KY Kids Recovery Program (KKRP) and AHARTT Client Information System

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

July 2015
KY Kids Recovery & AHARTT Client Information System Overview

KY KIDS Recovery Programs (KKRP)

- 19 funded substance abuse treatment programs that were developed/expanded with one-time funding from the Attorney General’s office

Adolescent Health & Recovery Treatment & Training (AHARTT)

- One component of AHARTT: Provide training in two evidence-based therapies to clinicians statewide
  - Functional Family Therapy (FFT) and
  - Cognitive Behavioral Therapy (CBT)
KY Kids Recovery & AHARTT Client Information System Overview

This Client Information System is to be used with adolescent clients who are being provided services:

1) With funds from the AG’s Office to KY Kids Recovery Programs including clients who receive prevention, early intervention, or treatment services at the individuals level; OR

2) FFT or CBT by a clinician who received AHARTT-sponsored training and will use one of these therapies with this client.

- All adolescent clients served with AG funds (either through KY Kids Recovery Programs or AHARTT-sponsored training) should be entered into this Client Information System.

- Thus, the number of clients in this data system represents the “universe” of adolescents served through individualized services.
KY Kids Recovery Client-Level Outcome Evaluation

Purpose

1. Describe characteristics and functioning of adolescents served within this funding as compared to adolescents served through publicly-funded treatment
   - Provide a count of the number of adolescents served with these funds

2. Examine pre-treatment to post-treatment change in substance use and other key targeted factors (i.e., outcomes)
   - Treatment intake and 12-month follow-up
KY Kids Recovery Client-Level Outcome Evaluation

Key Targeted Factors

- Substance Use
- Problems Related to Substance Use
- Education
- Family/Caregiver Relationship
- Mental Health and Emotion Regulation
- Involvement with the Justice System
- Recovery Supports
KY Kids Recovery Client-Level Outcome Evaluation

This Power Point will show you:

- The key components of the outcome evaluation
- How to use features in the KKRP & AHARTT Client Information System
- How to enter data in the surveys
- How to obtain informed consent for the follow-up interview
- How to download Client Narrative Intake Report
KY Kids Recovery Client-Level Outcome Evaluation Workflow

Client Registration
Clinician/staff member enters basic client information as client enters the program.

Intake Interview
Clinician uses the online, secure intake survey to conduct interview with client at treatment intake. Explain the Follow-Up Interview to treatment clients (only) and obtain consent (if client agrees).

Discharge Status & Services
Clinician/staff member enters discharge and service encounter data for client’s treatment episode into the online, secure system.

12-Month Follow Up Interview (with treatment clients only)
Telephone interviews conducted by UK CDAR research team with clients who give consent to be in the follow-up study.
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 ASAM recommendation will be based on user entered information.

Client Self-Report Recovery Life History Terms of Use

By logging on and accessing the Client Self-Report Recovery Life History Report, 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, the user is responsible for verifying accuracy and appropriateness of the information in the report.
3. You understand that reports 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 reports was entered by the clinical or staff person interviewing the client at Phase 1 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.
Logging In

• The KY Kids Recovery & AHARTT Client Information System requires users to have a unique case-sensitive Username and password

• To obtain a Username and password, you must contact your Regional Manager, Supervisor or Program Director who is responsible for assignments.

• Once you have your Username and password, you may log on to the at https://ukcdar.uky.edu/kykids
Logging Out

- For security purposes, please always be sure to select the Logout tab when ending a session.
Home Screen

After logging into the Client Information System, the user is presented with the home screen. We may post notifications on this screen. You will also see Tabs at the top of the screen to navigate through the system. On the left hand lower portion of the screen there are links to project resources.
Navigating through the Surveys

Please use the buttons within the screen to move from one page to the next (Next) or to the previous pages (Previous).

If you realize you have entered a survey in error, you can select “Exit and clear survey,” which will delete all data entered for the survey.
Navigating through the Surveys

When you are entering data in the Intake Interview or Discharge Status and Service Encounter surveys, you can select “Resume later” if you cannot finish entering the data in a single session. The data will be saved for 30 days and you can resume the survey within 30 days, picking up where you left off.

