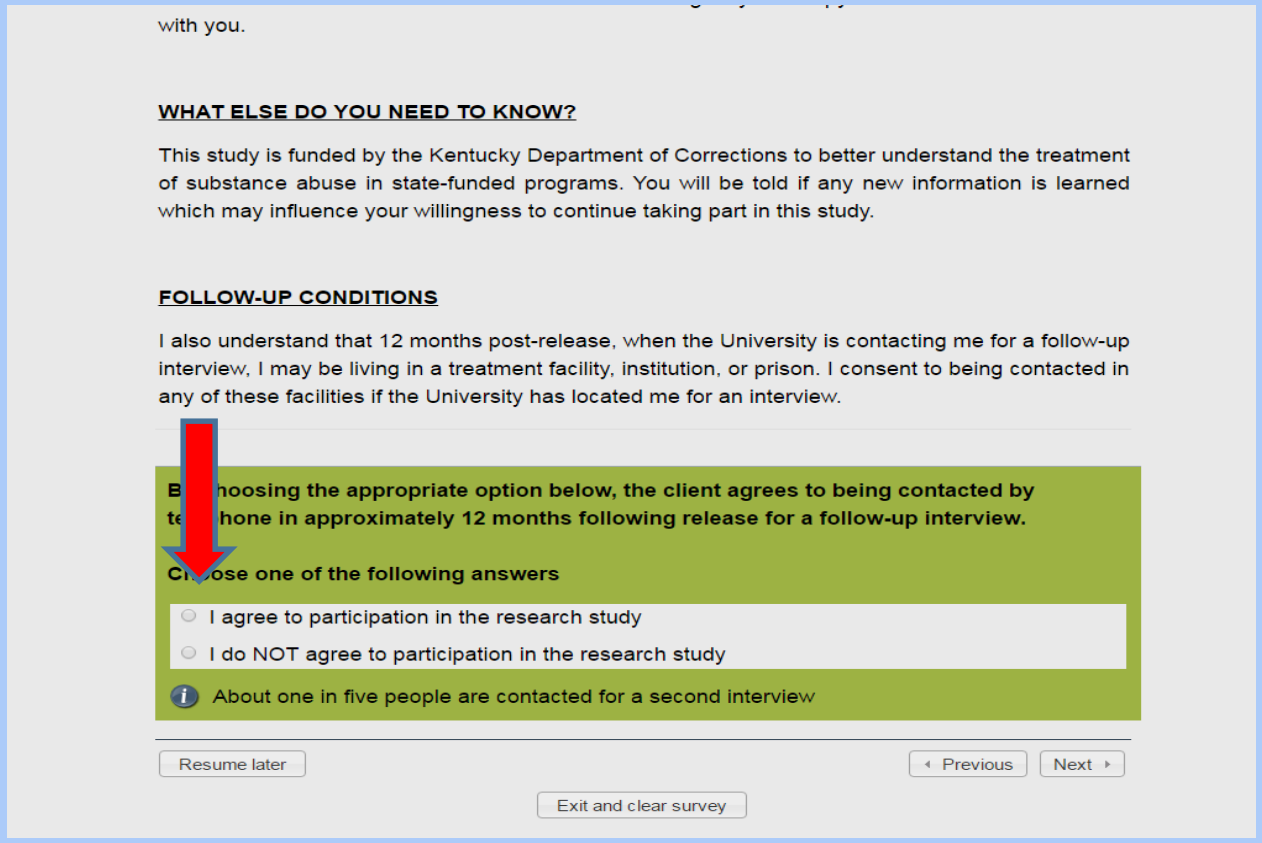
Treatment outcome data helps improve treatment across the state and clients will be paid $20 for completing a 12 month follow-up interview.

The only risk is that the client might feel uncomfortable remembering times when he/she was unhappy or distressed.

Explain that all information is confidential, kept in locked files, and contact information is kept separately from CJKTOS data. **Risk of personal disclosure is minimal.**

Follow-up Study Consent Form

The ENTIRE consent form should be explained to the client. Then choose whether or not the client **agrees or does not agree** to participate in the study at the bottom of the screen.

