

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



KENTUCKY KIDS RECOVERY PROGRAMS



**ADOLESCENT HEALTH AND RECOVERY
TREATMENT & TRAINING (AHARTT)**

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)



KENTUCKY KIDS RECOVERY PROGRAMS



ADOLESCENT HEALTH AND RECOVERY
TREATMENT & TRAINING (AHARTT)

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 KKR & 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.



Kentucky Kids Recovery Programs
Adolescent Health and
Recovery Treatment & Training
(AHARTT)

Login

[Home](#) » [Login](#)

Login

Please fill out the following form with your login credentials:

*Fields with * are required.*

Username *

Password *

Login

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.

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)



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>



Kentucky Kids Recovery Programs

Adolescent Health and
Recovery Treatment & Training
(AHARTT)

[Client List](#) [Register New Client](#) [Mid-Level Report](#) [User Management](#) [Account Settings](#) [Logout \(testclinician - Pathways\)](#)

Clients

- [Client List](#)
- [Register A New Client](#)

Project Resources

- [PDF Intake Interview](#)
- [Printable Consent Form](#)
- [Participant Flyer](#)
- [KKRP Project Web Site](#)

Notifications & Alerts

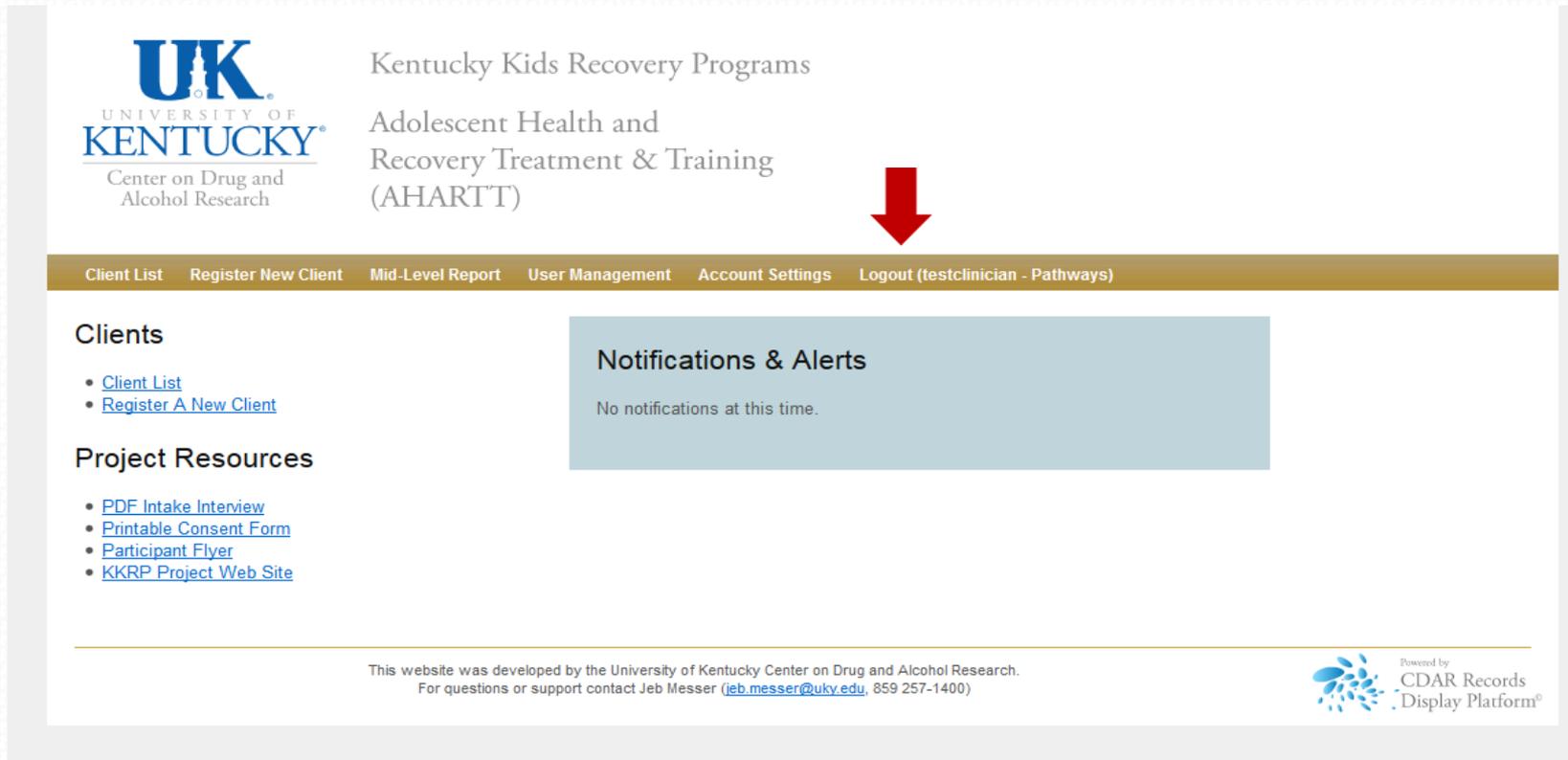
No notifications at this time.

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Logging Out

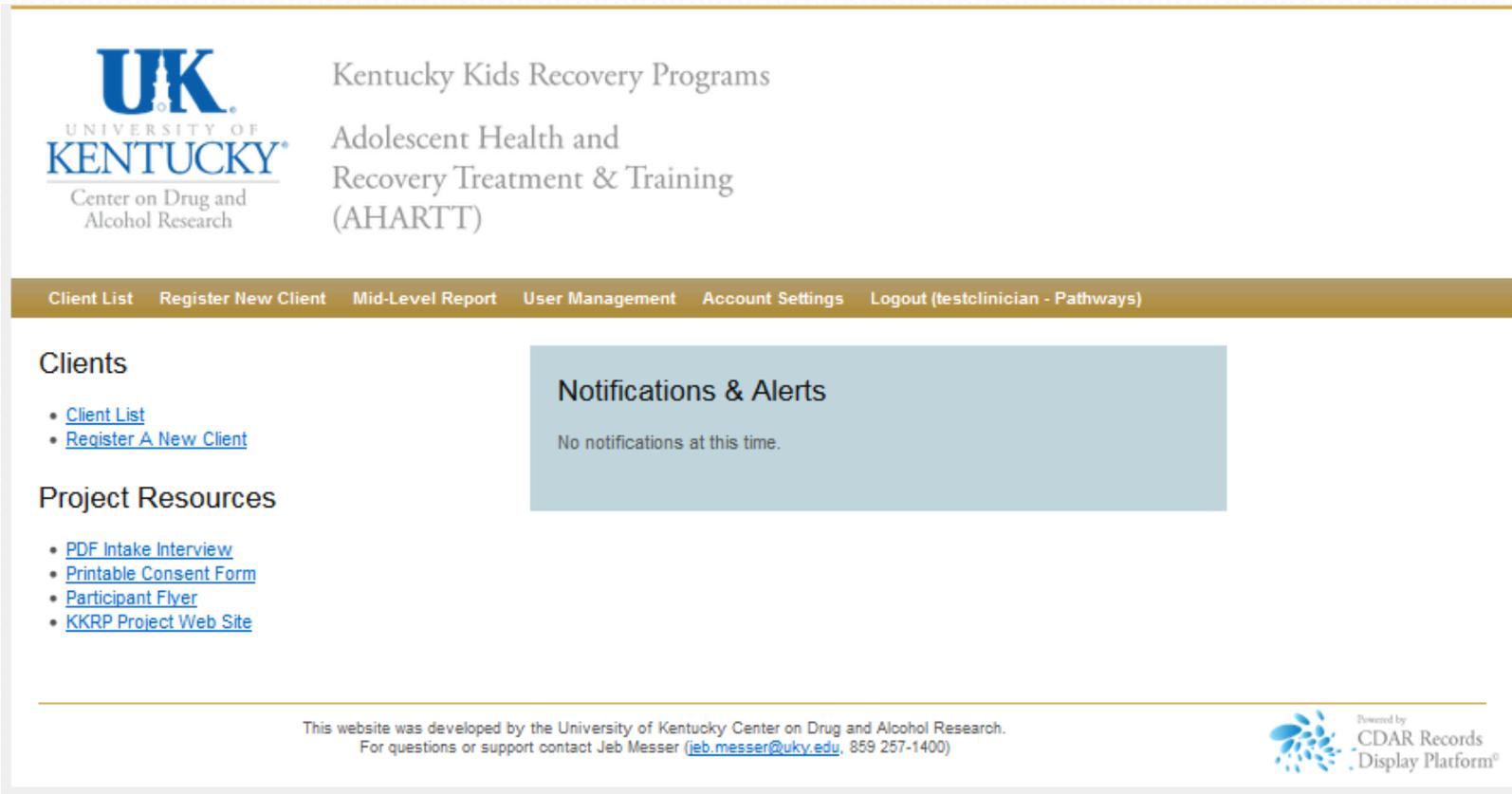
- For security purposes, please always be sure to select the Logout tab when ending a session.



The screenshot displays the user interface of the KKR & AHARTT Client Information System. At the top left is the University of Kentucky logo, with the text "UNIVERSITY OF KENTUCKY" and "Center on Drug and Alcohol Research". To the right of the logo, the text reads "Kentucky Kids Recovery Programs" and "Adolescent Health and Recovery Treatment & Training (AHARTT)". A red arrow points down to a navigation bar containing the following tabs: "Client List", "Register New Client", "Mid-Level Report", "User Management", "Account Settings", and "Logout (testclinician - Pathways)". The "Logout" tab is highlighted. Below the navigation bar, the page is divided into sections: "Clients" with links for "Client List" and "Register A New Client"; "Project Resources" with links for "PDF Intake Interview", "Printable Consent Form", "Participant Flyer", and "KKRP Project Web Site"; and a "Notifications & Alerts" box stating "No notifications at this time." At the bottom, a footer contains the text: "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)" and the logo for "Powered by CDAR Records Display Platform®".

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.



UK
UNIVERSITY OF
KENTUCKY
Center on Drug and
Alcohol Research

Kentucky Kids Recovery Programs
Adolescent Health and
Recovery Treatment & Training
(AHARTT)

Client List Register New Client Mid-Level Report User Management Account Settings Logout (testclinician - Pathways)

Clients

- [Client List](#)
- [Register A New Client](#)

Project Resources

- [PDF Intake Interview](#)
- [Printable Consent Form](#)
- [Participant Flyer](#)
- [KKRP Project Web Site](#)

Notifications & Alerts

No notifications at this time.