Date of intake interview -- the date this interview is/was actually completed with the client:
Answer must be between 01-01-2014 and 12-31-2014

Note: If you are recording the interview responses on the paper version please enter the interview data into the web data collection survey within 7 days.

This is not an option in the Client Registration Survey, which takes only a few minutes to fill out.
Navigating through the Surveys

To resume a survey, go to the client list and in the Client Status you will see the link to resume the specific survey you partially saved.

<table>
<thead>
<tr>
<th>Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>Date of Birth</th>
<th>Officer</th>
<th>Completed Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14/2014</td>
<td>Madison</td>
<td>Jefferson</td>
<td>09/09/1998</td>
<td>Donna Ross</td>
<td>11/24/2014</td>
<td>KKRP [Completed (Early Intervention/Prevention)]</td>
</tr>
<tr>
<td>10/14/2014</td>
<td>Ronald</td>
<td>McDonald</td>
<td>01/02/2000</td>
<td>George White</td>
<td>KKRP</td>
<td>Resume Saved Intake Interview</td>
</tr>
</tbody>
</table>

Go to page: 1 2  Next  Last >>
Navigating through the Surveys

If you skip a question, you will see an error message after you select “Next” for that screen.
Navigating through Surveys

Click OK and then scroll down the page until you see “This question is mandatory” in blue text. Please fill in an answer for the question.

What is the client’s social security number?

001555555

Enter 9 digits with no slashes or dashes.

Please indicate the type of services the client is receiving at your program:
Choose one of the following answers

This question is mandatory.

- Prevention; universal (education for all)
- Prevention, selected (education with individuals with risk factors)
- Prevention, indicated or targeted (information and referral with high-risk individuals)
- Early intervention
- Treatment

Date of entry into this prevention/treatment episode [Date the client began receiving prevention or early intervention services OR Date the client was admitted into this treatment episode]:
Answer must be greater or equal to 01-01-2014

11-25-2014
Client Registration

• A staff member or clinician will enter basic information about each adolescent client in the secure, online Client Registration Survey.

• This serves as the database for all clients served through Attorney General funds including:
  • All adolescent clients who receive prevention, early intervention, and treatment services at the individual level offered by KY Kids Recovery Programs, AND
  • All adolescent clients who receive FFT or CBT by a clinician trained through AHARTT.
Client Registration

- The client does not need to be present for collecting this information.
  - Typically this information can be gathered from your program’s intake/admission paperwork.

- Information collected includes:
  - Program and provider contact information
  - Client identifying information (to correctly match all the data elements in the system)
  - Type of services to be provided: prevention, early intervention, treatment, or assessment ONLY
  - Client’s type of insurance and whether the carrier will cover the episode
  - City, county, and zip code of client’s residence
Client Registration

On the first page of the Client Registration you will select whether the client is a KY Kids Recovery Program or AHARTT client. This selection is important for correctly navigating the client’s data through the Client Information System.

Most clients will be registered under the second option: KKRP.

Clients who are receiving training from AHARTT-trained clinicians and who are receiving services funded through KY Kids Recovery grant are registered under the third option.
Client Registration

On the second page of the Client Registration you will enter contact information for the provider who will be providing treatment to the client. This may or may not be the same person who is entering the client registration information.

[Image of Provider Information form]

- **To track clients accurately and to allow us to contact program staff if we have questions, please enter the contact information for the clinician or admitting staff person.**
- **Admitting clinician's or staff person's name**
  - **First Name:** Delta
  - **Last Name:** Dow

- **Email address of the admitting clinician or staff member:**
  - **ddowm@pathways.org**

- **Work phone number of admitting clinician/staff member: (including area code)**
  - **Enter only numbers**
  - **6065555555**
Client Registration

TIP: When entering dates, select the year first, then the month and day. Selecting the year first allows the system to display the correct month calendar.
Client Registration

If the clinician enters an admission date (e.g., 11-26-2014) after today’s date (e.g., 11-25-2014) after selecting the Next button, a warning message will appear on the following screen.