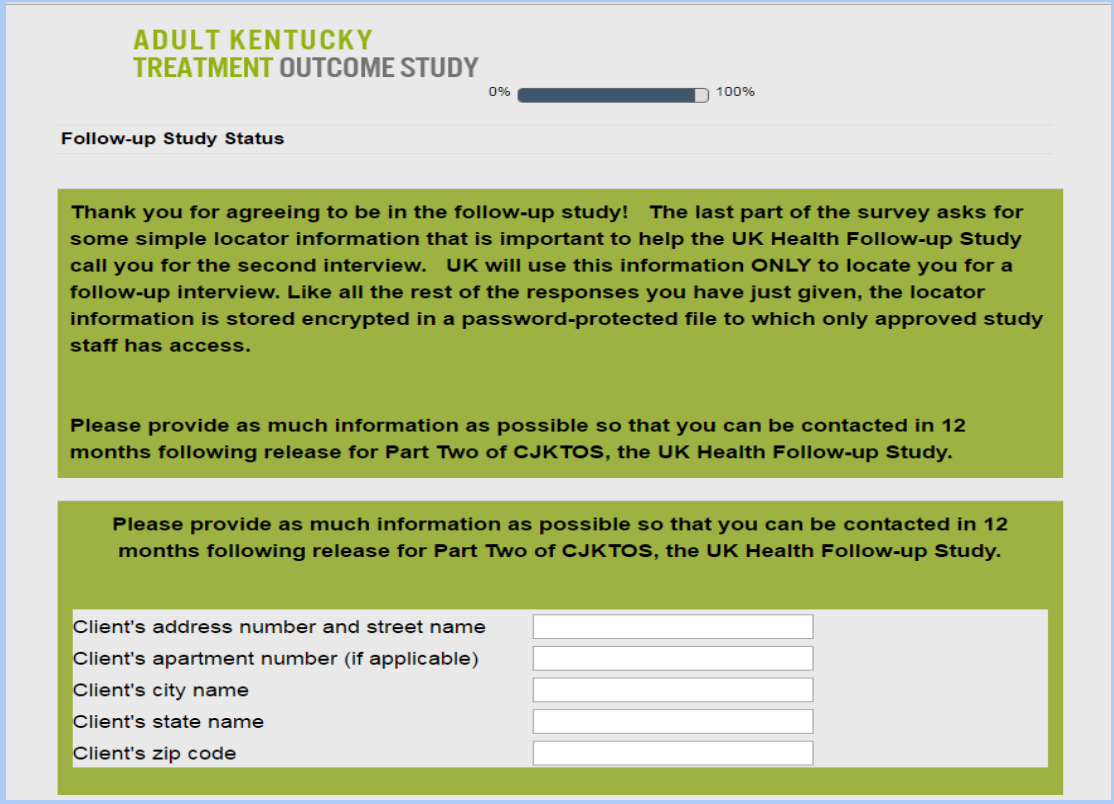


Locator Information for Follow-up Study

If the client agrees to participate in the follow-up study, you will be prompted to enter in locator information.

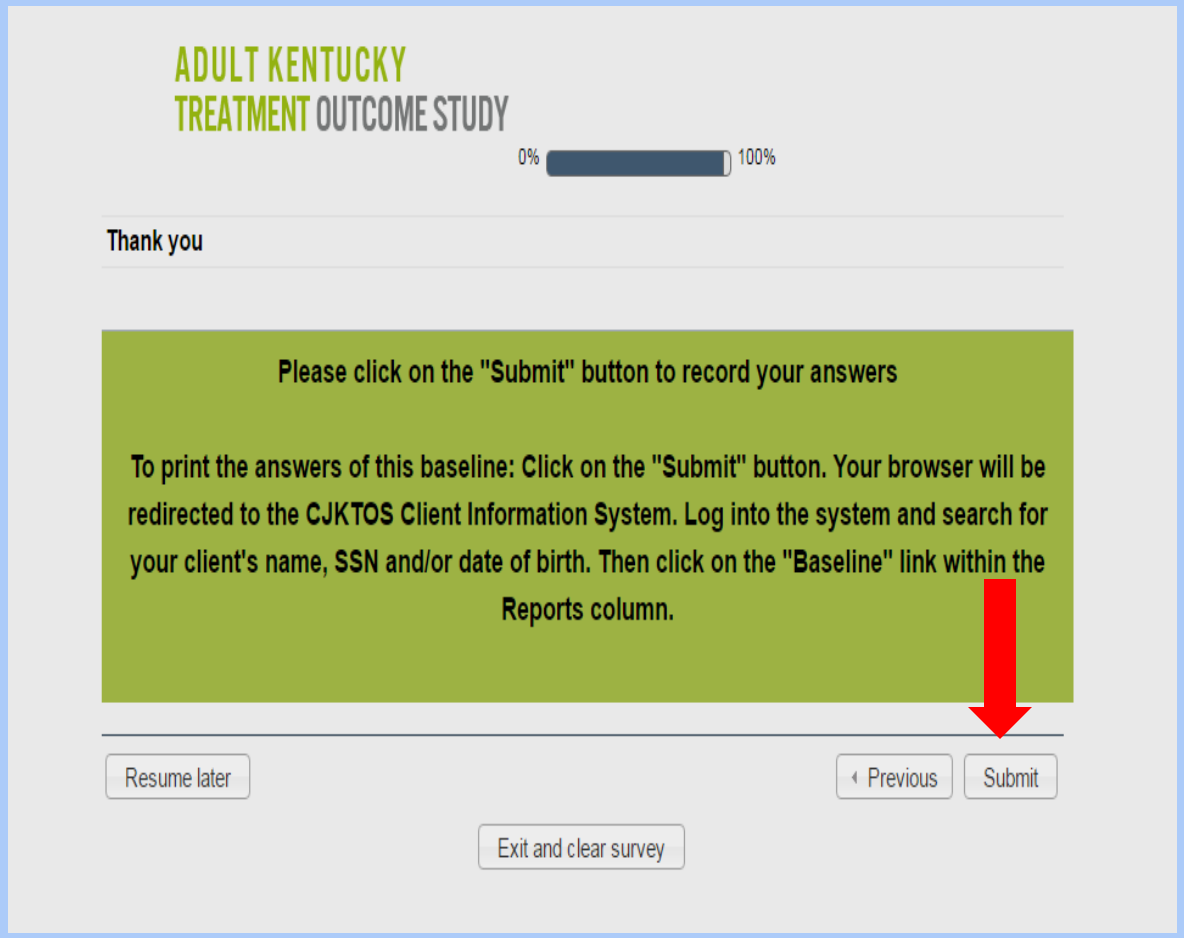
REMEMBER, the more information we have, the better the chance the client will be located and able to complete the follow-up interview. Gather as much information as you can.

