Kentucky Substance Abuse Treatment Outcome Study
Data Collection Instructions

KTOS v5
Adult Instrument for Ages 18-99

AKTOS v3
Youth Instrument for ages 12-17

Written by the Center on Drug and Alcohol Research
on Behalf of the
Kentucky Department for Mental Health & Mental Retardation
Division of Mental Health and Substance Abuse
100 Fair Oaks Lane
Frankfort, Kentucky 40621

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KENTUCKY SUBSTANCE ABUSE TREATMENT OUTCOME STUDY

PROJECT STAFF

University of Kentucky Center on Drug and Alcohol Research
915B South Limestone
Lexington, KY 40536-9824
Main Office: 859-257-3192
Fax: 859-257-9070

Robert Walker, Principal Investigator

Carl G. Leukefeld and TK Logan, Co-Investigators

Erin Stevenson, Study Director

Tom Jackson, Systems Administrator and Programmer

Jeb Messer, Programmer

Allison Mateyoke-Scrivner, Research Coordinator

Julie Brock, Administrative Assistant

Jackeline Morales, Marley Stiltner, and JoAnna Ohlendorf, Follow-up Study Staff

Jennifer Cole, Graduate Research Assistant

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KENTUCKY TREATMENT OUTCOME STUDY BASELINE SURVEY:

FREQUENTLY ASKED QUESTIONS

Which clients should participate in KTOS?

Kentucky state law requires all state funded substance abuse programs collect data for the Kentucky Substance Abuse Treatment Outcome Study (KTOS). Any client who enters substance abuse treatment should be considered for inclusion in the data collection. If a client is 18 years of age or older, he or she should complete the KTOS PDA program. If the client is between the ages of 12-17 years, he or she should complete the AKTOS PDA program.

KTOS does not apply to clients who are referred to centers for DUI assessment or education services or to clients who are receiving detoxification services only. However, if a client enters a residential program for treatment and detoxification is the first phase of treatment, the KTOS baseline survey should be completed. (The program could collect the data after detoxification is complete and within 72 hours of beginning residential treatment.) Likewise, KTOS should be used with DUI clients who give consent and who are receiving substance abuse treatment in outpatient, residential or other settings.

When should KTOS be completed with the client?

The KTOS baseline survey is completed by clinicians during intake interviews with clients. State regulations provide up to three visits in outpatient settings and three days (72 Hours) in residential programs for KTOS to be completed. Outpatient clinicians should complete KTOS during the three intake visits leading to a treatment plan.

How often do clients need to have KTOS baselines completed?

First, it is important to remember that the KTOS baseline survey should only be used to collect information on clients at their admission into treatment. Secondly, the KTOS baseline is anchored in the most recent admission in the year with some exceptions. If a client has already completed the KTOS baseline survey within the past 60 days, there is no need to complete another KTOS baseline. Since clinicians may not know for sure if the client has already had the KTOS data collected, it may be wisest to complete one if there is doubt about whether the data has been collected. If a client has been in treatment even briefly, drops out, then re-enters treatment, a new KTOS will not need to be completed if the re-entry into treatment is within 60 days of the first data collection. If it has been longer than 60 days, then it is best to consider this a new treatment episode.

How should KTOS be completed?

The recommended way to complete KTOS is for staff to ask the questions as they appear in the PDA program in an interview setting and record the client's answers on the PDA. The PDA program has automatic checks that will help keep answers consistent and will prompt for corrections if answers conflict (i.e., the client says they were arrested 2 times in the past year, but 3 times for DUI).

Why is it important for clinicians to collect accurate data?

Data collection requires attention to detail if the data are to be meaningful. Careful and accurate collection of data has many important consequences for the treatment centers. First, carefully collected KTOS baseline information can yield rich data about types of drugs being used by clients in the treatment region or county to use for planning.

Second, careful attention to the follow-up study locator information means a greater likelihood of contacting clients 12 months after treatment. Reliable contact names and telephone numbers are very important in being able to reach clients for their follow-up interviews. High rates of poor locator information result in large numbers of cases being deleted from the follow-up study.

What about confidentiality of client information?

