

CJKTOS Client Information System

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

May 18, 2023



What is CJKTOS?

- The Criminal Justice Kentucky Treatment Outcome Study (CJKTOS) was implemented in April 2005 to examine the effectiveness of corrections-based substance use disorder 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.

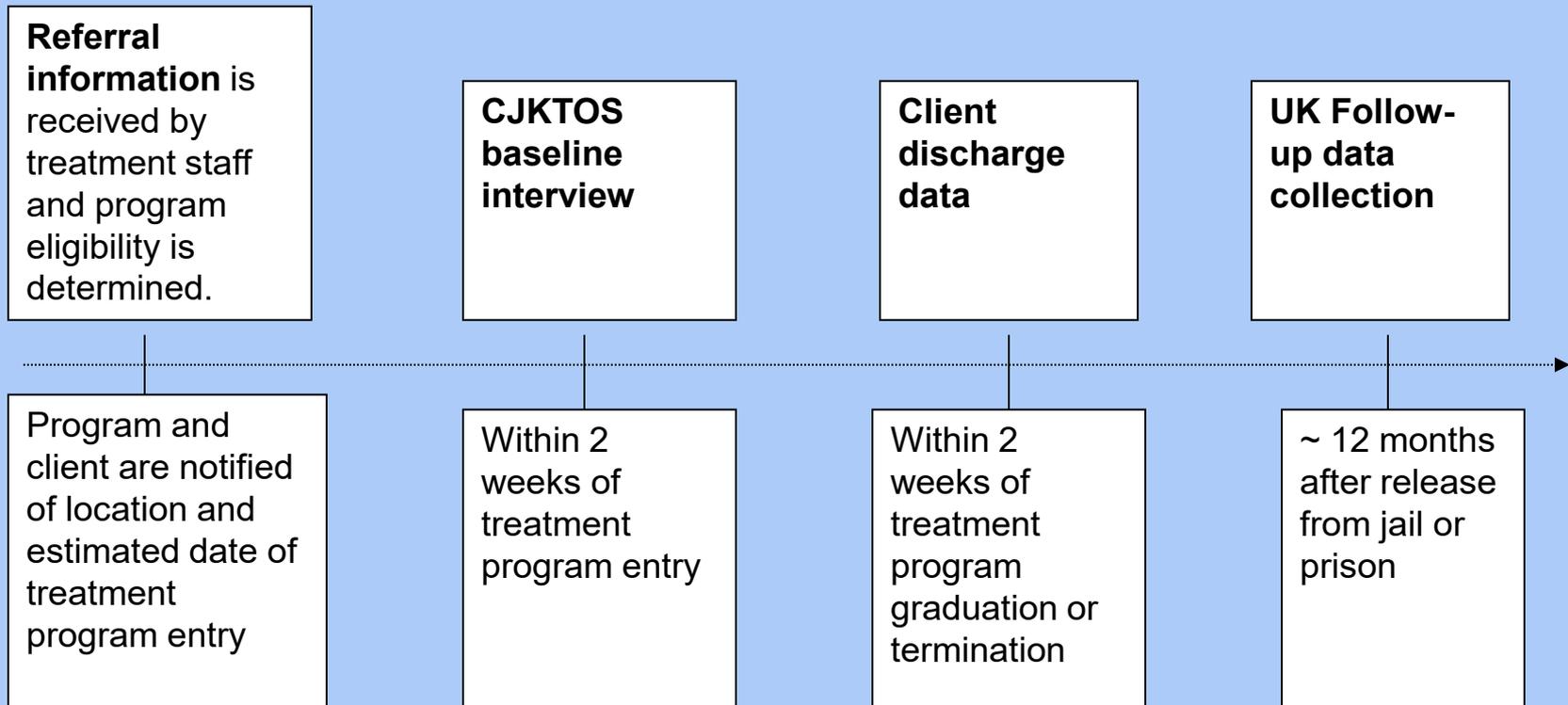
What will we learn from CJKTOS?

- Evidence that corrections-based substance use disorder programs achieve desired outcomes is necessary to ensure continued funding and support.
- **CJKTOS builds the data to support corrections-based substance use disorder 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 use disorder treatment programs in correctional institutes.