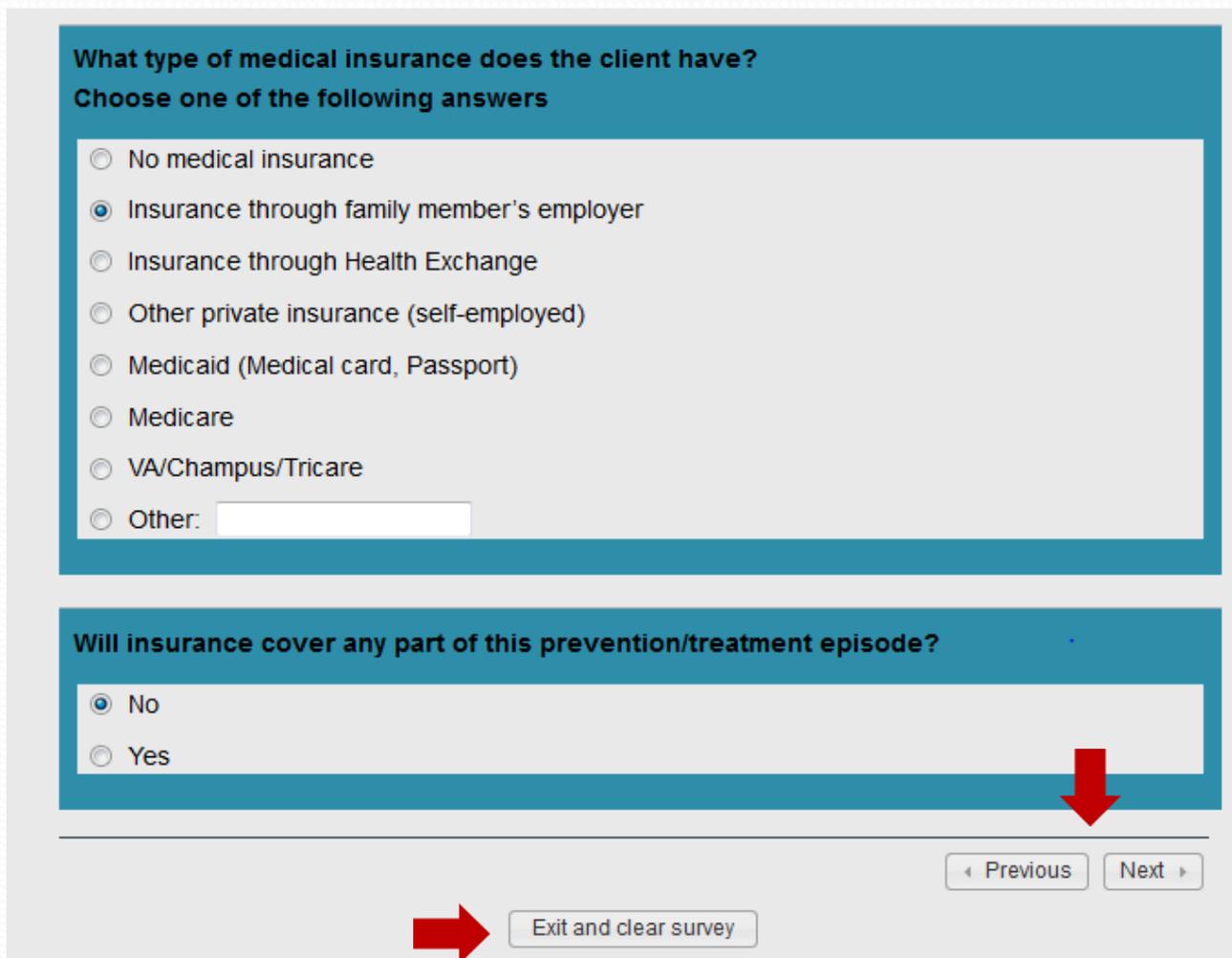
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For questions or support contact Jeb Messer (jeb.messer@uky.edu, 859 257-1400)

Powered by
CDAR Records
Display Platform®

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.

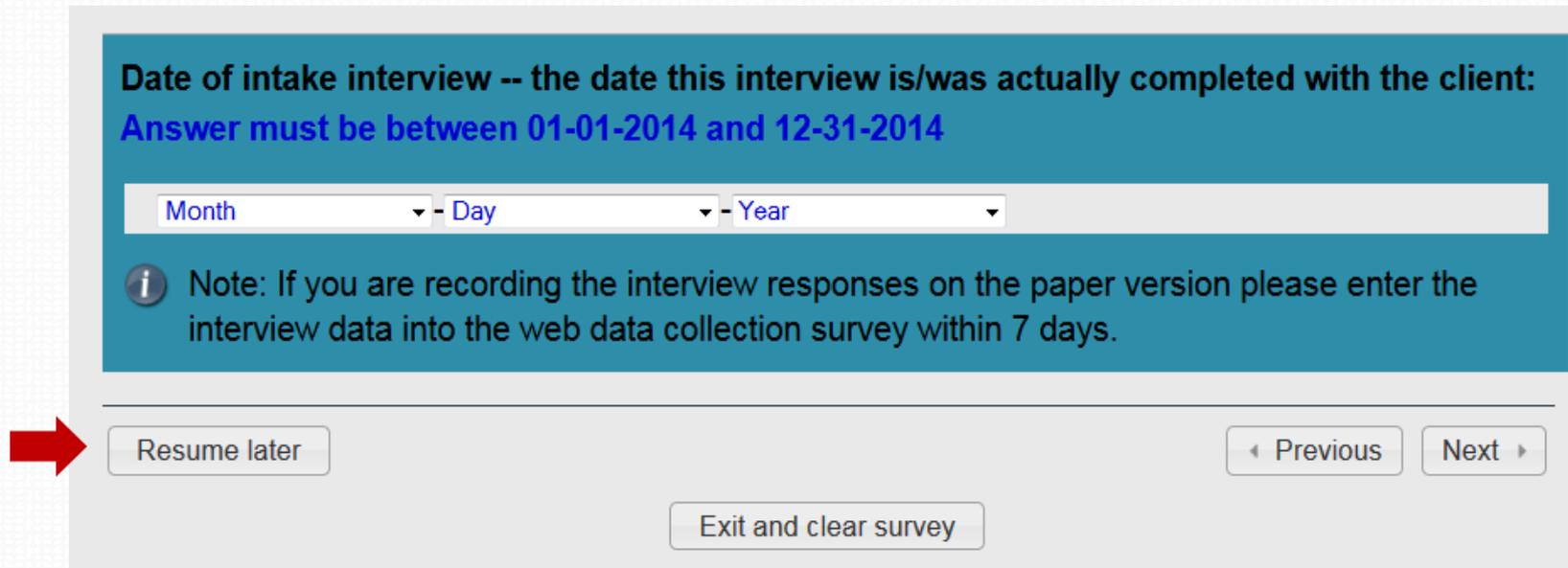


The screenshot shows a survey interface with two question sections. The first section is titled "What type of medical insurance does the client have?" and lists seven radio button options: "No medical insurance", "Insurance through family member's employer" (which is selected), "Insurance through Health Exchange", "Other private insurance (self-employed)", "Medicaid (Medical card, Passport)", "Medicare", and "Other:" followed by a text input field. The second section is titled "Will insurance cover any part of this prevention/treatment episode?" and has two radio button options: "No" (which is selected) and "Yes". At the bottom of the survey, there are three buttons: "Exit and clear survey" (highlighted with a red arrow pointing to it from below), "Previous" (with a left arrow), and "Next" (with a right arrow). A red arrow also points down to the "Next" button from the right side of the survey area.

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

Month ▾ - Day ▾ - Year ▾

i 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.

Resume later ◀ Previous Next ▶

Exit and clear survey

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

Navigating through the Surveys

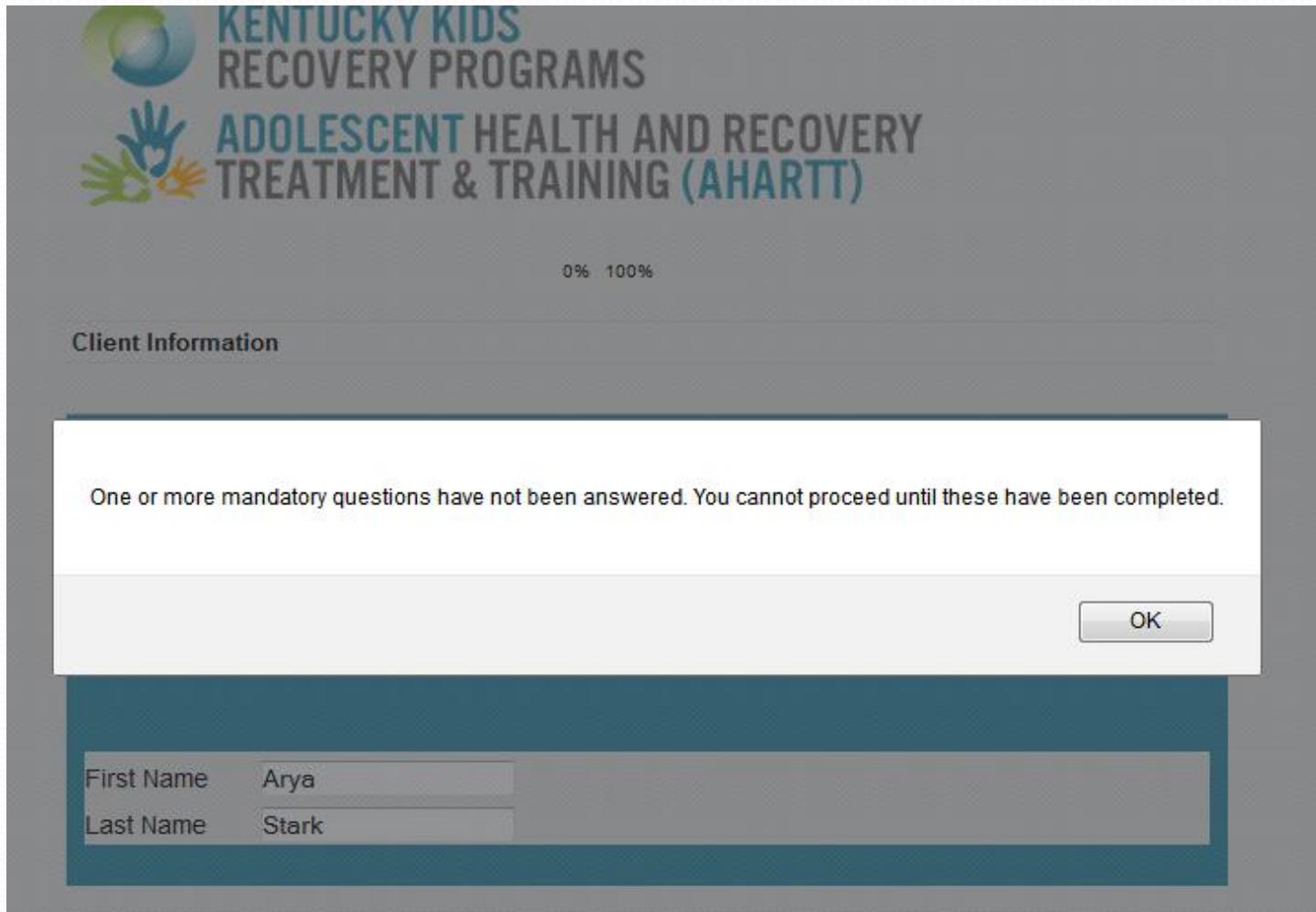
To resume a survey, go to the client list and in the Client Status you will see the link to resume the specific survey you partially saved.