The University of Kentucky Center on Drug and Alcohol Research has obtained a **Certificate of Confidentiality from the U.S. Department of Health and Human Services.** This Certificate ensures that client-identifying data cannot be disclosed to law enforcement or other state government agencies – even if court ordered. This means that even if a court, using the standard procedures for obtaining client records under the Kentucky privileged communications statutes, cannot obtain identifying records on any client who consented to participate in the follow-up study. While the Certificate is not an absolute assurance of confidentiality, it provides a very robust assertion of Federal law governing privacy rights of research subjects.

In addition, the PDA program automatically encrypts all data as it is entered into the PDA, including client identifying data such as social security numbers, in order to protect the client. All data are collected via a secure modem connection with a phone line and sent directly to a password protected server at UK. The data are kept on password protected computers or in locked file cabinets and can be accessed only by authorized KTOS staff.

What information from KTOS is sent to the state or Federal Government?

No information from the KTOS study is sent to the Federal Government. The only data that is sent to the Federal Government is the TEDS data (Treatment Episode Data Set) and it includes no personal identifying information. It consists of admissions, discharges and transfers without any client identifying data. The faculty and staff of the University of Kentucky who are designated to work on the study analyze the KTOS data. The faculty and staff of the College of Pharmacy, Research and Data Management Center (RDMC) that handles the state's TEDS information and all Client Data Sets also have access to the data.

How should questions be asked?

Data collection instruments are supposed to be read exactly as written. The KTOS items can be read to clients in a way that they understand by using probes, or slight re-wording if the client fails to understand the original question. While this remains a major challenge to the reliability and validity of research instruments, cultural and cognitive differences in clients sometimes mean that the specific language of a question cannot be understood. Skillful interviewing means the use of culturally appropriate terms and ways of asking clients about their behavior. However, it is a best practice to do this a little as possible and to adhere to the text of the instrument as much as possible.

What questions are included in the KTOS instrument?

The KTOS baseline survey instrument includes questions developed by SAMHSA's Center for Substance Abuse Treatment (CSAT) that make up the GPRA (Government Performance Results Accountability) instrument, the Addiction Severity Index (ASI), and from the WHOQOL-100 instrument. The KTOS instrument adds past 12-month substance use measures and questions about treatment experiences such as attendance at self-help groups and expectations for reduced drug or alcohol usage.

BASIC TIPS & TROUBLESHOOTING:

USING PDAS FOR DATA COLLECTION

HOW DO I TURN ON THE PDA?

- **To turn on the PDA**, flip open the cover and **press the button** on the top of the PDA once.
- **To turn off the PDA**, press the same button once.

THERE IS NO KEYBOARD. HOW DO I ENTER INFORMATION ON THE PDA?

- **PDA SCREENS ARE TOUCH SENSITIVE**
- Pull out the **stylus** from the slot at the *top right hand corner* of the PDA to use when tapping the screen icons. You can run your thumb up the right side of the PDA and feel the edge of the stylus.
- **LIGHT TAPS** are all that are required for the screen to respond. **Heavy taps will permanently DAMAGE or PUNCTURE the screen.** If you are having problems, call us! We are here to help with even the smallest questions or problems.

WHY DOES IT SAY "SYSTEM LOCKOUT" WHEN I TURN ON THE PDA?

- SYSTEM LOCKOUT means the PDA is locked until you enter your password.
- You must enter your password every time you turn on the PDA for security purposes. **Please do not change these passwords** as they also allow the server PC to recognize your PDA when you send in your data through the modem.

WHEN DO I RECHARGE THE PDA BATTERY?

- Recharge your PDA daily in order to keep the battery fully charged.
- To recharge the PDA, either **plug the AC adapter into the bottom of the PDA (TungstenE or E2) or attach the PDA onto the charger base unit (M130).** When it is turned on while charging, you will see a lightning bolt at the top of the screen indicating that it is in fact charging.
- Be sure that the adapter is plugged into a wall outlet or power strip (and make sure the power strip is in fact turned on.)
- It is a good idea to store the PDA plugged into the charger so that it **recharges daily.**
- If you leave the M130 or Tungsten E PDAs **uncharged, they will eventually lose all power and erase all programs and DATA** on the PDA. If you have let this happen (you'll know it has probably happened if the screen stays black and won't turn on), call us. We will help you restore the programs, though we CANNOT retrieve any LOST RECORDS or DATA due to this error.