Please verify:

You entered November 26, 2014 as the date this client was admitted to treatment.

This date in the future. Please select the Previous button and enter the correct admission date.

Exit and clear survey
Client Registration

For KY Kids Recovery Program clients, you will choose which broad category of services your program will provide the client. This selection is very important for correctly navigating the client’s data through the Client Information System.
Client Registration

For KY Kids Recovery Program clients, there is the option of selecting Assessment Only *if your program is providing only an assessment*. Selecting this option will allow you to complete the Intake Interview, generate the Client Narrative Report.

Please indicate the type of services the client is receiving at your program:
Choose one of the following answers

- Prevention, universal (education for all)
- Prevention, selected (education with individuals with risk factors)
- Prevention, indicated or targeted (information and referral with high-risk individuals)
- Early intervention
- Treatment
- Assessment only (i.e., other program may provide treatment if warranted)

**Date of entry into this prevention/treatment episode** [Date the client began receiving prevention or early intervention services OR Date the client was admitted into this treatment episode OR Date of the assessment]:
Answer must be greater or equal to 01-01-2014
From Prevention to Treatment

• The system is designed to provide a count of clients that receive different types of services (e.g., prevention, early intervention, or treatment)

• If a client moves from prevention to treatment, the program staff member will enter a new client registration as a “Treatment” client.

• This will allow the system to properly navigate program staff through the data collection.
Client Registration

Once you hit submit, the system will let you know the survey has been submitted in encrypted form.

From here, you can go directly to the Intake Interview if you are ready to conduct the Intake Interview with the client.
Client List

Registered clients make up the list of clients from which to select when entering data into the Intake Interview, Discharge Status and Service Encounter Survey, and Exit Interview.
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 birthdate 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.
Client List—Search

You can also search by Admission Date, Provider Name, Intake Submission Date, or Case Type (KKRP or AHARTT).

Always be sure to press ENTER on your keyboard to start your search.
Home Screen – New Intake Interview

You can filter by “Clients Needing Intake Interview”, “Clients Active in Program”, and “Clients That Have Completed Program”

<table>
<thead>
<tr>
<th>Admission Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>Birthdate</th>
<th>Provider Name</th>
<th>Intake Submission Date</th>
<th>Case Type</th>
<th>Completed Date</th>
<th>Client Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/10/2014</td>
<td>Luna</td>
<td>Lawson</td>
<td>06/09/1999</td>
<td>Georgia Mayweather</td>
<td>11/10/2014</td>
<td>AHARTT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/31/2014</td>
<td>Cordia</td>
<td>Dwayne</td>
<td>05/10/1997</td>
<td>George White</td>
<td>11/31/2014</td>
<td>AHARTT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/14/2014</td>
<td>Ronald</td>
<td>McDonald</td>
<td>01/02/2000</td>
<td>George White</td>
<td>10/14/2014</td>
<td>KKRPP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- PDF Interview
- Consent Form
- More Information
Home Screen – New Intake Interview

If you select a client’s name, it will pull up the Client Page, showing more detail about the client. The system shows the next step in the data collection process.

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![Client List](Image)

**Viewing Client Luna Lovegood**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>SSN</th>
<th>Birthday</th>
<th>Case Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luna</td>
<td>Lovegood</td>
<td>444966666</td>
<td>08/09/1999</td>
<td>AHARTT</td>
</tr>
</tbody>
</table>

**Program Status**

<table>
<thead>
<tr>
<th>Program</th>
<th>Intake interview</th>
<th>Intake Report</th>
<th>Program Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathways</td>
<td>Not Yet Submitted</td>
<td>Unavailable</td>
<td>Awaiting Completion</td>
</tr>
</tbody>
</table>

- PDF Interview
- Consent Form
- More Information

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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, 859 257-1400)
KKRP Prevention and Early Intervention Clients

• For clients who receive prevention or early intervention services:
  • The Intake Interview (Demographic Information) will consist of a small subset of the questions in the full Intake Interview (< 5 minutes)
    • Basic demographics
    • Primary caregiver
    • Education
    • Living situation
  • If a client switches from prevention or early intervention services to treatment services, the program staff will register the client as a treatment client, then...
    • The CIS will prompt the clinician to complete a full Intake Interview
Intake Interview

• Clinicians complete the full Intake Interview with:
  • All KKRP clients who receive treatment services.