10/14/2014	Madison	Jefferson	09/09/1998	Donna Ross	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
10/14/2014	Ronald	McDonald	01/02/2000	George White		KKRP		Resume Saved Intake Interview

Go to page: [1](#) [2](#) [Next >](#) [Last >>](#)

Navigating through the Surveys

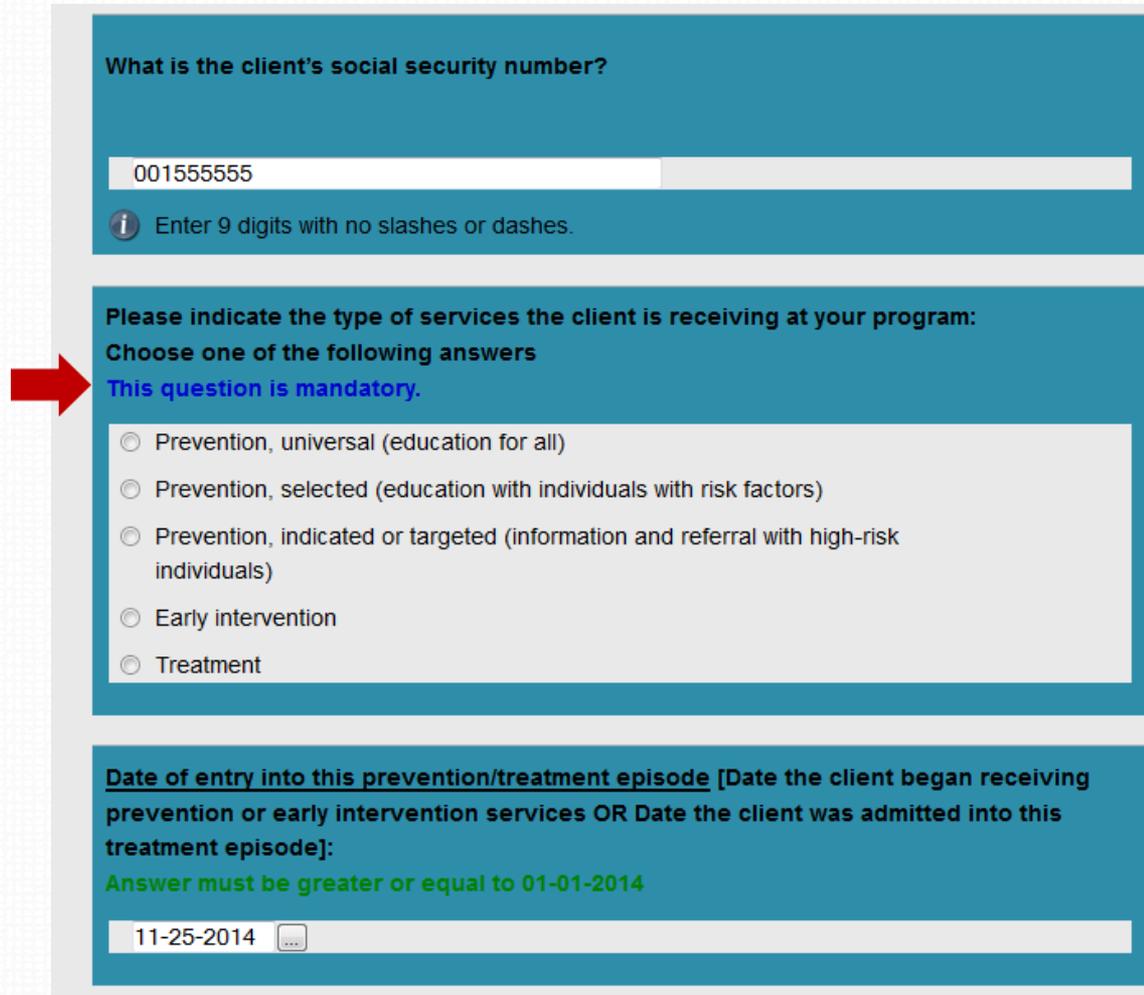
If you skip a question, you will see an error message after you select “**Next**” for that screen.



The screenshot shows a survey interface for Kentucky Kids Recovery Programs. At the top, the logo features a globe and the text "KENTUCKY KIDS RECOVERY PROGRAMS" and "ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)". Below the logo is a progress indicator showing "0% 100%". The main section is titled "Client Information". A white error message box is overlaid on the form, containing the text: "One or more mandatory questions have not been answered. You cannot proceed until these have been completed." An "OK" button is located at the bottom right of the error box. Below the error box, the form fields for "First Name" (Arya) and "Last Name" (Stark) are visible.

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**.

KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0% 100%

Client Registration

In order to register your client we will need some basic information. Please choose from the options below:

- I (the clinician) has received AHARTT-sponsored training in Functional Family Therapy (FFT) or Cognitive Behavioral Therapy (CBT) and will be using one of these therapies with this client.
- This client is being served through funds from the Kentucky Kids Recovery Program (through special funding from the Kentucky Attorney General's Office)
- Both of the above apply to this client

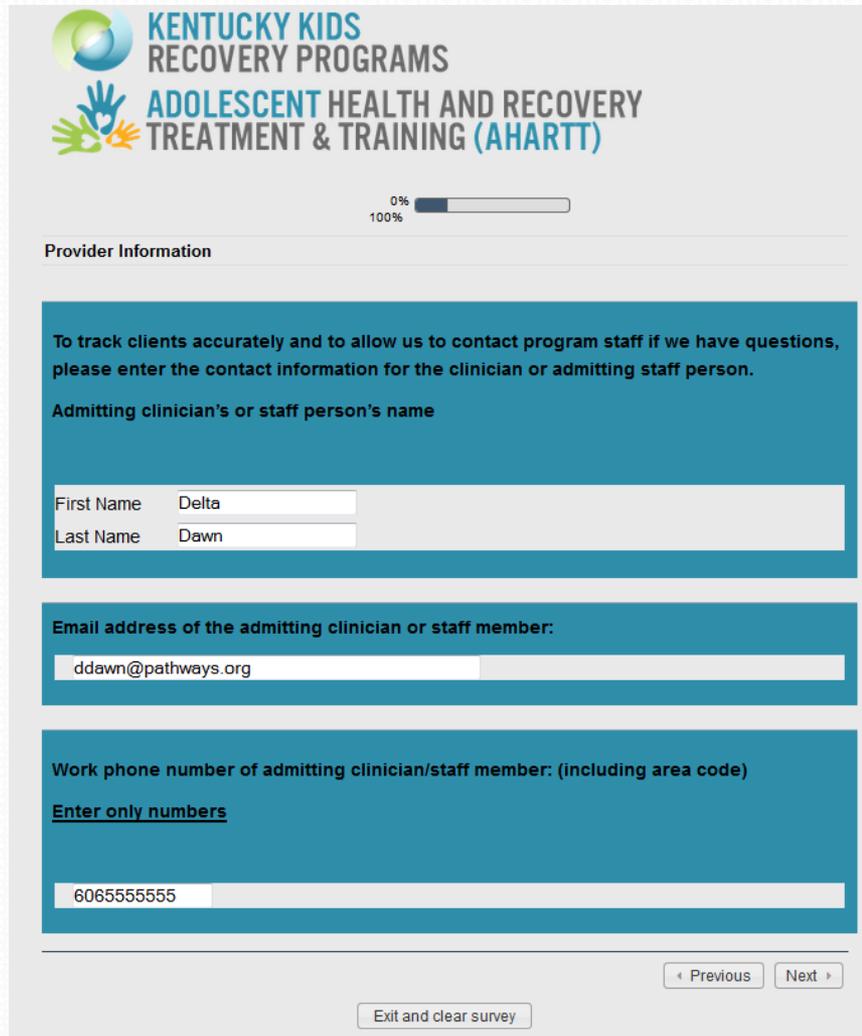
Next >

Exit and clear survey

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.



KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0%
100%

Provider Information

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

Last Name

Email address of the admitting clinician or staff member:

Work phone number of admitting clinician/staff member: (including area code)

Enter only numbers

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.

KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0% 100%

Client Information

Please enter information about the client so we can register him/her in the system. All client information is confidential (with identifiers stored separately from survey data), is encrypted (or scrambled) such that only those with a specific key can read them, and can only be accessed by those with a specific key.

Client Information

First Name

Last Name

Weight

12-04-2000

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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.



KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0%
100%

Admission Verification

Please verify:

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

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

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 Information

Please enter information about the client so we can register him/her in the system. All client information is confidential (with identifiers stored separately from survey data), is encrypted (or scrambled) such that only those with a specific key can read them, and can only be accessed by authorized staff.

Client's name:

First Name

Last Name

What is the client's date of birth?

What is the client's social security number?