HOW DO I START A DATA COLLECTION PROGRAM?

- To start a data collection program, **tap** the screen picture that says **"UK KTOS" or "AKTOS" depending on the age of your client.**
- If the icon you want does not appear on your screen, **tap the picture of the house** on the bottom left of the screen until you see the icon appear in the menu.
- If you are **at a screen that is unfamiliar or you have gotten into a program by mistake** that you don't want to be in, tap the house picture until you come back to the main screen with the KTOS icons on it.

WHAT ELSE SHOULD I KNOW ABOUT USING THE PDA PROGRAM?

- Be careful to touch only images on the gray screen. Touching buttons **below the screen** may take you out of the program. You will lose what you have entered and have to start over again.
- **After entering a response** – tap the word **Next** on the bottom right hand corner of the screen.
- To leave KTOS without completing a record, tap the word **Exit** at the bottom center of the screen. This will delete everything you have entered on that specific client record.
- To go back a screen, tap the word **Last or Back** at the bottom left corner of the screen – **NOTE:** Going back to a question erases **that** question's response.
- To view a list of answer choices, tap the upside down triangle ▼ if it appears in a question. Tap on the chosen response to select it.
- To scroll to the bottom of a list of numbers or words in a list, place your stylus on the right side of the bar of numbers or words and **slide the stylus down to the bottom of the screen.**
- To put a space between words entered on the keyboard, tap on the (⎵) symbol on the keypad.
- You will know you have completely entered a record and saved it to the PDA when the final screen comes up which says "thank you" and the program goes **back to the home screen** on the PDA.

WHAT IF I GET INTERRUPTED WHILE ENTERING DATA ON THE PDA?

- The PDA will not turn itself off while you are entering a record as long as you return to the PDA **before** the battery has drained to 5% or less and enter the rest of the record. If you have not been keeping your battery recharged, the program will automatically shut down when it gets below 5% charge and you will lose any unfinished records.

- A program on your home screen called **"SetAutoOff"** monitors how long your PDA stays on before closing to save battery power. You can open this program from the main menu and select 20-30 minutes in order to increase the amount of time the PDA will stay on as long as it has battery power.

HOW DO YOU KNOW WHOSE PDA HAS SENT DATA TO THE OFFICE?

- There is a built in code that transmits the PDA's I.D. number along with each client record so that we can track which PDA sent data each time.
- You can check if your data were received on the website at http://cdar.uky.edu/ktos under PDA records. Look for the ID number on the back of your PDA and it will show the number of records you have uploaded into the system. This site is updated daily by 9am.

HOW DO WE KEEP DATA CONFIDENTIAL ON THE PDA?

- Password protection on the PDA automatically requires you to enter a password every time you turn on the PDA. This allows you to safely store data on the PDA until you send it to CDAR.
- The PDA erases records off the PDA once they have been uploaded. The PDA also encrypts all data as it is entered into the PDA including the social security number and signature.

I AM ON AN UNFAMILIAR SCREEN. HOW DO I GET BACK TO THE MAIN MENU?

- Tap the picture of a house on the bottom left-hand side of the PDA. It will take you back to the main screen with the KTOS and AKTOS icons.

HOW DO I CORRECT A MISTAKE ON THE SIGNATURE LINE IN THE CONSENT BOX?

- The signature must be inside the box for the consent to be entered correctly.
- Tap the box marked CLEAR and the box will erase the signature. At that point, the client can sign again.

RESETTING THE PDA WHEN YOU GET A "FATAL ERROR" MESSAGE OR THE PDA IS STUCK OR FROZEN

SOFT RESET

A soft reset is similar to restarting a desktop computer. Soft resets usually do not affect your personal data on your device, unless your battery is very low. **If you see battery warnings, charge your batteries immediately even if there is an error message onscreen!**

1. Using an unfolded paper clip, or the reset tool you can unscrew from the top of your stylus, firmly press the tool inside the **RESET** button hole on the back panel of the PDA.