Even partial contact information including cities, street names, and phone or cell numbers is helpful.



Submitting Completed Baseline Assessment

When you reach the end of the baseline assessment, you will reach the Thank You screen. Be sure and click on the "**Submit**" button at the bottom of the screen to complete the process and return to your client list

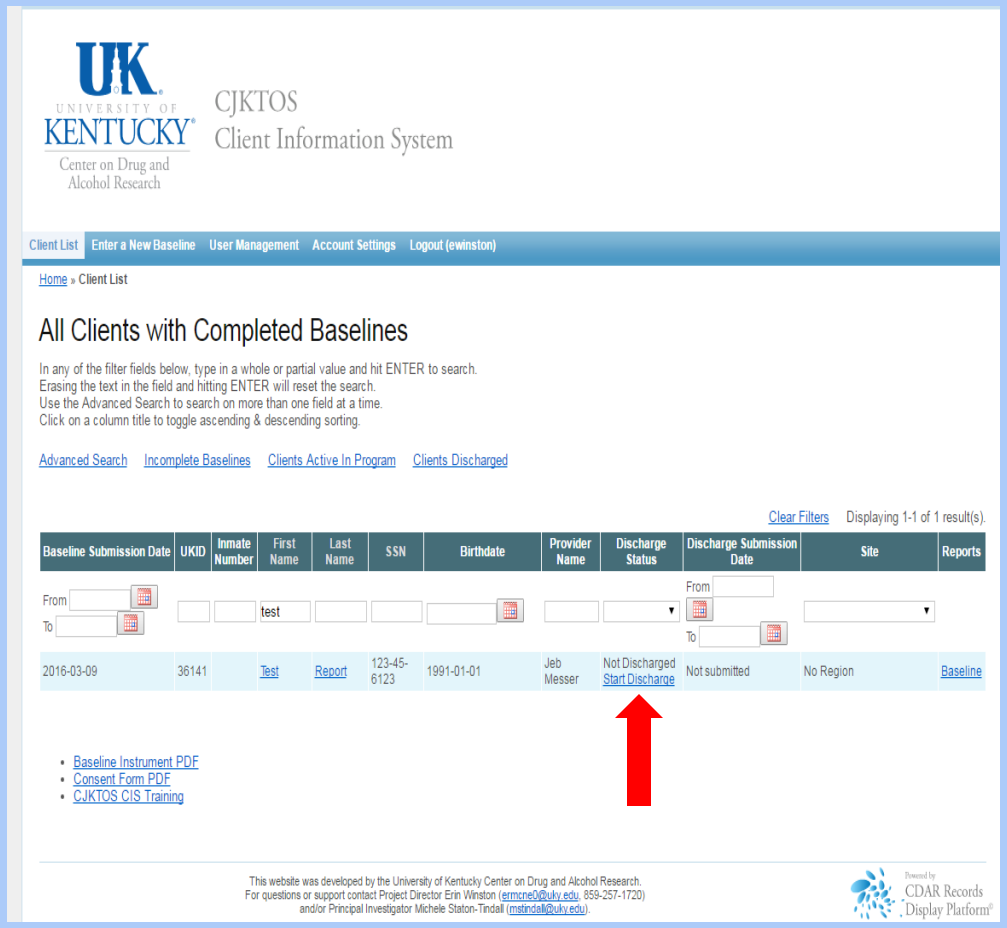


Discharging a Client

- Discharge data should be entered any time a client terminates or graduates from the treatment program