 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

- 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)



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

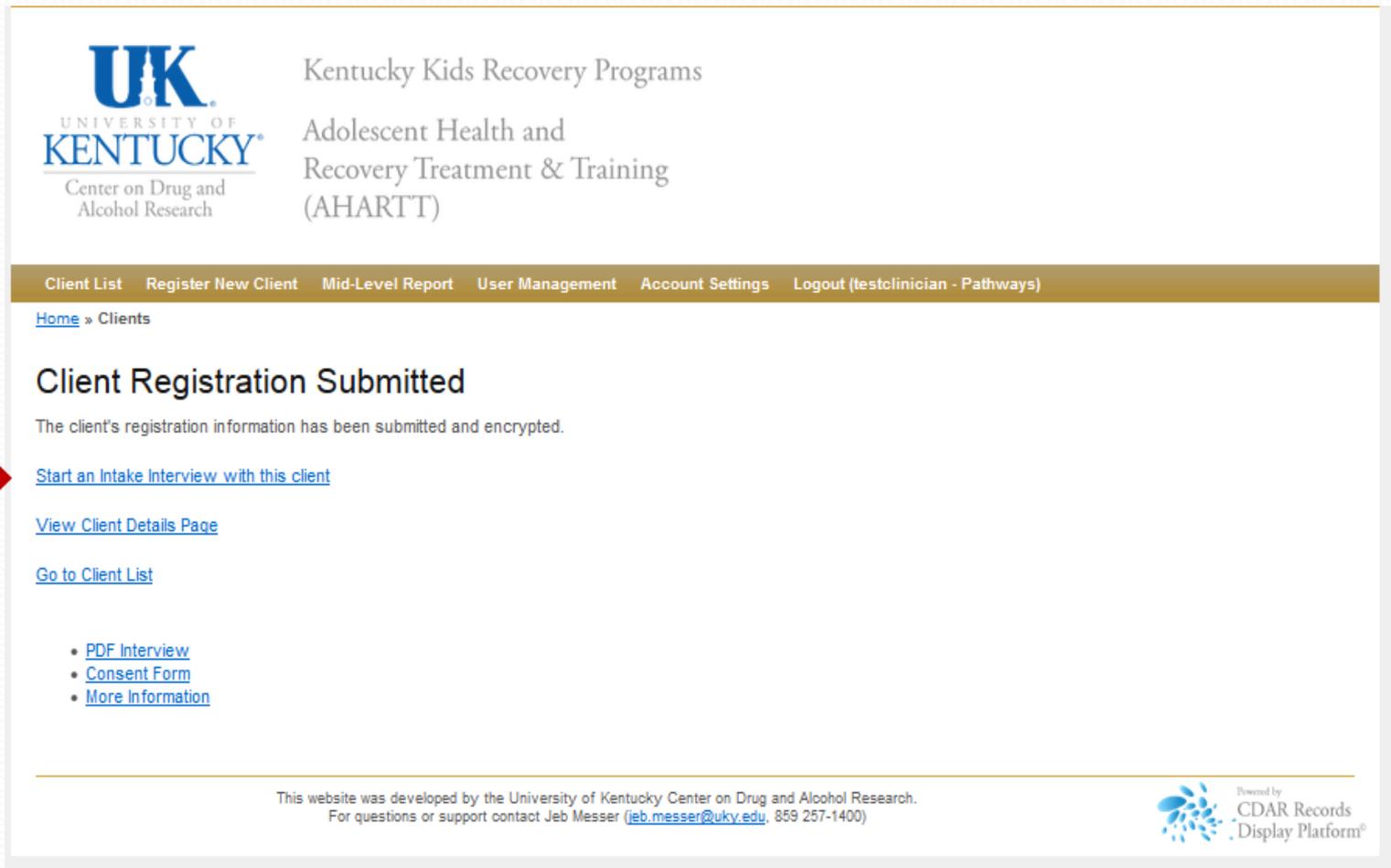
From Prevention to Treatment

- 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.



The screenshot displays the AHARTT interface. At the top left is the University of Kentucky logo with the text 'UNIVERSITY OF KENTUCKY' and 'Center on Drug and Alcohol Research'. To the right, it says 'Kentucky Kids Recovery Programs' and 'Adolescent Health and Recovery Treatment & Training (AHARTT)'. A navigation bar contains links: 'Client List', 'Register New Client', 'Mid-Level Report', 'User Management', 'Account Settings', and 'Logout (testclinician - Pathways)'. Below the navigation bar, the breadcrumb 'Home » Clients' is shown. The main heading is 'Client Registration Submitted', followed by the message 'The client's registration information has been submitted and encrypted.' A red arrow points to the link 'Start an Intake Interview with this client'. Other links include 'View Client Details Page' and 'Go to Client List'. A bulleted list contains 'PDF Interview', 'Consent Form', and 'More Information'. The footer includes the text '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)' and the CDAR Records Display Platform logo.

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.





Kentucky Kids Recovery Programs

Adolescent Health and Recovery Treatment & Training (AHARTT)

Client List
Register New Client
Mid-Level Report
User Management
Account Settings
Logout (testclinician - Pathways)

[Home](#) > Client List

All Clients

Pathways

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](#)
[Clients Needing Intake Interview](#)
[Clients Active In Program](#)
[Clients That Have Completed Program](#)

Displaying 1-10 of 10 result(s).

Admission Date	First Name	Last Name	Birthdate	Provider Name	Intake Submission Date	Case Type	Completed Date	Client Status
From <input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	From <input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To <input type="text"/> <input type="button" value="📅"/>					To <input type="text"/> <input type="button" value="📅"/>	<input type="text"/>		
11/24/2014	Snoop	Dogg	06/17/1999	Bob Marley	11/24/2014	KKRP	11/24/2014	Completed (Discharged)
11/24/2014	Michelle	Smith	05/10/2001	Chris Emmick	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
11/05/2014	Luna	Lovegood	08/09/1999	Georgia Mayweather		AHARTT		Resume Saved Intake Interview
11/03/2014	Cedric	Diggory	06/10/1997	George White		AHARTT		Start Intake Interview
10/14/2014	Madison	Jefferson	09/09/1998	Donna Ross	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
10/14/2014	Ronald	McDonald	01/02/2000	George White		KKRP		Resume Saved Intake Interview
10/07/2014	Ronalda	Cruz	05/12/1997	Roger Dodger	11/23/2014	KKRP		Resume Saved Status & Service Encounter
10/03/2014	Dudley	Dursley	06/05/2002	Maggie McGonagall	11/20/2014	AHARTT		Resume Saved Status & Service Encounter
10/02/2014	Vernon	Dursley	12/01/1999	Lawrence Jones	11/23/2014	AHARTT		Resume Saved Status & Service Encounter
10/01/2014	Virginia	Wolf	03/19/1997	Georgia Mayweather	11/21/2014	KKRP		Discharge Client

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](#) | [Register New Client](#) | [Mid-Level Report](#) | [User Management](#) | [Account Settings](#) | [Logout \(testclinician - Pathways\)](#)

[Home](#) > [Client List](#)

All Clients

Pathways

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](#) | [Clients New](#) | [Intake Interview](#) | [Clients Active In Program](#) | [Clients That Have Completed Program](#)

Displaying 1-10 of 13 result(s).

Admission Date	First Name	Last Name	Birthdate	Provider Name	Intake Submission Date	Case Type	Completed Date	Client Status
11/25/2014	Arya	Stark	12/04/2000	Delta Dawn		KKRP		Start Intake Interview
11/24/2014	Snoop	Dogg	06/17/1999	Bob Marley	11/24/2014	KKRP	11/24/2014	Completed (Discharged)
11/24/2014	Michelle	Smith	05/10/2001	Chris Emmick	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
11/21/2014	Neo	Anderson	12/06/2000	Agent Smith		AHARTT		Resume Saved Intake Interview
11/05/2014	Luna	Lovegood	08/09/1999	Georgia Mayweather	11/24/2014	AHARTT	11/24/2014	Completed (Discharged)
11/04/2014	Nora	Sheen	12/31/1998	Jane Good	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
11/03/2014	Cedric	Diggory	06/10/1997	George White		AHARTT		Start Intake Interview
10/14/2014	Madison	Jefferson	09/09/1998	Donna Ross	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
10/14/2014	Ronald	McDonald	01/02/2000	George White		KKRP		Resume Saved Intake Interview
10/07/2014	Ronalda	Cruz	05/12/1997	Roger Dodger	11/23/2014	KKRP		Resume Saved Status & Service Encounter

Go to page: [1](#) [2](#) [Next >](#) [Last >>](#)

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.

Client List Register New Client Mid-Level Report User Management Account Settings Logout (testclinician - Pathways)

Home » Client List

All Clients

Pathways

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](#)
[Clients Needing Intake Interview](#)
[Clients Active In Program](#)
[Clients That Have Completed Program](#)

Displaying 1-10 of 13 result(s).

Admission Date	First Name	Last Name	Birthdate	Provider Name	Intake Submission Date	Case Type	Completed Date	Client Status
11/25/2014	Arva	Stark	12/04/2000	Delta Dawn		KKRP		Start Intake Interview
11/24/2014	Snoop	Doag	06/17/1999	Bob Marley	11/24/2014	KKRP	11/24/2014	Completed (Discharged)
11/24/2014	Michelle	Smith	05/10/2001	Chris Emmick	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
11/21/2014	Neo	Anderson	12/06/2000	Agent Smith		AHARTT		Resume Saved Intake Interview
11/05/2014	Luna	Lovegood	08/09/1999	Georgia Mayweather	11/24/2014	AHARTT	11/24/2014	Completed (Discharged)
11/04/2014	Nora	Sheen	12/31/1998	Jane Good	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
11/03/2014	Cedric	Diggory	06/10/1997	George White		AHARTT		Start Intake Interview
10/14/2014	Madison	Jefferson	09/09/1998	Donna Ross	11/24/2014	KKRP	11/24/2014	Completed (Early Intervention/Prevention)
10/14/2014	Ronald	McDonald	01/02/2000	George White		KKRP		Resume Saved Intake Interview
10/07/2014	Ronalde	Cruz	05/12/1997	Roger Dodger	11/23/2014	KKRP		Resume Saved Status & Service Encounter

Go to page: [1](#) [2](#) [Next >](#) [Last >>](#)

Home Screen – New Intake Interview

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



Kentucky Kids Recovery Programs

Adolescent Health and
Recovery Treatment & Training
(AHARTT)

Client List
Register New Client
Mid-Level Report
User Management
Account Settings
Logout (testclinician - Pathways)

[Home](#) » [Client List](#)

Clients Needing Intake Interview

Pathways

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](#)
 [Clients Active In Program](#)
 [Clients That Have Completed Program](#)
 [All Clients](#)

Displaying 1-3 of 3 result(s).