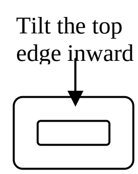
2. All data on your device should be retained. If you do lose data after a soft reset, you may have a more serious issue with your hardware that requires a repair.

3. After a soft reset, the Welcome screen appears, followed shortly by the General Preferences screen (to set time and date). Always choose to **Activate** your former settings if you are prompted with this question.

4. If a soft reset does not resolve your problem, try the system or warm reset described below.

SYSTEM (WARM) RESET

A system reset tells your device to stop what its doing and start over again, bypassing any system extensions. This can help you with "boot loop" errors, and let you remove any recently installed third-party applications that might be causing the problem. **It will NOT erase your data** if performed correctly.



1. Press and hold the UP part of the rectangle button on the front bottom of the PDA. Push in only the top part of the button - not the center or sides.

2. While holding the UP button, use an unfolded paper clip, or the reset tool that can be unscrewed from the top of your stylus, firmly press the tool into the hole on the back of your PDA labeled **RESET**.

3. The Palm Computing Platform screen will appear. **Don't Release the UP button until you see the PDA light up**. Always choose to **Activate** your former settings if you are prompted with this question.

4. If a warm reset does not resolve the problem, please call the KTOS office for additional assistance.

Derived from PalmOne website: http://kb.palmone.com - Solution ID# 887

HOTSYNCING:

INSTRUCTIONS ON SENDING DATA TO UK-CDAR

SENDING PDA DATA USING THE INFRARED (IR) MODEM

1. Plug your phone line into the **IR modem** so that one end of the line hooks into the wall jack and the other end of the line hooks into the modem
    - Use a **single analog line only**. Digital lines will fry the modem! If you are unsure, ask *your* technical support staff.

2. Turn on the IR modem by pressing the button marked "**ON**." The modem needs to be plugged into an electrical outlet to be turned on. A green light comes on to let you know it is active.

3. Make sure the switch on the back of the modem is flipped to "**IR**."

4. Flip the cover of the PDA over, turn on the PDA, and enter your password.

5. Set the **PDA down on the table facing the modem** so that the infrared sensor on the modem is facing the infrared sensor on the PDA.

6. Tap the icon on the PDA home screen labeled "HotSync."
    - A screen pops up which has a picture of circling arrows.
    - Make sure the word "Modem" above the picture is highlighted.
    - It should say either "IR to Phone" or "IR Modem" below the picture and list the phone number to dial as "18663051719" (or "9,18663051719" if you need a 9 to dial out).

7. To send data, tap the circling arrows picture. The PDA will automatically dial the toll-free CDAR office number and send any KTOS data that is on the PDA.

8. If the message "Error: modem not found" appears, realign the modem and PDA to make sure the infrared sensors are lined up. Then try HotSyncing again.
    - You may need to prop up the PDA a little bit or take it out of its case in order to get the sensors lined up correctly.

9. You will know the PDA is completed with the sending process when it says **"HotSync operation complete"** at the top of the PDA screen.

10. To leave the HotSync screen, simply **tap the House picture** and you will be taken back to the home screen.

11. The program will automatically update itself during these HotSync sessions. Do not unplug the modem until the main KTOS home screen reappears or the PDA screen message says the session is completed.

SENDING PDA DATA USING THE BLUETOOTH MODEM

1. **Plug in** the Bluetooth modem to an AC outlet using the enclosed adaptor.

2. **Turn the modem on** using the small black button on the back of the modem.

3. Plug in a **phone or fax line** to the connection on the back of the modem labeled “line.” Make sure the other end of the phone/fax line is connected to a phone/fax wall outlet.

4. Turn on the PDA and enter your password.

5. Tap on the HotSync icon on your PDA.

6. Check your settings to make sure you are ready to use the Bluetooth modem.
    a. Make sure that **“Modem”** is highlighted.
    b. Bluetooth or Bluetooth modem should be listed below the circling arrows picture.
    c. The phone number on the bottom of the screen should read **18663051719** (or 9, 18663051719 if you need a 9 prefix to dial out of your phone system).
    d. **If you need to add the 9** to dial out on your phone system, tap on the phone number at the bottom of the HotSync screen. Another screen appears titled “Phone Setup.” Tap on the checkbox next to “Dial prefix: 9.” If there is a check in the box, it will dial 9 when you HotSync. If you remove the check mark, it will not dial 9 when you HotSync.
    e. Tap “OK” to go back to the HotSync screen.