• Intake Interviews (average of 30 min.) must be completed as soon as possible after beginning treatment to accurately represent the adolescent’s situation and behavior before receiving treatment.
  • Within the first 72 hours of an inpatient/residential stay, OR
  • Within the first 3 sessions for outpatient care
  • If you save a partial survey, you must complete it within 30 days

• Intake data is considered treatment program data.

• There is NO compensation and NO research consent form for intake interviews since the interview is considered part of intake into treatment.
Intake Interview

Best Practice for Conducting the Intake Interview

• The clinician uses the secure, online Client Information System to guide the interview with the client
  • Efficient: Allows for simultaneous data collection and data entry

Alternative Practice

• If the clinician does not have online access at the time of the interview (e.g., no Wifi), the clinician can download the Intake Interview PDF before the interview from http://cdar.uky.edu/KKRP/ and complete the interview on the paper copy
  • Will need to enter the information from the paper copy into the online Client Information System within 7 days
Intake Interview

- CMHC clinicians familiar with the Adolescent Kentucky Treatment Outcome Study (AKTOS) will note that the KKRP Interview Intake questions are the same as the AKTOS Intake Interview questions.

- It is very important that you enter KY Kids Recovery Program clients in this client information system and not in the AKTOS Client Information System.

Please always look for the KKRP & AHARTT logos.
Intake Interview

The first screen you will see in the Intake Interview includes questions you can answer before beginning the interview with the client: Preliminary Questions.

The image shows a section of the Intake Interview screen with questions asking for the clinician's name, who is filling out the survey, and the date of the intake interview. The screen also includes instructions and notes for completing the survey correctly.
Intake Interview

The Introduction provides a brief explanation of the outcome evaluation to the client. **Part A** applies specifically to KY Kids Recovery Program clients.

The following questions are part of the KY Kids Recovery Programs and AHARTTT Outcome Evaluation. Both KY Kids Recovery Programs and AHARTTT are important parts of Kentucky’s plan to improve substance abuse treatment. The outcome evaluation involves collecting information from clients before and after treatment to gain insight into the treatment process and the individuals involved in treatment programs. This study will help provide support for substance abuse treatment programs serving adolescents.

Your participation in the outcome evaluation involves two (or three) interviews.

A. If you are receiving services at one of the 19 programs that received one-time funding from the KY Attorney General’s Office for developing or expanding substance abuse treatment for adolescents in KY:

Part one is a face-to-face interview with your counselor completed as part of your treatment intake process and takes about 30 minutes. You will answer a series of questions about physical and mental health, education and employment, substance use, legal involvement, family, and recovery support.

Part two is a phone interview about 12 months from now. At the end of part one, you’ll be asked to volunteer for the second half of the study. If you agree, your name will be included in the pool of clients who may get a phone call from the University of Kentucky Health Follow-up Study to answer similar questions in about one year. Clients who complete the second half of the survey are sent a “thank you” check for $20 from the University of Kentucky.
Intake Interview

The third screen you will see in the Intake Interview begins the questions you will need to ask the client.
Intake Interview

In the More about Your Family and Living Section part 2, you will notice that Kentucky is automatically in the State field. You can type over this if the client lived most of the past 12 months in a state other than KY.