Admission Date	First Name	Last Name	Birthdate	Provider Name	Intake Submission Date	Case Type	Completed Date	Client Status
From <input type="text"/> <input type="calendar"/>	Luna	Lovegood	08/09/1999	Georgia Mayweather	From <input type="text"/> <input type="calendar"/>	AHARTT		Resume Saved Intake Interview
To <input type="text"/> <input type="calendar"/>	Cedric	Diggory	06/10/1997	George White	To <input type="text"/> <input type="calendar"/>	AHARTT		Start Intake Interview
	Ronald	McDonald	01/02/2000	George White		KKRP		Resume Saved Intake Interview

- [PDF Interview](#)
- [Consent Form](#)
- [More Information](#)

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)



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.

The screenshot displays the AHARTT Client Information System interface. At the top left is the University of Kentucky logo and the text 'Kentucky Kids Recovery Programs Adolescent Health and Recovery Treatment & Training (AHARTT)'. A navigation bar contains links: Client List, Register New Client, Mid-Level Report, User Management, Account Settings, and Logout (testclinician - Pathways). Below the navigation bar is a breadcrumb trail: Home » Client List » View Client Info. The main heading is 'Viewing Client Luna Lovegood'. To the right of the client details is a red arrow pointing to a button labeled 'Resume Saved Intake Interview' under an 'Operations' header. Below this is a 'Program Status' section with a table showing the status of the intake interview, report, and program completion. At the bottom, there are links for PDF Interview, Consent Form, and More Information, along with a footer containing contact information and the CDAR Records Display Platform logo.

Client List Register New Client Mid-Level Report User Management Account Settings Logout (testclinician - Pathways)

Home » [Client List](#) » View Client Info

Viewing Client Luna Lovegood

First Name	Luna
Last Name	Lovegood
SSN	444996666
Birthdate	08/09/1999
Case Type	AHARTT

Operations

Resume Saved Intake Interview

Program Status

Displaying 1-1 of 1 result(s).

Program	Intake Interview	Intake Report	Program Completion
Pathways	Not Yet Submitted	Unavailable	Awaiting Completion

- [PDF Interview](#)
- [Consent Form](#)
- [More Information](#)

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Powered by CDAR Records Display Platform®

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 KKRK 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 KKRK 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 KKRK & 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.

KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0%
100%

Preliminary Questions
Please answer the following questions before beginning the interview with the client.

Clinician or staff person's name helping the client fill out the AKTOS survey:
This question is mandatory. Please complete all parts.

	First Name	Last Name
Clinician's Name	Jane	Doe

i This is the name of the person giving the survey, not the person taking it.

Who is filing out this survey?
Choose one of the following answers
This question is mandatory.

Clinician
 Client

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

Nov 03 2014

i 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.

Resume later < Previous Next > Exit and clear survey

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 AHARTT Outcome Evaluation. Both KY Kids Recovery Programs and AHARTT 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.

KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0%
100%

Basic Client Information
These first few questions are basic questions we need to get the interview started and to learn a little more about what services you might be interested in. Please keep in mind that information that identifies you, like your name and SSN, is kept confidential.

Certain groups of people are under-represented in health studies. This means many people may not be able to get the help and resources needed for their unique health needs. The private information you give us is kept confidential. We are asking so that we might better understand the diversity among young people like yourself.

What is your gender?

- Male
- Female
- Transgender (male to female)
- Transgender (female to male)

How would you describe your sexual orientation?

- Heterosexual (Straight, attracted to opposite sex)
- Bisexual (Attracted to both males and females)
- Gay (male attracted to other males) or Lesbian (female attracted to other females)
- Unsure
- Decline to respond/ refuse
- Other:

What race/ethnicity do you consider yourself to be?

Please choose ALL that apply

Intake Interview

In the More about Your Family and Living Situation 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.

0% 100%

More about Your Family and Living Situation part 2

Please think about your living situation in the 12 months before you entered this treatment program:

In the 12 months before you entered this treatment program, did you live with the following persons or in the following places?

This question is mandatory. Please complete all parts.

	No	Yes
Home with biological parents	<input type="radio"/>	<input type="radio"/>
Other family (including foster kinship care)	<input type="radio"/>	<input checked="" type="radio"/>
School dormitory	<input type="radio"/>	<input type="radio"/>
Foster care (i.e., non-kinship care, therapeutic foster care)	<input type="radio"/>	<input type="radio"/>
Health care setting (e.g., medical hospital, inpatient psychiatric hospital)	<input type="radio"/>	<input type="radio"/>
Group home, group emergency shelter	<input type="radio"/>	<input type="radio"/>
Residential treatment program	<input type="radio"/>	<input type="radio"/>
Juvenile detention center	<input type="radio"/>	<input type="radio"/>
Independent living (i.e., own apartment, home)	<input type="radio"/>	<input type="radio"/>
Street/outdoors	<input type="radio"/>	<input type="radio"/>
Other living situation	<input type="radio"/>	<input type="radio"/>

Is someone in your immediate family currently on active duty in the military or in the National Guard?

No
 Yes

Many individuals have to travel to obtain needed health care services. What was the County and State of the place you lived for most of the past 12 months?

County
State

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.

Intake Interview

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.

Tobacco use, 12 months

Months

In the 12 months before you entered this treatment program, how many months did you smoke tobacco products (e.g., cigarettes, cigars, pipes, bidis, or cigarillos)?

11

Tobacco use, 30 days

If you answer 12 months in the previous question, you must choose at least 1 day in the last month.

Days

In the 30 days before you entered this treatment program, how many days did you smoke tobacco products (e.g., cigarettes, cigars, pipes, bidis, or cigarillos)?

10

Enter 0 if none

On the days you smoke cigarettes, how many cigarettes on average do you smoke a day (20 in a pack)?

5 cigarettes per day

How old were you when you began smoking regularly (on a daily basis)?

14 years old

Enter 0 if you have never started smoking regularly.

Smokeless tobacco use, 12 months

Months

In the 12 months before you entered this treatment program, how many months did you use smokeless tobacco (e.g., chewing tobacco, snuff, dissolvable tobacco)?

0

How old were you when you began using smokeless tobacco (e.g., chewing tobacco, snuff, dissolvable tobacco) regularly (on a daily basis)?

0 years old

Enter 0 if you have never used smokeless tobacco regularly.

Resume later

Exit and clear survey

Previous Next



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."

KY KIDS Recovery
November 2014

University of Kentucky Health Follow-Up Study

What will I do?

In about 12 months, we may contact you to do a quick 20 minute phone survey. In the survey we will ask you to:

- Tell us what you liked and didn't like about your treatment
- Tell us how you think it could be better
- Tell us how you are doing

Why should I sign up?

Why not? Everyone has a different treatment experience and we want to hear about yours!

After you finish the survey, the University of Kentucky will send you a \$20 check to thank you for your time.

Who will see my answers?

No one.

Not even your parents, guardians, or counselor will know what you say. Your name is never attached to your answers so they can't be traced back to you.

Why should I trust my information will stay private?

We have a **Federal Certificate of Confidentiality** for this project. That means we can't be forced to give out any of your information, even under a court subpoena.

Your opinions matter!

For just 20 minutes of your time, you can help make treatment programs in Kentucky better.

Let your voice be heard!

How do I sign-up?

You won't need your parent or guardian's permission to sign-up.

All we need is:

- Your agreement to be in the study
- The best phone number to reach you
- An address where you get mail

NONE of your information will ever be given out and we're not a part of your treatment program.

Many others just like you have already finished the survey.

Join them today!

How do I know this is real?

Check out our website!
<http://www.cdar.uky.edu/KKRP/>

You can also call Dr. Jennifer Cole at 1-866-304-5467 with any questions or concerns.

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

Intake Interview

Informed Consent for the Follow-Up Interview

meet the requirements of the federal Food and Drug Administration (FDA). You should understand that a Certificate of Confidentiality does not prevent you from voluntarily releasing information about yourself or your involvement in this research. In addition, the staff of the University of Kentucky may also see your information if necessary.

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

You will receive \$20 for a completed follow-up interview at 12 months after treatment. In order to get the \$20 you must take part in the follow-up interview, and then payment will be mailed to you. If you are paid over \$600 in any year from various studies, the University of Kentucky has to report this as income to the IRS.

WHAT IF I 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 Principal Investigator, Jennifer Cole at 859-257-9332. 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 1-866-400-9428. You may also contact the Cabinet for Health and Family Services Institutional Review Board (CHFS-IRB) at 502-564-5497 ext. 4102. We will give you a copy of this consent form to take with you.

WHAT ELSE DO I NEED TO KNOW?

This study is funded by the Kentucky Division of Behavioral Health and the CHFS through the Attorney General's Office to better understand the treatment of substance abuse in state-funded programs and the impact the Attorney General's Office funds have on the effectiveness and scope of adolescent substance abuse treatment in the state. 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 for a follow-up interview.

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

Resume later

◀ Previous Next ▶

Exit and clear survey

After explaining the follow-up interview and going over the consent form with clients, please select the appropriate response