7. **To send your data, tap on the circling arrows picture**. The modem will automatically connect to the Bluetooth modem.

8. You will know the PDA is completed with the sending process when it says **“HotSync operation complete”** at the top of the PDA screen.

9. To leave the HotSync screen, simply **tap the House picture** and you will be taken back to the home screen.

10. The program will automatically update itself during these HotSync sessions. Do not unplug the modem until the main KTOS home screen reappears or the PDA screen message says the session is completed.

11. If you get an error message, make sure the modem is plugged in correctly and recheck your settings using the instructions listed above.

12. If the modem still does not work, call UK CDAR and we will be glad to help you!

SENDING PDA DATA USING THE PALM MODEM

1. **Attach the PALM MODEM** package to the back of your PDA until it clicks into place.
2. Turn on the PDA and enter your password.
3. **Unplug the phone line** from the base of your phone or fax machine and **plug it into the socket on the modem**. **Leave** the other end of the phone line **attached to the wall jack.**
   - Use a **single analog line only**. Digital lines will fry the modem! If you are unsure, ask your technical support staff.
4. Tap the icon on the PDA home screen labeled "**HotSync**."
   - A screen pops up which has a picture of circling arrows.
   - Make sure the word "Modem" above the picture is highlighted.
   - It should say "PALM Modem" below the picture and list the phone number to dial as "18663051719" (or "9,18663051719" if you need a 9 to dial out).
5. When you are ready to send data, **push the button** on the bottom of the **PALM MODEM** with the **circling arrows**.
6. The PDA will automatically dial the toll-free CDAR office number and send any KTOS data that is on the PDA.
7. If the message "Error: modem not found" appears, reattach the modem to your PDA to make sure it has clicked securely into place. Then try HotSyncing again.
8. You will know the PDA is completed with the sending process when it says **"HotSync operation complete"** at the top of the PDA screen.
9. To leave the HotSync screen, simply **tap the House picture** and you will be taken back to the home screen.
10. The program will automatically update itself during these HotSync sessions. Do not unplug the modem until the main KTOS home screen reappears or the PDA screen message says the session is completed.

COMMON QUESTIONS ABOUT HOTSYNCING DATA

How do I know if the records I entered have been sent from the PDA by modem?

You can check to see that all data have been sent by opening the KTOS or AKTOS program. On the first screen, the number (#) of records to upload should be $\boxed{0}$. If you have records to upload, there will be a number indicating how many records are on the PDA. The HotSync screen will also read "HotSync operation complete" when data are completely sent through the modem.

When should data be HotSynced?

Everything should be HotSynced by at least the first day of the month following the month being reported. You should HotSync your PDA at least twice a month in order to obtain updates from that affect the programs on your PDA. Remember, the HotSyncing process is two-way – UK sends updates as needed to keep your program and PDA running smoothly and you send completed data to UK. HotSync your PDA even if it does not have any data on it in order to keep it updated.

When I try to send records using the modem, I get an error message. What do I do?

Try the following to see if it corrects your problem:

- Is the modem securely attached to the PDA if you have a **Palm modem**? It should not be loose. Try wiggling it gently to make sure it is secure, or detach and then reattach the modem.
- Are the infrared transmitters lined up correctly if you have an **infrared modem**? Try realigning them before resending data.
- Is the phone line plugged into the bottom of the modem and also attached to a phone jack?
- Are you using a single analog phone or fax line? Multiple lines or digital lines do not transmit KTOS data. Check with your technical support staff if you are unsure about your lines.

If you continue to get an error message or are unable to send records with the modem, CALL US immediately and we will gladly help you.

