

# Instructions for Downloading Regional KTOS and AKTOS Data Tables

Revised 11-17-05

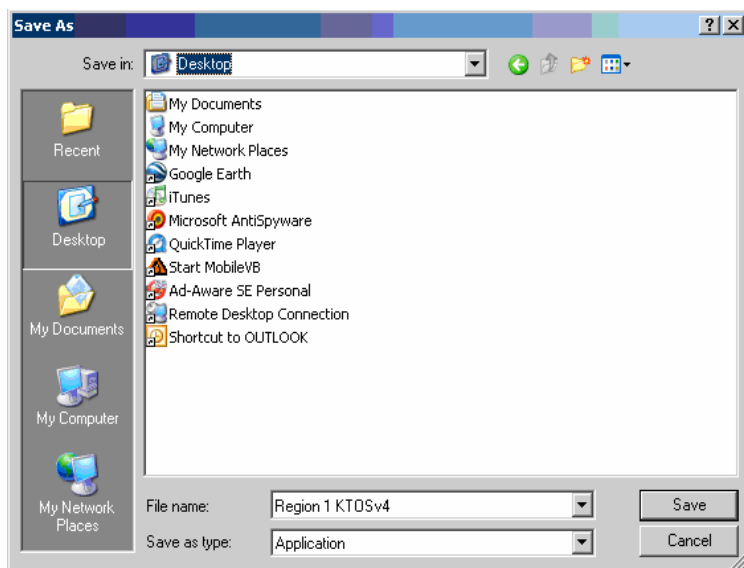
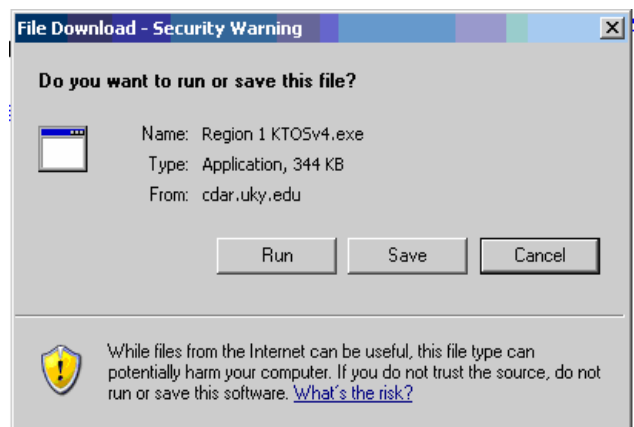
The following instructions are suggested as the easiest method for downloading and using your KTOS and AKTOS baseline data in Excel spreadsheet format. You may modify these instructions as needed for other programs that you may prefer to use (i.e., Access, SPSS).

1. To start, open the KTOS web page (<http://cdar.uky.edu/ktos>) and scroll down to the heading **KTOS Program Directors Regional Data Tables**. Find your region and select which record set you want to download by clicking on either **Adult** records (ages 18-99) or **Juvenile** records (ages 12-17).
  - a. Note: The link will not be active if you do not currently have any records in that dataset. For example, Region 19 (a private provider) has only clients ages 12-17, so the adult KTOS link will not be active for them.



2. A message box will appear asking for your password. Enter your **log-in name** and the **6-character password** that CDAR provided you. Then click on **“OK.”**
  - a. If you have trouble entering your user name, try adding **uky.edu.ktos\** in front of your log-in name. This helps connect you to the server, but is not necessary for most computers.