There are three parts to CJKTOS:

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 45 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

If you have any questions or trouble with anything in CIS, please reach out to CJKTOS Technical Assistance (cjktosta@uky.edu) anytime – we're happy to help!

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=site/login>. By logging in, you are accepting the terms of use for the website and its contents.

Center on Drug and Alcohol Research

Login

Home / Login

Login

Please fill out the following fields to login:

Username

Password

Remember Me

If you forgot your password you can reset it.

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 (cjktoasta@uky.edu)

Client Information System Navigation Tips

Once you have logged in, use the buttons and links within the Information Screen to move within client lists, to enter a new baseline, or to access project resources (consent forms or hard copies of the interview).



Center on Drug and
Alcohol Research

Clients

- Client List
- Enter a New Baseline Interview
- Enter a New Community (SSC) SAMAT Baseline

Project Resources

- PDF Intake Interview
- Printable Consent Form

Notifications & Alerts

No notifications at this time.

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



Home Screen – Sorting

When you login and select “Client List,” you will see all clients of your institution who have been entered. From here, you can sort in ascending or descending order by clicking the column header (entry date, UKID, first name, last name, birthday, SSN, inmate number, or provider first or last name). 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.

You can sort in ascending or descending order by just clicking on column header



Clients

Enter Baseline

Showing 1-20 of 517 items.

Entry Date	UKID	First Name	Last Name	Birthday	SSN	Inmate Number	Provider First Name	Provider Last Name	Site	Active
From <input type="text"/>	Blackburn Correctional Comple ▾	<input type="text"/>								
To <input type="text"/>										

Home Screen – Filter & Search

❖ When on the Client List page, you can search and filter by entering in relevant data in the **boxes below the column headers**.

- 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 or inmate number.

❖ 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.



Home / Clients

Clients

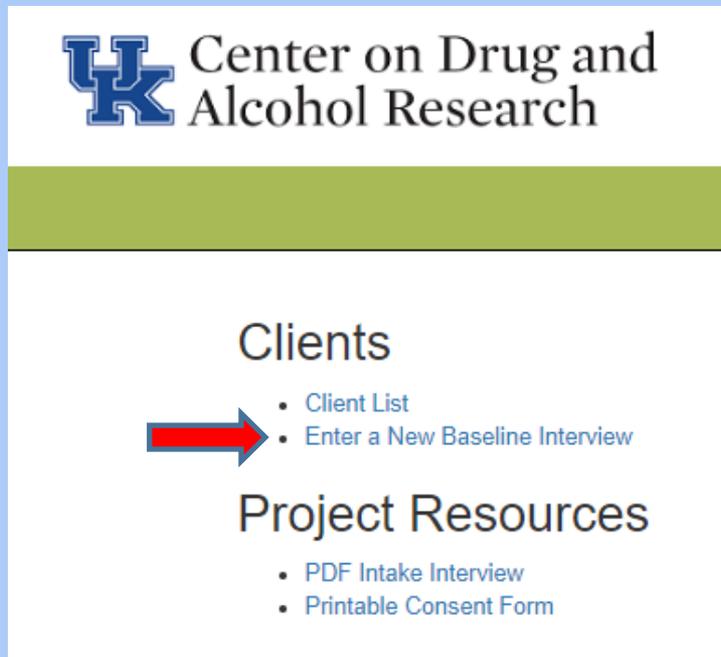
Enter Baseline

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Entry Date	UKID	First Name	Last Name	Birthday	SSN	Inmate Number	Provider First Name	Provider Last Name	Site	Active
From <input type="text"/>	Blackburn Correctional Comple <input type="text"/>	<input type="text"/>								
To <input type="text"/>										

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 Interview” link found on your home screen, or the “Enter Baseline” button on your Client List page.



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

Demographics

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

All client information is confidential (with identifiers stored separately from intake responses), is encrypted (or scrambled) such that only those with a specific key can read them, and can only be accessed by authorized staff. This information is used for matching service event data.

What is your program status?

- State Inmate (SAP)
- Parolee (SAP)
- Jail Diversion
- Parolee (CMHC)
- County Inmate (SAP)
- PSAP
- Probationer

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.
- 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.**

Criminal Justice Kentucky Treatment Outcome Study (CJKTOS)

SSN

Please enter your Social Security Number. (This is used for matching service event data. It is kept encrypted and accessed only by authorized study staff at the University of Kentucky.)