BASELINE DATA COLLECTION SURVEY
KTOS VERSION 5 & AKTOS VERSION 3

This outline follows the structure of the KTOS and AKTOS PDA programs. Before you start reading the questions to the client and entering responses, it is good practice to explain to the client what you are doing and why are you asking them these questions. Remind them that this information is part of a state mandated outcome study that helps to improve treatment for clients like themselves. Their information is completely confidential and is encrypted upon entry into the PDA.

The opening screen of each program shows you:

- how many completed records are waiting for you to HotSync,
- the current date and time and your battery level, and
- the current consent form date on your PDA (if this is either expired or doesn't match the date on your paper consent forms, you need to HotSync your PDA before proceeding to download the correct date).

You may tap "Exit" and leave the program without going any further.

DATA SAFETY

Many clients have concerns about the safety of the information requested in the KTOS and AKTOS surveys. We understand that confidentiality can be a concern for clinicians and clients. Explain to the client that the PDA program automatically encrypts all the data once it is entered. This data remains encrypted and only authorized staff with special access are allowed to view the unencrypted files.

Another measure of security comes from the DHHS **Certificate of Confidentiality which** assures a high degree of confidentiality of identifying information. This certificate protects records against being released even with a court order. Federal law (45 CFR Part 2) also protects the confidentiality of the data and this includes disclosures to law enforcement, the courts, licensure boards or other public agencies. Only aggregate data (collective information on the total population or sample) without any identifiers are released to the public and to other agencies.

SUMMARY OF THE INSTRUMENT QUESTION FORMAT

The data collection program starts with basic demographic information about the clinical staff person collecting the data and the client including items such as name, date of birth, race/ethnicity, gender, and social security number.

The demographics also include the treatment facility NSSATS or site number. If you do not have a site number or do not know what it is, please contact the **Division of Substance Abuse in Frankfort to obtain a number (502) 564-3487.** Data that contain an incorrect site number will be deleted from the dataset since it cannot be attributed to any region or program. Please be extra careful that you put in the right site number. You can also check site numbers on the state webpage at http://mhmr.ky.gov/sa/treatment/files/DTX.asp

The remaining sections of question in the instrument include the following topics:

- Education and Employment
- Time Spent in Controlled Environments (Hospitals, Jails, Prison, Treatment)
- Physical Health
- Substance Use
- Legal Involvement
- Living Situation

- ✶ Abuse History
- ✶ Emotional Health
- ✶ Recovery Supports

The instrument is designed to be self-explanatory and includes clarifications for questions on the PDA screen as you go through the program. Simply read the questions and record the client's responses.

KTOS & AKTOS 12 MONTH FOLLOW-UP SURVEY

At the end of the instrument, clients who have agreed to participate in the 12 month follow-up study will be asked to provide locator information so UK can contact them. This information includes two other people who may know where the client is in 12 months and can help UK find the client for the interview. The more information you provide, the better.

Please explain the 12-month follow-up study to the client and ask if he/she is interested in participating in the study. You will obtain informed consent from the client to participate and have him/her sign on the PDA screen. No paper work is necessary. Just give a copy of the paper consent form to the client to keep for their records.

TIPS ON HOW TO OBTAIN INFORMED CONSENT

The consent process is defined by Federal law and the University of Kentucky Institutional Review Board. Clinicians should go over the items in the consent form with the client and make sure the client understands and is willing to participate in the follow-up study. It is important to cover the key elements of the consent:

(1) The purpose of the study;

(2) The procedure for data collection;

(3) The risks and benefits of participating;

(4) Confidentiality protections, and

(5) Who to contact if there are problems resulting from participation in the study.

After you have completed the baseline KTOS questions with a client, the PDA will pop-up a reminder box that reads:

> **"To complete the follow-up items, the counselor must explain the study to the client and give the client the signed consent form."**

Tap the button marked "OK" (so you don't leave the PDA on a pop-up screen and run down the battery). Then use the following instructions to explain the follow-up study to the client. The clinician should **explain the entire follow-up consent form to the client** before asking if the client wants to participate. Be sure to discuss the following topics with the client:

1. The 12-month follow-up is **completely voluntary**. **Refusal to participate in the follow-up study involves no penalty**, loss of benefits, or reduction/change in treatment. No one in DCBS, corrections, or the legal system has anyone way of knowing if the client agrees or does not agree to participate. This is a decision the client makes completely without coercion.