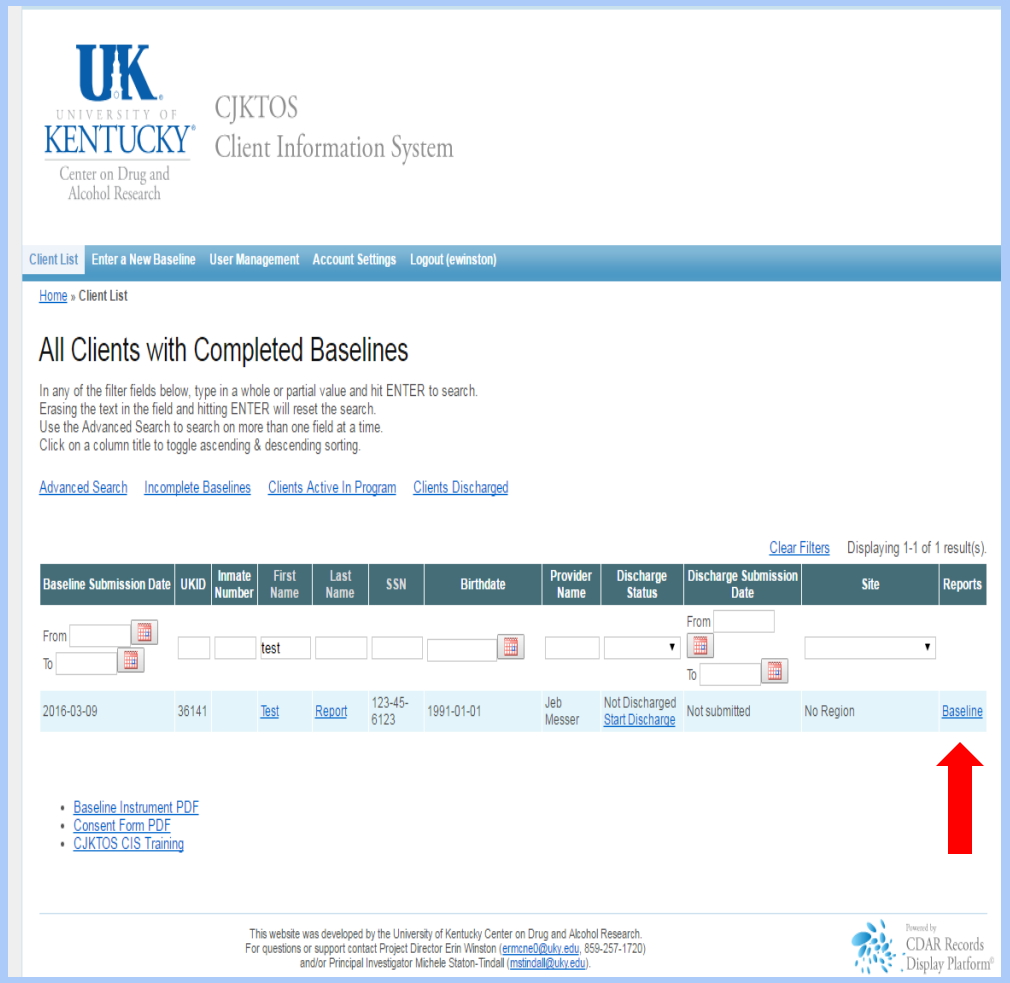
- Discharge data is entered via your program "Client List" found on the CJKTOS Client Information System home page

- Find the client and select the "**Start Discharge**" link and follow the prompts



How to Access Baseline and Discharge Reports

- The baseline and discharge reports will be available for each client who has completed an assessment/discharge
- To view reports, click on your client from the list of clients and click on the "**Baseline**" or "**Discharge**" links found under the Reports column.
- When you click the link, the report will begin generating. It will take a minute or two to load. When complete, you will return to the View Client screen



Summary

Using the new CJKTOS Client Information System you can:

- Enter new clients into the system
- Discharge clients from the system
- View, save, and print reports

Questions? Need more help?

Consult the CJKTOS website:

http://cdar.uky.edu/cjktos/

Contact:

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