3. The next message box that appears asks you to **“Run”** or **“Save”** the data. Select **“Save.”**

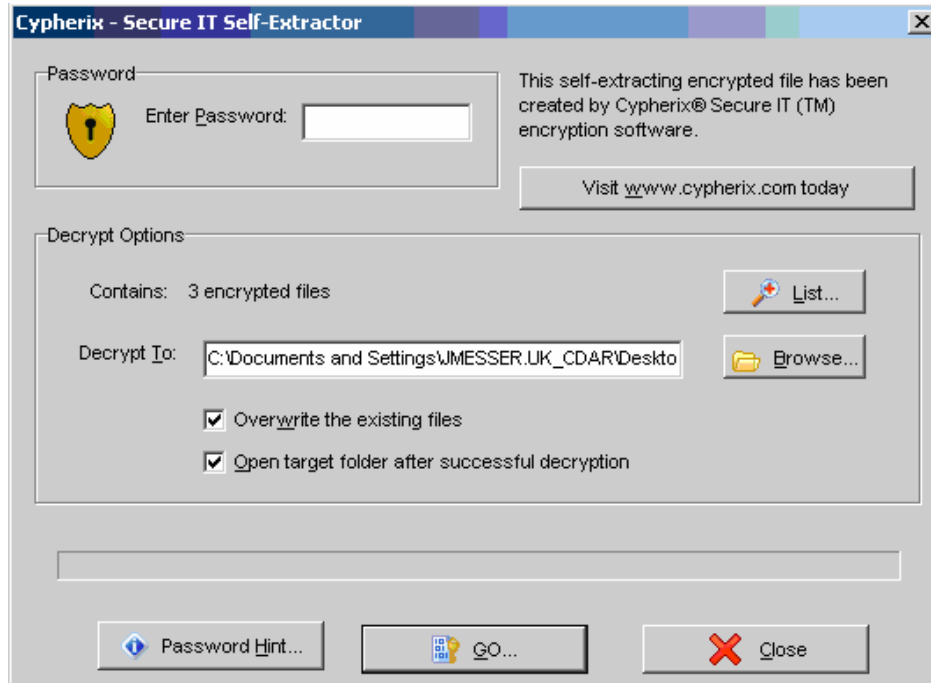


4. Use the drop down menu to select where to save your data files, such as on your desktop. Click on **“Save”** again.

5. Once the download is complete, go to the desktop of your computer (or the folder where you saved your data) and **double click the icon that looks like a keyhole** with KTOSv4 and your region number on it.



- a. In the message box enter the **8-character password** that CDAR provided you. Then **click “Go.”**



6. On the message box stating the files were extracted correctly **click “OK.”** The downloaded files will now appear on your desktop (or wherever you saved them).
- a. For **Adult KTOS**, the following three files will be downloaded to your computer:
- i. **KTOS4Eval** – Clinician impression questions
  - ii. **KTOSPalm4** – Basic intake KTOS questions
  - iii. **KTOSPalm4Loc** – Locator information for clients who agreed to participate in the follow-up interview 12 months from intake
- b. For **Juvenile AKTOS**, the following files will be downloaded:
- i. **AKTOSV2Base1** – First part of AKTOS questions
  - ii. **AKTOSV2Base2** – Second part of AKTOS questions, and clinician impression questions
  - iii. **AKTOSV2Loc** - Locator information for clients who agreed to participate in the follow-up interview 12 months from intake
7. **Right click** on the file you want to view and scroll down through the program options to select **“Open With”** and choose the **Excel program**.

- a. If Excel does not appear in the first list, click on “Choose Program” and select Excel from the second list that appears. Since the KTOS and AKTOS data are tab-delimited data files, you can also choose other programs like ACCESS or SPSS if you have them on your computer and prefer to use them for spreadsheets or data analysis.

**8. Save the data on your computer for your reference.** We suggest adding the date to the file name to remind you when you last downloaded data.

- a. The next time you download your data, the program will ask if you want to replace the existing data. Select “Yes.” This will not overwrite your previously saved Excel files if you have followed the above procedures. Each file is a complete set. For example, today you had 100 records downloaded to an Excel spreadsheet. Tomorrow, if you downloaded the records again, you would get the 100 records from yesterday plus any new records that we have received since then.
- b. Note that the client files are unencrypted except for the social security number which remains in the RDMC state encryption. Since these data include personal identifying information, please save the files according to your agency’s protocol for following HIPAA guidelines and protecting client data. You may want to discuss with your technical support staff the best way to ensure the data remain safe on your computer and/or network system.

**FINAL NOTES**

Now that you have downloaded data from your region onto your computer, you can sort, analyze, and manipulate it to fit your program’s needs. We will continue to write reports requested by the state that summarize statewide and regional data, but this will give you the opportunity to write your own reports and use the data to benefit your region and staff needs specifically. Refer to the handouts mailed to you with the password memo to understand how the variable names in the spreadsheet correspond to the questions asked in the KTOS and AKTOS PDA programs.

**The data are uploaded to the website every weekday morning by 9am.** Please note that the data are subject to change based on verification of records and consent forms. For example, records with expired or incorrect consent form dates or invalid client signatures will be marked invalid for follow-up and the locator data will be deleted each month. Clinicians also call and alert staff to fake or practice records that were completed and those records will be deleted as well.

**If you have questions or problems, please contact CDAR and we will do our best to assist you.**

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