Please select “Yes” for each situation that applies to the client.
You do NOT need to select “No” for the situations that do not apply.
In the Substance Use Section, please enter 0 for the fields about age of first use if the client did not use the type of substance.
Informed Consent for Follow-Up Interview

- At the end of the Intake Interview, treatment clients (under 18 years old) are asked to volunteer for the follow-up interview of the outcome study
  - Clients who are 18+ years old are not eligible for the follow-up survey
- Follow-Up Interview is a 20 minute telephone interview about 12 months later.
  - This is the “research” part of the study. Client participation is completely voluntary. There is compensation and a consent form for the follow-up interview.
  - Please explain that researchers (outside the program) will conduct the follow-up interview.
  - Please let clients know how important their participation is for understanding and improving treatment in Kentucky.
  - Adolescent clients give their consent to participate using an electronic consent form on the web survey
    - Approved by the UK Medical Institutional Review Board (IRB).
KKRP Information for Follow-Up Interview

You can give the flyer to clients to help highlight the most important information to share when explaining the follow-up interview. The flyer is available under Project Resources, “Participant Flyer.”
Informed Consent for Follow-Up Interview

• Because Kentucky law allows minors (< 18 years old) to obtain substance abuse and mental health treatment without the consent of a parent/guardian (KRS 222.441):
  • Federal regulations state minors may provide their own informed consent if the research is conducted on a specific treatment for which minors can give consent, outside the research context (45 CFR 46.402; Code of Federal Regulations, Title 45, Part 46, 1994).

• Adolescents (not their guardians) give consent to be in the follow-up study

• Adolescent clients give their consent to participate using an electronic consent form in the Client Information System
After explaining the follow-up interview and going over the consent form with clients, please select the appropriate response.
Contact Information for the Follow-Up Interview

• The outcome evaluation is possible ONLY if follow-up interviews are conducted with a reasonable number of clients.

• Contact information is collected ONLY for clients who give consent to participating in the 12-month follow-up interview.

• This information is VERY important for successfully locating adolescents 12 months after they enter treatment.
  • Please let clients know contact persons will be asked for information to locate the client and not to gather any other information.
  • The interviewers will not reveal the nature of the study to contact persons.

• Please enter as much information as possible.

• Try to collect contact information for 2 relatives or close friends who will know how to get in touch with adolescents.
  • Mothers, aunts, sisters, grandmothers are usually the best contact persons.
Intake Interview Submission

Once you have completed an Intake Interview, you will receive confirmation that the interview has been submitted in encrypted form.
Client Narrative Report

• After completing an Intake Interview, users can download a client narrative as a Word document:
  • Summarizes, in narrative form, responses from the client
    • Including DSM-V substance use disorder criteria
  • Includes ASAM-level of care recommendations consistent with the American Association of Addiction Medicine Placement Criteria (PPC2-R).

• This narrative report can be placed in the client’s file for future reference.
• The clinician can edit (add, delete, change) the document to suit agency’s needs.
Client Narrative Report

The Client Narrative Report will look like the example below and will vary in length (4 – 6 pages) based on the presentation of each client and the depth of responses the client gave during the interview.

Identifying data
Walter White
Client ID Number 6789
Survey Number 394
Clinician conducting interview: Peter Lawrence

Intake Interview Completed: 11/21/2014

The summary information and recommendations generated from this report are based on self-reported information and can be adjusted if the clinician feels the client self-report information is not reflective of the situation.

Walter is a 16 year old male who was born on 5/27/1998. His race/ethnicity is White (not of Hispanic origin) and Hispanic-Mexican.

Referral Source
Walter was referred to treatment by the court system.

Family and living situation
Walter's current primary caregiver is a grandparent. He states that he is fairly close to his caregiver and his caregiver gives him slightly less affection than he wants. In the 12 months before entering this treatment program Walter lived in the following places:

• Home with biological parent(s)
• Other family (including foster kinship care)

Walter also adds that he has been in a controlled environment where he could not come and go at will for 14 days in the past 30 days before entering treatment.

