

# 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*



# 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.

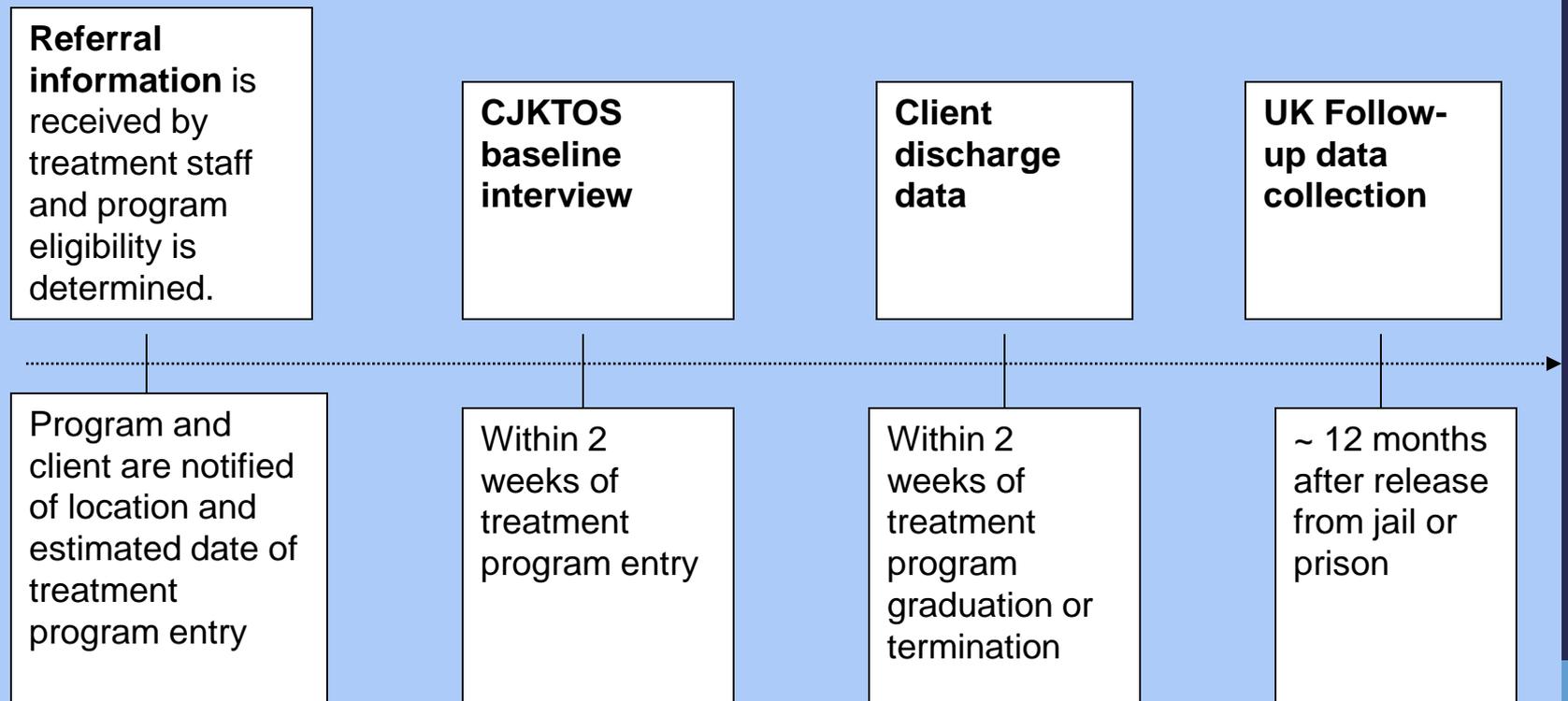
# What will we learn from CJKTOS?

- 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.