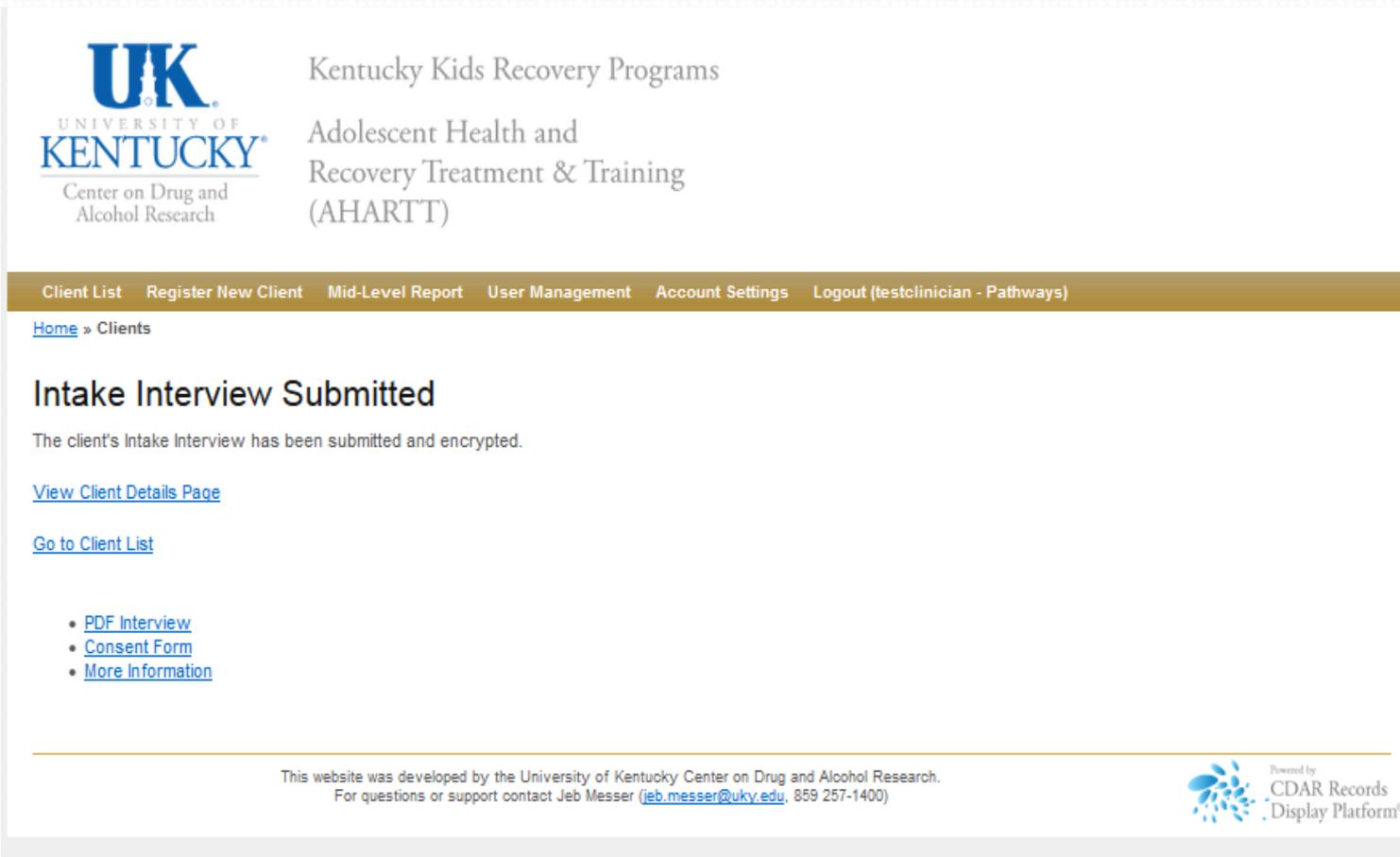


Contact Information for the Follow-Up Interview

- 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.



The screenshot displays the AHARTT website interface. At the top left is the University of Kentucky logo, featuring 'UK' in large blue letters above 'UNIVERSITY OF KENTUCKY' and 'Center on Drug and Alcohol Research'. To the right of the logo, the text reads 'Kentucky Kids Recovery Programs' and 'Adolescent Health and Recovery Treatment & Training (AHARTT)'. A dark blue navigation bar contains the following links: 'Client List', 'Register New Client', 'Mid-Level Report', 'User Management', 'Account Settings', and 'Logout (testclinician - Pathways)'. Below the navigation bar, a breadcrumb trail shows 'Home » Clients'. The main heading is 'Intake Interview Submitted'. The message states: 'The client's Intake Interview has been submitted and encrypted.' Below this, there are three links: 'View Client Details Page', 'Go to Client List', and a bulleted list containing 'PDF Interview', 'Consent Form', and 'More Information'. At the bottom of the page, a footer contains the text: '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)'. To the right of the footer is the logo for 'Powered by CDAR Records Display Platform®', which includes a stylized blue tree icon.

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.

The screenshot displays the AHARTT client information system interface. At the top, there is a navigation bar with links: Client List, Register New Client, Mid-Level Reports, User Management, Account Settings, Admin, and Logout (jcoleadmin). Below the navigation bar, the breadcrumb trail reads: Home » Client List » View Client Info. The main heading is "Viewing Client Bart Simpson". To the right of the client information is a sidebar with an "Operations" menu containing: Start AHARTT Exit Interview, Discharge Client, and Back to Client List. The client information is presented in a table:

First Name	Bart
Last Name	Simpson
SSN	111111111
Birthdate	04/15/1999
Case Type	AHARTT

Below the client information is the "Program Status" section, which shows "Displaying 1-1 of 1 result(s)". A red arrow points to the "Intake Report" column in the table below:

Program	Intake Interview	Intake Report	Program Completion
University of Kentucky Department of Psychiatry Model Clinic	Submitted: 12/01/2014	Download Report	Awaiting Completion

Below the program status table, there are two columns of links: "AHARTT" and "KKRP".

AHARTT

- [Consent Form \(PDF\)](#)
- [Client Registration \(PDF\)](#)
- [Intake Interview \(PDF\)](#)
- [Discharge Status & Service Encounters \(PDF\)](#)
- [Exit Interview \(PDF\)](#)
- [More Information](#)

KKRP

- [Consent Form \(PDF\)](#)
- [Client Registration \(PDF\)](#)
- [Intake Interview \(PDF\)](#)
- [Discharge \(PDF\)](#)
- [More KKRP Information](#)

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.



Kentucky Kids Recovery Programs
Adolescent Health and
Recovery Treatment & Training
(AHARTT)

[Client List](#) [Register New Client](#) [Mid-Level Reports](#) [User Management](#) [Account Settings](#) [Admin](#) [Logout \(jcoleadmin\)](#)

[Home](#) » [Client List](#) » Report Request

Requesting Client Narrative for Bart Simpson



It will take up to 5 minutes for the report to be generated. This page will automatically update once the report is ready to download.

AHARTT

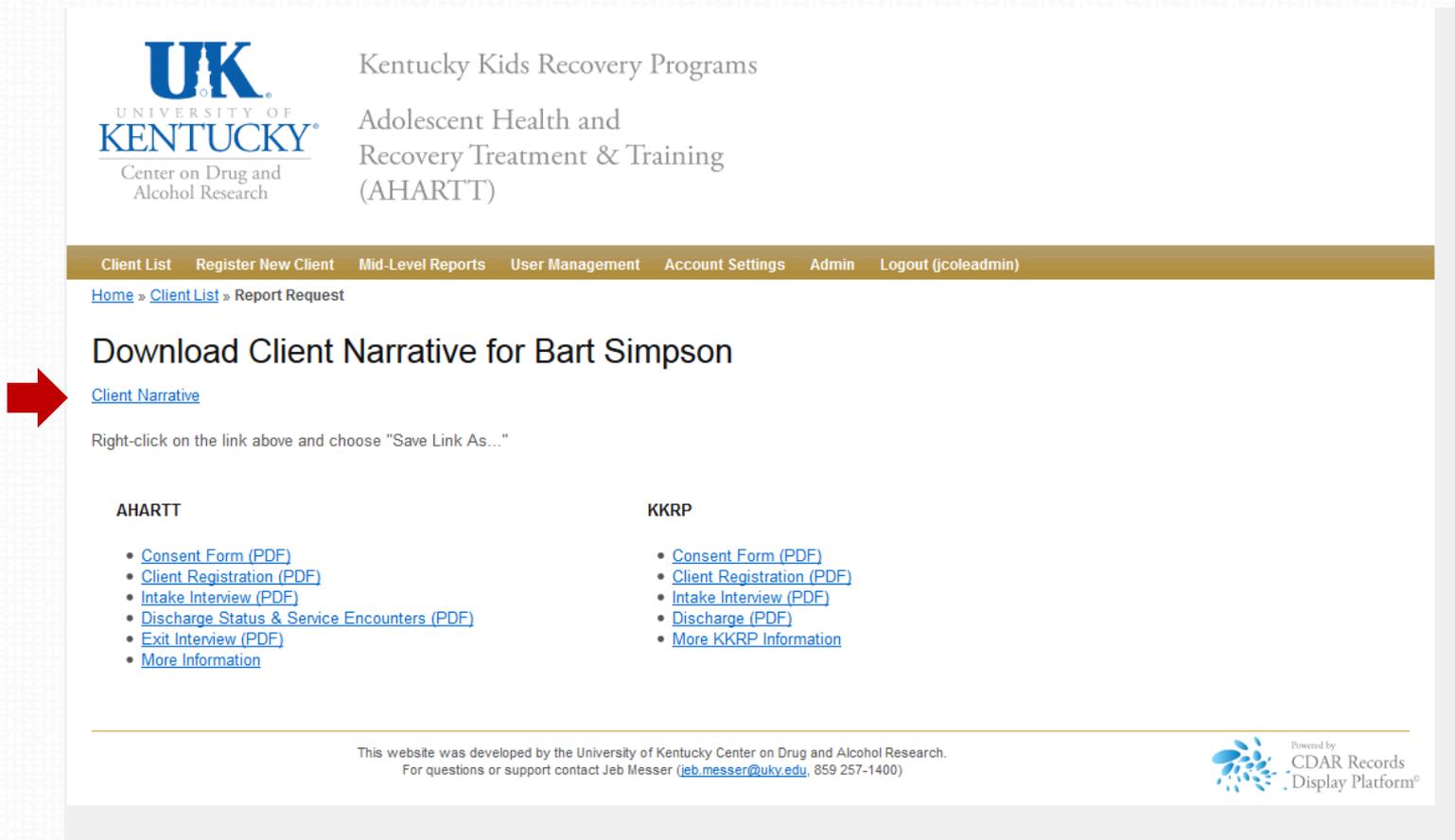
- [Consent Form \(PDF\)](#)
- [Client Registration \(PDF\)](#)
- [Intake Interview \(PDF\)](#)
- [Discharge Status & Service Encounters \(PDF\)](#)
- [Exit Interview \(PDF\)](#)
- [More Information](#)

KKRP

- [Consent Form \(PDF\)](#)
- [Client Registration \(PDF\)](#)
- [Intake Interview \(PDF\)](#)
- [Discharge \(PDF\)](#)
- [More KKRK Information](#)

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.)



The screenshot displays the AHARTT web application interface. At the top left is the University of Kentucky logo and the text "Kentucky Kids Recovery Programs Adolescent Health and Recovery Treatment & Training (AHARTT)". A navigation bar contains links: Client List, Register New Client, Mid-Level Reports, User Management, Account Settings, Admin, and Logout (jcoleadmin). Below the navigation bar, the breadcrumb trail reads "Home » Client List » Report Request". The main heading is "Download Client Narrative for Bart Simpson". A red arrow points to the "Client Narrative" link. Below this link, the instruction reads "Right-click on the link above and choose 'Save Link As...'". The page is divided into two columns: AHARTT and KKRK. The AHARTT column lists links for Consent Form (PDF), Client Registration (PDF), Intake Interview (PDF), Discharge Status & Service Encounters (PDF), Exit Interview (PDF), and More Information. The KKRK column lists links for Consent Form (PDF), Client Registration (PDF), Intake Interview (PDF), Discharge (PDF), and More KKRK Information. At the bottom, there is a footer with contact information for the University of Kentucky Center on Drug and Alcohol Research and a logo for CDAR Records Display Platform.