Health
Walter has been told by a doctor at some time that he has chronic medical conditions including:

• Asthma
• Allergies
• Learning disorder or ADHD

Education and Employment
Walter has completed the 11th grade and is currently attending public school. Walter had a C grade average on his last report card. Walter attended school during the last 3 months it was in session. Over those 3 months he missed a total of 10 days in school while school was in session. Specifically Walter reports:

• 5 days skipping school
• 2 days in detention or in-school suspension
• 3 days for any other reason (including illness)
Client Narrative Report

To view an Intake Report, select your client from the list of active clients. The Client Screen will appear. Under Program Status, you will see in the third column, Intake Report. Click on this link to generate the report.
Generating the Client Narrative Report

Once you select the report link, the Intake Report will be requested from the system. For security purposes, each report is generated upon request, thus it can take up to 5 minutes (Ave. = 1 min.) to generate the report. You will see this screen as the report generates.
Saving the Client Narrative Report

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.)
Report Timing Out

For security and confidentiality reasons, the Client Narrative 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.
Client List

Filtering by “Clients Active in Program” shows those clients who have not yet been discharged from the system (i.e., had a Discharge Status and Service Encounter Survey completed).
Client List—Client Status

When a client is discharged from the program, a staff member can complete the Discharge Status and Service Encounter Survey. This is information that will come from the client’s program records and not from an interview with the client. In other words, the client does not need to be present.
Discharge Status & Service Encounter Survey

Filling out the information in the survey

• When?
  • Client completes treatment
  • Client drops out of treatment
    • Follow your program’s guidelines for making this determination
    • Discharged involuntarily from treatment

• Who?
  • Not necessarily the clinician
  • Could be an administrative person who has access to records:
    • Discharge date, reason for discharge, conditions for readmission,
    • EBT provided to client, and
    • Number and type of services provided each month between admission and discharge date

• The client is not present when this information is entered.
Discharge Status and Service Encounter Survey

Check the Assessment Only box if the client was provided Assessment services only and was NOT in treatment or prevention services at your agency/program.

Otherwise, leave the box blank and select NEXT to move to the next page.
Discharge Status and Service Encounter Survey

The second page of the survey has the date of admission to treatment. This is auto-filled with the admission date entered in the Client Registration Survey.
Discharge Status and Service Encounter Survey

The second section asks about the EBTs used during the treatment episode.

Text at the bottom of the page reminds you of the timeframe between admission and discharge. You will be asked to fill out service encounter information for these months.
Discharge Status and Service Encounter Survey

Please fill in the number of service encounters for each type of service for the month.
Completion of Data Collection in the CIS

Once you have completed an Exit Interview and Discharge Status & Service Encounter Survey, data collection is completed in the system.
Follow-Up Interviews and Outcomes

• UK CDAR will conduct the 12-month follow-up interviews with adolescents who agree to the follow-up interviews.

• Analysis and publication of findings

• Share the findings statewide in 2016
  • Policymakers
  • Government agencies
  • Treatment programs and clinicians
  • Other key stakeholders
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 Administrator Options – Home Screen

- When you log in as Program Administrator, the home screen displays **All Clients** for the program.
- 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.

![Home Screen Screenshot](image.png)

#### All 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 field at a time. Click on a column title to toggle ascending & descending sorting.

<table>
<thead>
<tr>
<th>Advanced Search</th>
<th>Clients Needing Intake Interview</th>
<th>Clients Active In Program</th>
<th>Clients That Have Completed Program</th>
<th>Deactivated Clients</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Admission Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>Birthdate</th>
<th>Provider Name</th>
<th>Intake Submission Date</th>
<th>Case Type</th>
<th>Completed Date</th>
<th>Client Status</th>
</tr>
</thead>
</table>
• 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)
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

• Clicking on the Update icon next to a user’s name brings up their current account information for updating or deleting.
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 from the system.
Mid-Level Reporting

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

- PDF Interview
- Consent Form
- More Information
Questions? Need more help?

KKRP and AHARTT CIS Technical Questions
- Jeb Messer 859-257-1400 or jeb.messer@uky.edu
- Christopher Emmick 859-323-3799 or christopher.emmick@uky.edu

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

Need a unique log-on ID and/or password
- Contact Jeb Messer at 859-257-1400

Web address for KY Kids Recovery Program & AHARTT Client Information System
https://ukcdar.uky.edu/kykids