2. By agreeing to participate he/she gives UK **permission to call** the phone numbers the client gives as contacts **in approximately 12 months** after treatment. The client will be asked almost the same questions he/she just completed on the KTOS Baseline Survey.

3. Describe the benefits of participating in the follow-up study, including **$20** for completing a 12-month follow-up interview and the opportunity to help **improve treatment** in Kentucky. This compensation is not provided unless the client is contacted and completes an interview approximately

12 months from now. Not all clients will be contacted; only a sample of clients is chosen for the follow-up study from those who agreed to participate.

4. Tell the client the **only risk** to participation is that the client might **feel uncomfortable** remembering times of unhappiness or distress from substance use; any illness the client thinks was caused by the study should be reported to a contact person listed on the consent form, but **UK will not pay for any treatment** or lost wages – the client should contact his/her insurer.

5. Explain that **all information is confidential**, kept in locked files, and contact information is kept separately from KTOS data so that risk of personal disclosure is minimal. The *criminal justice system* *<u>does not</u>* *have access to client personal information from KTOS and we have a federal certificate of confidentiality which protects this information from being released even under court order.*

6. Show the client the phone numbers and contact names should there be questions about the follow-up. Give the client time to read the paper consent form if he/she would like to do so. When contacted for the follow-up interview, explain that the study is called "**University of Kentucky Health Follow-up Study**." Study staff never reveal to family members that you were in substance abuse treatment.

If the client agrees to participate in the 12-month follow-up for KTOS, answer the question "Do you agree to participate in a follow-up telephone interview 12 months from now?" by tapping "yes."

The client **signs the electronic screen** and **keeps the signed paper consent form**. You <u>do not</u> need to keep a copy of the consent form at your agency and <u>do not send any paperwork to UK-CDAR</u>.

<u>RULES FOR COPYING CONSENT FORMS TO GIVE TO CLIENTS</u>

KTOS consent forms can be copied on colored or plain paper, two-sided or reduced size, whatever format is easiest for you to use. The only stipulation for copying consent forms is that the **IRB approval stamp** that appears on the top right hand corner of the first page must be **clearly visible** and all **four** pages of the consent must be copied.

PDF versions of the current consent forms are available for download at http://cdar.uky.edu/ktos/

After you have collected locator information, this is the end of the interview. Thank the client for their time and for helping to improve substance abuse treatment in Kentucky.

You may give a copy of the attached brochure to the client to help them remember the study. This should be given to them in addition to a copy of the paper consent form. This is important because it gives the client contact information for the follow-up study in case their contact information should change or if they decide they are no longer interested in participating. If you have any questions or need more information about the KTOS and AKTOS studies, please contact Erin Stevenson at 859-257-1521 or Tom Jackson at 859-257-9061 and we'll be glad to help you.

UK CDAR CONTACT INFORMATION

What do I do if I have ANY kind of problem, question, or comment about the KTOS PDA program?

No question is too silly. We would much prefer you call us with your problems or questions before you become overly frustrated and/or damage the PDA or modem. You can call or email us and we will do our best to help you as quickly as possible.

Contact Name:	Phone:	Email:
Tom Jackson	(859) 257-9061	Tom.Jackson@uky.edu
Allison Mateyoke-Scrivner	(859) 257-3218	almate00@uky.edu
Julie Brock	(859) 257-3192	jmbroc1@uky.edu
Erin Stevenson	(859) 257-1521	Erin.Stevenson@uky.edu

How do I mail equipment back to UK CDAR?

Sometimes it is necessary to mail equipment for repair or replacement. Please follow these instructions for mailing equipment:

1. Use a **padded enveloped or box** and make sure the equipment will not rattle around loosely in the box by stuffing newspaper around the items.

2. ALWAYS include **a note detailing the problems** you are experiencing and reasons for returning the equipment.

3. Give the **name and address** where we should return the equipment.

4. Provide a **phone number** for the person we should contact if we have questions about the equipment.

Mailing Address:

UK-CDAR
915B South Limestone
Lexington, KY 40536-9824
ATTN: KTOS