Enter 9 digits with no slashes or dashes.

Previous Next Resume later Exit and clear survey

Introduction to the Study

At the beginning of the baseline assessment, you will be asked to explain the CJKTOS study to the client in the “Introduction” section. Read them the text found on the screen below and click “Next ”to move on to the interview.

INTRODUCTION

The following questions are part of the Criminal Justice Kentucky Treatment Outcome Study or CJKTOS. CJKTOS is an important part of Kentucky’s plan to improve treatment for individuals with substance use disorder. CJKTOS involves collecting information from clients before and after treatment to gain insight into the treatment process and the individuals involved in treatment programs.

[CJKTOS is a confidential two part survey.](#)

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, and recovery support.

Part two is a phone interview about 12 months from release. 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 \\$30](#) from the University of Kentucky.

It is very important for you to know that all of your follow-up information is confidential. Your name will never be reported or even linked with the answers given in these surveys. When we write up reports they include overall findings about the entire group of participants, not individuals. We have a [Federal Certificate of Confidentiality](#) that prohibits us from even revealing information about a person under a court order. Your responses to these questions are well protected.

Your participation also helps improve future treatment for others and provides important information about the experiences of people in treatment for substance use disorder.

Follow-up Study

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

Explanation of Study

Part Two of CJKTOS is a second 30 minute telephone interview that takes place in about **12 months** post-release.

The **University of Kentucky** is responsible for interviews in **Part Two of CJKTOS**. When they call you for a follow-up phone interview, they remind you that this is part two of the “**UK Health Follow-up Study**.” The interviewers never reveal your identity or that you were in treatment for a substance use disorder. Clients who complete the **second half of the survey** are sent a “thank you” check for **\$30** from the University of Kentucky.

Remember, **all of your follow-up information is confidential**. Your name will never be reported by UK or linked with the answers given in these surveys. When reports are written, they include overall findings about the entire group of participants, not individuals. UK has a **Federal Certificate of Confidentiality** that prohibits revealing information about a person **even with a court order**. Your responses to these questions are well protected.

Please read over the consent form and decide if you'd be willing to complete Part Two of CJKTOS in about 12 months.

Previous

Next

Follow-up Study Consent Form

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

Consent Form

Corrections/Detention Consent to Participate In a Treatment Outcome Study

University of Kentucky Medical Center

Center on Drug and Alcohol Research

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 treatment program for substance use disorders in a correctional facility, local detention center, community custody or intensive outpatient program while under Kentucky Department of Corrections supervision. If you take part in this study, you will be one of about 4,000 people per year to do so. This research study is separate from your taking part in counseling services in the 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, who is a Professor at the University of Kentucky. Robert Walker, M.S.W., L.C.S.W., Dr. Carl Leukefeld, Erin McNeese Winston, M.P.A. and Jeb Messer also work with the study. Other professionals who work with the investigators as study staff may assist them or act for them.

WHAT IS THE PURPOSE OF THIS STUDY?

The purpose of this study is to gather information about substance use disorder and related mental health problems, employment, education, legal status, and previous use of health and treatment services. It is also for the purpose of evaluating the outcomes of the services that you receive.

WHERE IS THE STUDY GOING TO TAKE PLACE AND HOW LONG WILL IT LAST?

When you are being interviewed early in the admission to the treatment program for substance use disorders, your counselor will collect clinical information from you. Part of the information for this study will be collected during one of those interviews. The other part is collected approximately 12 months after your release from the correctional facility. We may contact you by telephone, or Wi-Fi audio (such as using Facebook), or videoconference (such as using Zoom) if you request, for a follow-up interview

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 \$30 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.

cause you get hurt or become ill as part of participating in this study. That cost will be your responsibility. Also the University of Kentucky will not pay for any wages you may lose if you are harmed by this study. Health care providers are not allowed to bill your insurance company, Medicare, or Medicaid for these costs without first getting permission. If you have questions about any aspect of evaluation-related costs, you should ask the insurer or party who covers the costs of your treatment. The party that covers these costs may be the state of Kentucky and your counselor can answer questions about this source of treatment funding.