## There are three parts to CJ-KTOS:

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

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Center on Drug and  
Alcohol Research

CJKTOS  
Client Information System

Enter a New Baseline Login

[Home](#) » [Login](#)

## Login

Please fill out the following form with your login credentials:

*Fields with \* are required.*

Username \*  
erwinston

Password \*  
\*\*\*\*\*

Login

### CJKTOS Client Information System Terms of Use

By logging on and accessing the CJKTOS Client Information System, 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 assessment.
3. 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 Project Director Erin Winston ([ermcne0@uky.edu](mailto:ermcne0@uky.edu), 859-257-1720)  
and/or Principal Investigator Michele Staton-Tindall ([mstindall@uky.edu](mailto:mstindall@uky.edu))

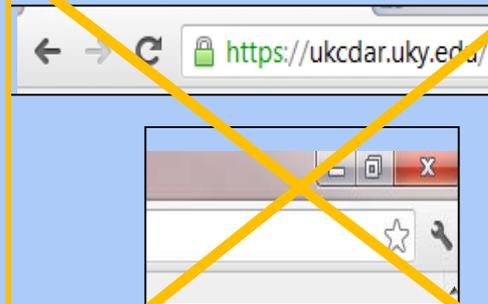
Powered by  
CDAR Records  
Display Platform

# 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.

The screenshot shows the UK University of Kentucky CJKTOS Client Information System interface. The header includes the UK logo and the text "UNIVERSITY OF KENTUCKY Center on Drug and Alcohol Research" and "CJKTOS Client Information System". A navigation bar contains links: "Client List", "Enter a New Baseline", "User Management", "Account Settings", and "Logout (ewinston)". Below the navigation bar, the page title is "Home > Client List". The main content area is titled "All Clients with Completed Baselines" and includes instructions for using filter fields and search options. At the bottom, there is a table header with columns: "Baseline Submission Date", "UKID", "Inmate Number", "First Name", "Last Name", "SSN", "Birthdate", "Provider Name", "Discharge Status", "Discharge Submission Date", "Site", and "Reports".

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





# 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.

The screenshot displays the CJKTOS Client Information System interface. At the top left is the University of Kentucky logo and the text 'CJKTOS Client Information System'. Below this is a navigation bar with links: 'Client List', 'Enter a New Baseline', 'User Management', 'Account Settings', and 'Logout (ewinston)'. The main heading is 'All Clients with Completed Baselines'. Below the heading is a search instruction: '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.' There are four links: 'Advanced Search', 'Incomplete Baselines', 'Clients Active In Program', and 'Clients Discharged'. A 'Clear Filters' link and 'Displaying 1-10 of 353 result(s)' are also present. A table with the following headers is shown: 'Baseline Submission Date', 'UKID', 'Inmate Number', 'First Name', 'Last Name', 'SSN', 'Birthdate', 'Provider Name', 'Discharge Status', 'Discharge Submission Date', 'Site', and 'Reports'. A red box highlights the search filter area below the table headers, which includes 'From' and 'To' date pickers, a dropdown menu for 'Discharge Status' (set to 'Willow (Women Invest)'), and a search input field.

# 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.

**UK UNIVERSITY OF KENTUCKY**  
Center on Drug and Alcohol Research

**CJKTOS Client Information System**

[Client List](#) | [Enter a New Baseline](#) | [User Management](#) | [Account Settings](#) | [Logout \(ewinston\)](#)

[Home](#) » [Client List](#)

## All Clients with Completed Baselines

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.

[Advanced Search](#) | [Incomplete Baselines](#) | [Clients Active In Program](#) | [Clients Discharged](#)

[Clear Filters](#) Displaying 1-10 of 353 result(s)

Baseline Submission Date	UKID	Inmate Number	First Name	Last Name	SSN	Birthdate	Provider Name	Discharge Status	Discharge Submission Date	Site	Reports
From <input type="text"/>	From <input type="text"/>	Willow (Women Invest)									
To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	To <input type="text"/>		

# 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

**ADULT KENTUCKY  
TREATMENT OUTCOME STUDY**

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**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.