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.**

The screenshot shows the top of the web application with the University of Kentucky logo and the text 'Kentucky Kids Recovery Programs Adolescent Health and Recovery Treatment & Training (AHARTT)'. A navigation bar contains links: Client List, Register New Client, Mid-Level Reports, User Management, Account Settings, Admin, and Logout (jcoleadmin). Below the navigation bar, the breadcrumb trail is 'Home » Client List » Report Request'. A large red arrow points down from the 'User Management' link to the main heading 'Report Client Narrative for Bart Simpson Expired'. Below the heading is a message: 'To protect sensitive client information, reports expire 10 minutes after the initial request. Request a new Client Narrative for this client.' The page is divided into two columns: AHARTT and KKRK. Each column has a list of links for various forms and information.

UK
UNIVERSITY OF
KENTUCKY
Center on Drug and
Alcohol Research

Kentucky Kids Recovery Programs
Adolescent Health and
Recovery Treatment & Training
(AHARTT)

Client List Register New Client Mid-Level Reports User Management Account Settings Admin Logout (jcoleadmin)

Home » Client List » Report Request

Report Client Narrative for Bart Simpson Expired

To protect sensitive client information, reports expire 10 minutes after the initial request. [Request a new Client Narrative for this client.](#)

AHARTT	KKRP
<ul style="list-style-type: none">Consent Form (PDF)Client Registration (PDF)Intake Interview (PDF)Discharge Status & Service Encounters (PDF)Exit Interview (PDF)More Information	<ul style="list-style-type: none">Consent Form (PDF)Client Registration (PDF)Intake Interview (PDF)Discharge (PDF)More KKRK Information

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).





Kentucky Kids Recovery Programs
Adolescent Health and Recovery Treatment & Training (AHARTT)

Client List
Register New Client
Mid-Level Report
User Management
Account Settings
Logout (testclinician - Pathways)

[Home](#) » Client List

Clients Active In Program

Pathways

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](#)
 [Clients Needing Intake Interview](#)
 [Clients That Have Completed Program](#)
 [All Clients](#)

Displaying 1-4 of 4 result(s).

Admission Date	First Name	Last Name	Birthdate	Provider Name	Intake Submission Date	Case Type	Completed Date	Client Status
From <input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	From <input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	<input type="text"/>	
To <input type="text"/> <input type="button" value="📅"/>					To <input type="text"/> <input type="button" value="📅"/>	<input type="text"/>		
10/07/2014	Ronaldo	Cruz	05/12/1997	Roger Dodger	11/23/2014	KKRP		Resume Saved Status & Service Encounter
10/03/2014	Dudley	Dursley	08/05/2002	Maggie McGonagall	11/20/2014	AHARTT		Resume Saved Status & Service Encounter
10/02/2014	Vernon	Dursley	12/01/1999	Lawrence Jones	11/23/2014	AHARTT		Resume Saved Status & Service Encounter
10/01/2014	Virginia	Wolf	03/19/1997	Georgia Mayweather	11/21/2014	KKRP		Discharge Client

- [PDF Interview](#)
- [Consent Form](#)
- [More Information](#)

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)



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.



Kentucky Kids Recovery Programs
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[Home](#) » [Client List](#)

Clients Active In Program

Pathways

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](#) [Clients Needing Intake Interview](#) [Clients That Have Completed Program](#) [All Clients](#)

Displaying 1-4 of 4 result(s).

Admission Date	First Name	Last Name	Birthdate	Provider Name	Intake Submission Date	Case Type	Completed Date	Client Status
From <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/>	<input type="text"/>	<input type="text"/>	
To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	To <input type="text"/>	<input type="text"/>	<input type="text"/>	
10/07/2014	Ronalde	Cruz	05/12/1997	Roger Dodger	11/23/2014	KKRP		Resume Saved Status & Service Encounter
10/03/2014	Dudley	Durslev	06/05/2002	Maggie McGonagall	11/20/2014	AHARTT		Resume Saved Status & Service Encounter
10/02/2014	Vernon	Durslev	12/01/1999	Lawrence Jones	11/23/2014	AHARTT		Resume Saved Status & Service Encounter
10/01/2014	Virginia	Wolf	03/19/1997	Georgia Mayweather	11/21/2014	KKRP		Discharge Client

- [PDF Interview](#)
- [Consent Form](#)
- [More Information](#)

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.

KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0% 100%

Treatment or Assessment Episode

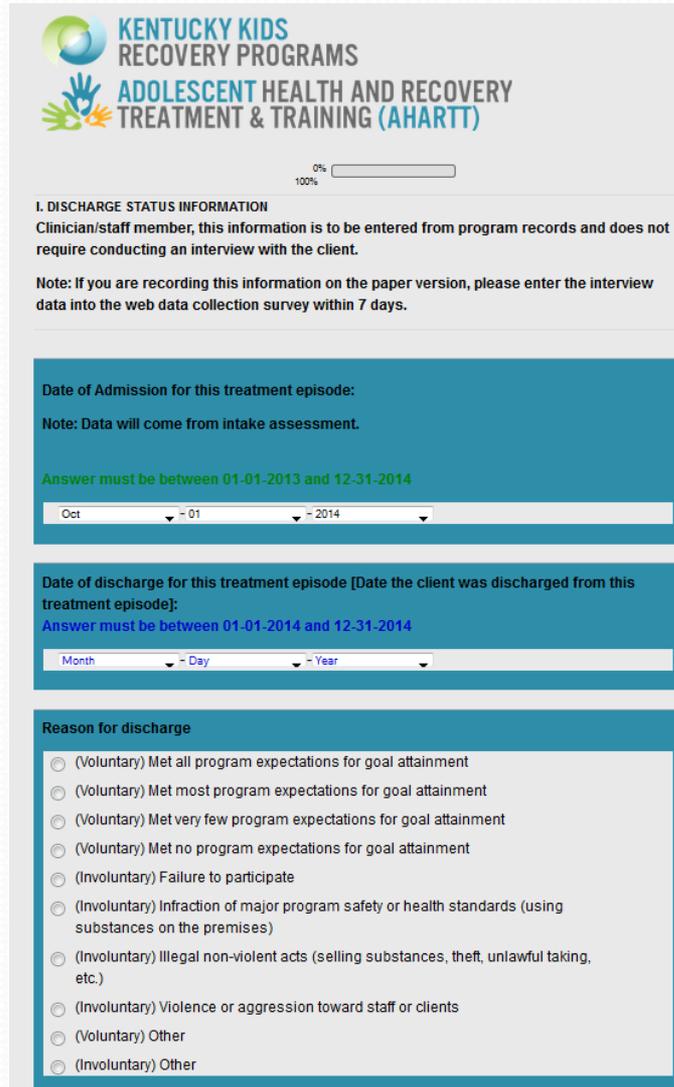
Please check the box if the client received an assessment only (i.e., no treatment services) at your program.

Assessment Only

Resume later Exit and clear survey Next ▶

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.



KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0%
100%

I. DISCHARGE STATUS INFORMATION
Clinician/staff member, this information is to be entered from program records and does not require conducting an interview with the client.
Note: If you are recording this information on the paper version, please enter the interview data into the web data collection survey within 7 days.

Date of Admission for this treatment episode:
Note: Data will come from intake assessment.
Answer must be between 01-01-2013 and 12-31-2014

Oct -01 -2014

Date of discharge for this treatment episode [Date the client was discharged from this treatment episode]:
Answer must be between 01-01-2014 and 12-31-2014

Month - Day - Year

Reason for discharge

- (Voluntary) Met all program expectations for goal attainment
- (Voluntary) Met most program expectations for goal attainment
- (Voluntary) Met very few program expectations for goal attainment
- (Voluntary) Met no program expectations for goal attainment
- (Involuntary) Failure to participate
- (Involuntary) Infraction of major program safety or health standards (using substances on the premises)
- (Involuntary) Illegal non-violent acts (selling substances, theft, unlawful taking, etc.)
- (Involuntary) Violence or aggression toward staff or clients
- (Voluntary) Other
- (Involuntary) Other

Discharge Status and Service Encounter Survey

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

KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0%
100%

II. SERVICE ENCOUNTER INFORMATION

Please indicate which types of evidence-based treatments were used with this client

	No	Yes
Adolescent Community Reinforcement Approach (ACRA)	<input type="radio"/>	<input type="radio"/>
Cognitive Behavior Therapy	<input type="radio"/>	<input type="radio"/>
Contingency Management	<input type="radio"/>	<input type="radio"/>
Family Behavior Therapy	<input type="radio"/>	<input type="radio"/>
Functional Family Therapy	<input type="radio"/>	<input type="radio"/>
Motivational Enhancement Therapy	<input type="radio"/>	<input type="radio"/>
Seeking Safety	<input type="radio"/>	<input type="radio"/>
Seven Challenges	<input type="radio"/>	<input type="radio"/>
Trauma-Focused Cognitive Behavioral Therapy	<input type="radio"/>	<input type="radio"/>
Other evidence-based therapy	<input type="radio"/>	<input type="radio"/>

You entered October 1, 2014 as the admission date and December 12, 2014 for the discharge data of this treatment episode. Each month during the treatment episode appear on a separate page with a list of types of services. Please enter the number of services the client received in each month. If a client received 0 services, leave the field blank and this information will be recorded as a 0.

Resume later < Previous Next >

Exit and clear survey

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.

KENTUCKY KIDS RECOVERY PROGRAMS
ADOLESCENT HEALTH AND RECOVERY TREATMENT & TRAINING (AHARTT)

0% 100%

Services October 2014
Please enter data about the number of each type of service provided to the client in October 2014

Outpatient Services are defined as services conducted in a professional office or program setting lasting less than 3 hours. Case management may either be in the office or in the field.