WILL YOU RECEIVE ANY REWARDS FOR TAKING PART IN THIS STUDY?

If you are selected for participation in a 12-month follow-up interview, you will receive \$30.00. In order to get the \$30.00 you must take part in the follow-up interviews, and then payment will be mailed to you. If you choose to participate in any interview but do not complete the interview, your payment will be based on the time of participation. If you are invited and actually participate in a one-time voluntary study focus group, you will be paid an additional \$10.

WHAT IF YOU HAVE QUESTIONS?

Before you decide whether to participate in this follow-up study, please ask any questions that might come to mind now. Later, if you have questions about the study, you can contact the investigator, Dr. Michele Staton at 859-257-2483 or the Study Director, Erin McNees Winston at 859-257-1720. If you have any questions about your rights as a volunteer in this research, contact the staff in the Office of Research Integrity at the University of Kentucky at 859-257-9428 or toll-free at 1866-400-9428. We will give you a copy of this consent form to take with you.

WHAT ELSE DO YOU NEED TO KNOW?

This study is funded by the Kentucky Department of Corrections to better understand the treatment of substance use disorders in state-funded programs. You will be told if any new information is learned which may influence your willingness to continue taking part in this study.

By choosing the appropriate option below, the client agrees to being contacted by telephone in approximately 12 months following release for a follow-up interview.

 **!** Choose one of the following answers

- I agree to participation in the research study
- I do NOT agree to participation in the research study

? About one in five people are contacted for a second interview

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 including addresses, phone numbers, and emails.

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.

Follow-up Study Status

Thank you for agreeing to be in the follow-up study! The last part of the survey asks for some simple locator information that is important to help the UK Health Follow-up Study call you for the second interview. UK will use this information ONLY to locate you for a follow-up interview. Like all the rest of the responses you have just given, the locator information is stored encrypted in a password-protected file to which only approved study staff has access.

Please provide as much information as possible so that you can be contacted in 12 months following release for Part Two of CJKTOS, the UK Health Follow-up Study.

Please provide as much information as possible so that you can be contacted in 12 months following release for Part Two of CJKTOS, the UK Health Follow-up Study.

Client's address number and street name	<input type="text" value="123 Street Road"/>
Client's apartment number (if applicable)	<input type="text" value="100"/>
Client's city name	<input type="text" value="Lexington"/>
Client's state name	<input type="text" value="KY"/>
Client's zip code	<input type="text" value="40505"/>

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.

Thank you

Please click on the "Submit" button to record your answers

To print the answers of this baseline: Click on the "Submit" button. Your browser will be redirected to the CJTOS Client Information System. Log into the system and search for your client's name, SSN and/or date of birth. Then click on the "Baseline" link within the Reports column.

Previous

Submit



Discharging a Client

- Discharge data should be entered any time a client terminates or graduates from the treatment program
- Find the client that you would like to discharge using the filter and search options from your Client List page



Home / Clients

Clients

Enter Baseline

Showing 1-20 of 517 items.

Entry Date	UKID	First Name	Last Name	Birthday	SSN	Inmate Number	Provider First Name	Provider Last Name	Site	Active
From <input type="text"/> To <input type="text"/>	Blackburn Correctional Comple <input type="text"/>	<input type="text"/>								

Discharging a Client

- Once you have found your client, scroll down the client's page and select the **“Start SAP Discharge”** link and follow the prompts.



Client Survey Data

CJKTOS SAP Treatment		
<i>Baseline Interview</i>	Survey completed: 05/16/23 Narrative Report	Reset Record
<i>Discharge</i>	Start SAP Discharge	
<i>CJKTOS 12-month Follow-up</i>	Start CJKTOS 12-month Follow-up	



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 scroll down until you see the “**Narrative Report**” or “**Discharge Report**” links.
- When you click the link, you will be directed to a different page where the report will begin generating. It may take a minute or two to load.
- When complete, you will be provided with a link to download and save the client’s narrative report.



Client Survey Data

CJKTOS SAP Treatment

<i>Baseline Interview</i>	Survey completed: 11/04/21	Narrative Report ←
<i>SAP Discharge</i>	Survey completed: 05/17/23	Discharge Report ←

Summary

Using the CJKTOS Client Information System (CIS), 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:

cjktosta@uky.edu