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**What is your program status?**

Inmate (SAP)

Parolee (SAP)

Jail Diversion

Parolee (CMHC)

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**The name of the client answering the survey is:**

Client's name	First Name	Last Name
	<input type="text"/>	<input type="text"/>

# 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:

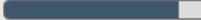
- After completing a question page, always click **“Next”** to advance to the next set of questions.
- If you need to go back to correct a previous answer, click the **“Previous”** button (never the browser “Back” buttons).
- If you need to stop the survey, you can click **“Resume Later”** and finish 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.**

The screenshot displays a survey interface with several sections. The top section is a list of offenses with checkboxes: Arson, Rape, sodomy, or sexual abuse, Homicide/manslaughter, Prostitution, Contempt of Court, Driving while intoxicated, Other major driving violations (reckless driving, speeding, no license, etc.), Tampering with physical evidence, Fleeing and evading, and Other: [input field]. Below this are two dropdown menus: 'What is your county of conviction?' and 'At which institution will the client be receiving substance abuse treatment?'. The next section is 'Clinician or staff person's name helping the client fill out the CJKTOS survey:', which includes input fields for 'First Name' and 'Last Name', and a label 'Clinician's Name'. A red arrow points to the 'Exit and clear survey' button at the bottom center. A green arrow points to the 'Resume later' button on the left. A purple arrow points to the 'Previous' button on the right. A grey arrow points to the 'Next' button on the right. A small information icon is visible next to the text 'This is the name of the person giving the survey, not the person taking it.'

# 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

## ADULT KENTUCKY TREATMENT OUTCOME STUDY

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### Explanation of Study

Part Two of CJKTOS is a 20 minute telephone interview that takes place in about 12 months following 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 substance abuse treatment. Clients who complete the second half of the survey are sent a “thank you” check for \$20 from the University of Kentucky.

Remember, all of your 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.

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

[Resume later](#) [← Previous](#) [Next →](#)

[Exit and clear survey](#)

# Follow-up Study Consent Form

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

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TREATMENT OUTCOME STUDY**

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**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.

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 abuse 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.

**FOLLOW-UP CONDITIONS**

I also understand that 12 months post-release, when the University is contacting me for a follow-up interview, I may be living in a treatment facility, institution, or prison. I consent to being contacted in any of these facilities if the University has located me for an interview.

**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

[Resume later](#) [Previous](#) [Next](#)

[Exit and clear survey](#)

# 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.

**ADULT KENTUCKY  
TREATMENT OUTCOME STUDY**

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Follow-up Study Status

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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"/>
Client's apartment number (if applicable)	<input type="text"/>
Client's city name	<input type="text"/>
Client's state name	<input type="text"/>
Client's zip code	<input type="text"/>

# 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

**ADULT KENTUCKY  
TREATMENT OUTCOME STUDY**

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Thank you

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**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 CJKTOS 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.

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# 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