For October 2014

Outpatient counseling – individual (# of sessions)	<input type="text"/>
Outpatient counseling – group (# of sessions)	<input type="text"/>
Outpatient counseling – family with client (# of sessions)	<input type="text"/>
Outpatient counseling – parent/caregiver only (# of sessions)	<input type="text"/>
Outpatient case management – face-to-face (# of sessions)	<input type="text"/>
Outpatient case management – telephone contacts (# of sessions)	<input type="text"/>
In home services (consists of professional staff making home visits to meet with clients and family) (# of sessions)	<input type="text"/>

Intensive outpatient services are defined as services conducted in a professional office or program setting lasting at least 3 hours and at least 3 days per week. Case management may either be in the office or in the field.

For October 2014

Intensive outpatient counseling – individual (# of sessions)	<input type="text"/>
Intensive outpatient counseling – group (# of sessions)	<input type="text"/>
Intensive outpatient counseling – family with client (# of sessions)	<input type="text"/>
Intensive outpatient counseling – parent/caregiver only (# of sessions)	<input type="text"/>
Intensive outpatient case management – face-to-face (# of sessions)	<input type="text"/>
Intensive outpatient case management – telephone contacts (# of sessions)	<input type="text"/>

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.



Kentucky Kids Recovery Programs
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- [Client List](#)
- [Register New Client](#)
- [AHARTT Mid-Level Report](#)
- [KKRP Mid-Level Report](#)
- [User Management](#)
- [Account Settings](#)
- [Logout \(testclinician - Pathways\)](#)

[Home](#) » [Client List](#)

All Clients

Pathways

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](#)
- [Clients Needing Intake Interview](#)
- [Clients Active In Program](#)
- [Clients That Have Completed Program](#)

Displaying 1-8 of 8 result(s).

Admission Date	First Name	Last Name	Birthdate	Provider Name	Intake Submission Date	Case Type	Completed Date	Client Status
From <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/>	AHARTT		
To <input type="text"/>					To <input type="text"/>			
11/21/2014	Neo	Anderson	12/06/2000	Agent Smith		AHARTT		Resume Saved Intake Interview
11/05/2014	Luna	Lovegood	08/09/1999	Georgia Mayweather	11/24/2014	AHARTT	11/24/2014	Completed (Discharged)
11/03/2014	Cedric	Diggory	06/10/1997	George White		AHARTT		Start Intake Interview
10/14/2014	Mona	Myrtle	08/08/2000	Lynn O'Ryan	11/26/2014	AHARTT		Start AHARTT Exit Interview
10/06/2014	Draco	Malfoy	07/04/1997	Lynn O'Ryan	11/26/2014	AHARTT		Discharge Client
								Resume Saved AHARTT Exit Interview

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.

Client List
Register New Client
Mid-Level Report
User Management
Account Settings
Admin
Logout (jcoleadmin)

[Home](#) » [Client List](#)

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.

[Advanced Search](#)
[Clients Needing Intake Interview](#)
[Clients Active In Program](#)
[Clients That Have Completed Program](#)
[Deactivated Clients](#)

First Name

Last Name

Program

Displaying 1-10 of 14 result(s).

Admission Date	First Name	Last Name	Birthdate	Provider Name	Intake Submission Date	Case Type	Completed Date	Client Status
From <input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	From <input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To <input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	To <input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/25/2014	Arya	Stark	12/04/2000	Delta Dawn		KKRP		Start Intake Interview
11/24/2014	Snoop	Dogg	06/17/1999	Bob Marley	11/24/2014	KKRP	11/24/2014	Completed (Discharged)

User Management

- 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)

Kentucky Kids Recovery Programs
Adolescent Health and Recovery Treatment Training (AHARTT)

Client List Register New Client Mid-Level Report **User Management** Account Settings Admin Logout (jcoleadmin)

[Home](#) » Users

Manage Users

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 fields at a time.

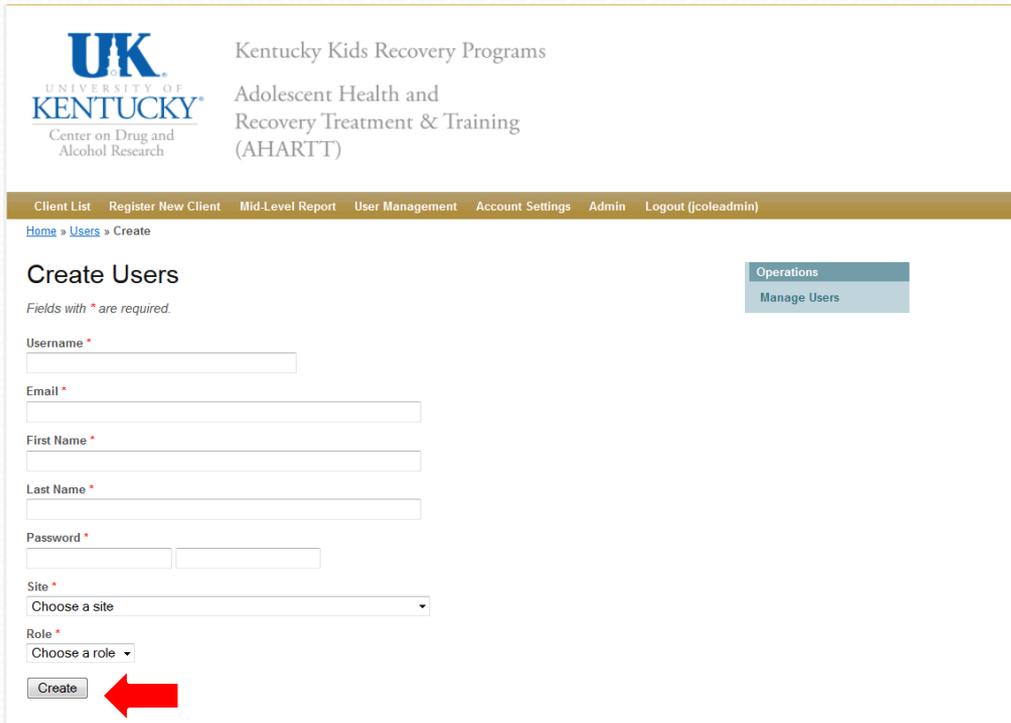
[Advanced Search](#)

Displaying 1-4 of 4 result(s).

Username	Email	First Name	Last Name	Site	Role
test					
testregadmin	testregadmin@test.com	Test	Regional Admin	Adanta	Site Admin Deactivate
testclinician2	test2@test2.com	Test	Clinician 2	NorthKey	Site Admin Deactivate
teststatemgr2	teststatemgr2@test.com	Test	State Manager 2	No Region	State Manager Deactivate
testclinician	testclinic@clinic.com	Test	Clinician	Pathways	Site Admin Deactivate

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.



The screenshot shows the 'Create Users' form in the AHARTT system. The form is titled 'Create Users' and includes a navigation menu at the top with options like 'Client List', 'Register New Client', 'Mid-Level Report', 'User Management', 'Account Settings', 'Admin', and 'Logout (jcoleadmin)'. The form fields are as follows:

- Username ***: A text input field.
- Email ***: A text input field.
- First Name ***: A text input field.
- Last Name ***: A text input field.
- Password ***: Two text input fields for password entry.
- Site ***: A dropdown menu with the option 'Choose a site'.
- Role ***: A dropdown menu with the option 'Choose a role'.

A red arrow points to the 'Create' button at the bottom left of the form.

User Management

- Clicking on the **Update** icon  next to a user's name brings up their current account information for updating or deleting.



Kentucky Kids Recovery Programs
Adolescent Health and Recovery Treatment & Training (AHARTT)

[Client List](#) [Register New Client](#) [Mid-Level Report](#) **[User Management](#)** [Account Settings](#) [Admin](#) [Logout \(jcoleadmin\)](#)

[Home](#) » [Users](#)

Manage Users

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 fields at a time.

[Advanced Search](#)

[Operations](#)
[Create User](#)

Displaying 1-4 of 4 result(s).

Username	Email	First Name	Last Name	Site	Role	
test						
testregadmin	testregadmin@test.com	Test	Regional Admin	Adanta	Site Admin	Deactivate  
testclinician2	test2@test2.com	Test	Clinician 2	NorthKey	Site Admin	Deactivate  
teststatemgr2	teststatemgr2@test.com	Test	State Manager 2	No Region	State Manager	Deactivate  
testclinician	testclinic@clinic.com	Test	Clinician	Pathways	Site Admin	Deactivate  

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.

The screenshot shows the 'User Management' interface for the University of Kentucky's Kentucky Kids Recovery Programs. The page title is 'Manage Users'. Below the title, there 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 fields at a time.' There is a link for 'Advanced Search' and a 'Create User' button. A table displays a list of users, with the first row highlighted. A red arrow points to the 'Deactivate' button (a small red 'x' icon) for the user 'testregadmin'.

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Kentucky Kids Recovery Programs
Adolescent Health and Recovery Treatment & Training (AHARTT)

Client List Register New Client Mid-Level Report **User Management** Account Settings Admin Logout (jcoleadmin)

Home » Users

Manage Users

Operations
Create User

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 fields at a time.

[Advanced Search](#)

Displaying 1-4 of 4 result(s).

Username	Email	First Name	Last Name	Site	Role
test					
testregadmin	testregadmin@test.com	Test	Regional Admin	Adanta	Site Admin Deactivate
testclinician2	test2@test2.com	Test	Clinician 2	NorthKey	Site Admin Deactivate
teststatmgr2	teststatmgr2@test.com	Test	State Manager 2	No Region	State Manager Deactivate
testclinician	testclino@clinic.com	Test	Clinician	Pathways	Site Admin Deactivate

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).



Kentucky Kids Recovery Programs

Adolescent Health and Recovery Treatment & Training (AHARTT)

Client List
Register New Client
AHARTT Mid-Level Report
KKRP Mid-Level Report
User Management
Account Settings
Logout (testclinician - Pathways)

[Home](#) » [Mid-Level Reports](#) » KKRK Mid-Level Report

KKRP Mid-Level Reporting -- Pathways

Select a date range to see completed surveys within that time frame.

Start:

End:

Search via specified date range
Last 30 days
Last 90 days
Last 180 days

}

}

Total 2 result(s).

User	Client Registrations	Intake Surveys	Discharge Status & Service Encounter Surveys	Clients Discharged (Early Intervention or Prevention)	Clients Discharged (Treatment)	Clients Discharged (Total)
testclinician (Test Clinician)	8	6	1	3	1	4
Totals for Program	8	6	1	3	1	4

- [PDF Interview](#)
- [Consent Form](#)
- [More Information](#)

This website was developed by the University of Kentucky Center on Drug and Alcohol Research. For questions or support contact Job Messer (job.messer@uky.edu, 859 257-1400)



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>