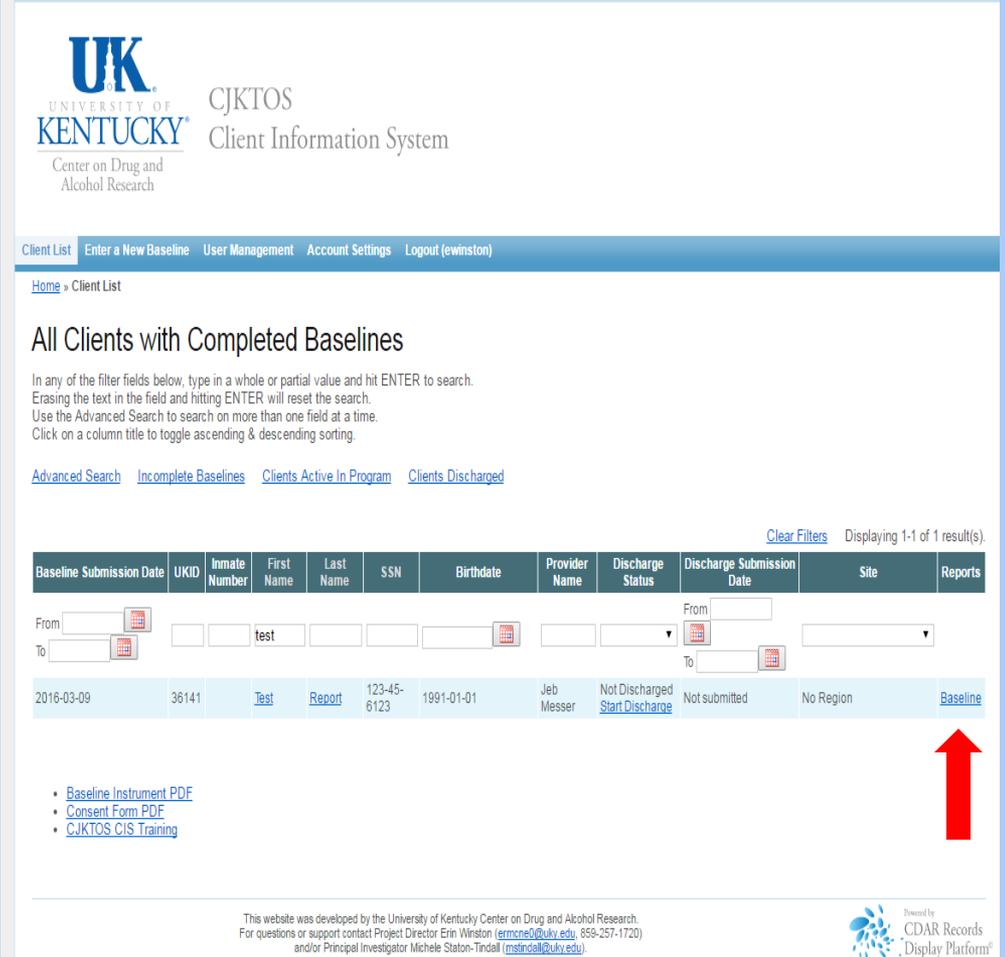
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Baseline Submission Date	UKID	Inmate Number	First Name	Last Name	SSN	Birthdate	Provider Name	Discharge Status	Discharge Submission Date	Site	Reports
2016-03-09	36141		test		123-45-6123	1991-01-01	Jeb Messer	Not Discharged <a href="#">Start Discharge</a>	Not submitted	No Region	<a href="#">Baseline</a>

Below the table, there are links for 'Baseline Instrument PDF', 'Consent Form PDF', and 'CJKTOS CIS Training'. At the bottom, there is a footer with contact information for the University of Kentucky Center on Drug and Alcohol Research and the CDAR Records Display Platform.

# 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



The screenshot displays the CJKTOS Client Information System interface. At the top, the University of Kentucky logo and 'CJKTOS Client Information System' are visible. Below the navigation bar, the page title is 'All Clients with Completed Baselines'. A search instruction is 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 field at a time. Click on a column title to toggle ascending & descending sorting.' Below this, there are links for 'Advanced Search', 'Incomplete Baselines', 'Clients Active In Program', and 'Clients Discharged'. A table with columns: 'Baseline Submission Date', 'UKID', 'Inmate Number', 'First Name', 'Last Name', 'SSN', 'Birthdate', 'Provider Name', 'Discharge Status', 'Discharge Submission Date', 'Site', and 'Reports' is shown. The first row contains data for a client with UKID 36141, last name 'test', SSN 123-45-6123, birthdate 1991-01-01, provider 'Jeb Messer', and discharge status 'Not Discharged'. The 'Reports' column for this client has a link 'Baseline' highlighted with a red arrow. Below the table, there are links for 'Baseline Instrument PDF', 'Consent Form PDF', and 'CJKTOS CIS Training'. At the bottom, there is a footer with contact information and logos for CDAR Records and Display Platform.

Baseline Submission Date	UKID	Inmate Number	First Name	Last Name	SSN	Birthdate	Provider Name	Discharge Status	Discharge Submission Date	Site	Reports
2016-03-09	36141		test		123-45-6123	1991-01-01	Jeb Messer	Not Discharged <a href="#">Start Discharge</a>	Not submitted	No Region	<a href="#">Baseline</a>

# 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:

Erin McNees Winston

[erin.mcnees@uky.edu](mailto:erin.mcnees@uky.edu)

859-257-1720