

KIDnet Orientation Guide Clerical

www.comc.ametrics.org

Questions?
Contact Decision Support

<https://www.sccgov.org/sites/mhd/Providers/DecisionSupport/Pages/DecisionSupport.aspx>



Providing Full Support for Outcomes Management Processes

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human
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Log In to KIDnet

COMC
children's outcomes management center

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Please enter your login/username and your password below. Access to KIDnet is restricted to users with valid logins. Note that all access to this site is logged.

Login:

Password:

Login

Enter User Name
Enter Password
Press Login

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Select Your Program



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Select Program

Program List

Please select the program you want to work with now.

Please select a program...

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Select Program Name
Press Go

Select Your Clinician

Change Agency: U-136 Santa Clara MESA School Linked Services



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Clinician Selection for Data Entry Associate

Data Entry

Please select the clinician you represent

Maria Garcia

**Select Clinician
Press Go**

Your Information
Welcome **clerical test!** You are representing **clerical test** You are working in the program U-136 Santa Clara MESA School Linked Services.

Messaging Info
 [Personal Messages](#)
 [System Alerts](#)

[Sign Out!](#)

Browse the Site
[Data Entry Person](#)

Date Entry Associate Homepage

-Reset Password

The screenshot shows the 'Data Entry Associate Homepage' with a sidebar on the left and a main content area. The sidebar contains several sections: 'Your Information' (welcome message for Vanessa Alcantar), 'Messaging Info' (links for Personal Messages and System Alerts), 'Sign Out!', 'Browse the Site' (links for Data Entry Person Homepage, Change Clinician, Change Program, COMC Help Center, Reset Password, and COMC Homepage). The main content area has a title 'Data Entry Associate Homepage' and sections for 'Client Quick Access' (with a dropdown and 'Select Client' button), 'Client Quick Search' (with fields for ClientID, First Name, and Last Name), and 'Reports' (with a note about Adobe Reader and a link to download it). A blue callout box with the text 'The First Time You Log In Select Reset Password' has an arrow pointing to the 'Reset Password' link in the sidebar.

Reset Password

Your Information
Welcome COMC Clinician! You are working in the program -- Baltimore County DSS Demo.

Sign Out!

Browse the Site

- Clinician Homepage
- Add Youth
- Change Program
- COMC Help Center
- Reset Password
- COMC Homepage
- About Us
- Links
- Contact Us

Reset Password

Current password:

New password:

Repeat new password:

Enter Assigned Password
Enter New Password Twice
Press Save New Password

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Date Entry Associate Homepage

-Finding Active Clients

Change Client: **Change Agency:**

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Your Information
Welcome Vanessa
Aleantar! You are working in the program -- U-111 Santa Clara SOS Program.

Messaging Info
 Personal Messages
 System Alerts

Sign Out!

Browse the Site
[Clinician Homepage](#)
[Change Program](#)
[Add Client](#)

Client Quick Access
Select the Client that you have the privilege to access

Active Client

Discharged Client
There are no discharged youth.

Client Quick Search
Search for a client with whom you've already worked or who you can easily identify.

ClientID:

OR

First Name:

Last Name:

To find an active client:
-Select Active Client/Change Client
-Select your client
-Click on "Select Client"

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Date Entry Associate Homepage

-Client Quick Search

Your Information

Welcome **Vanessa Alcantar**! You are representing **Vanessa Alcantar**. You are working in the program U-136 Santa Clara MHSA School Linked Services.

Messaging Info

0 [Personal Messages](#)

0 [System Alerts](#)

[Sign Out!](#)

Browse the Site

[Data Entry Person Homepage](#)

[Change Clinician](#)

Data Entry Associate Homepage

Client Quick Access

Select the Client that you have the privilege to view

Active Client	Discharged Client
Please select one <input type="button" value="Select Client"/>	There are no discharged youth.

Client Quick Search

Search for a client with whom you've already worked or who you can easily identify.

ClientID:

OR

First Name:

Last Name:

Client Quick Search

- Only allows you to search for clients in that Specific U-code (not system wide)

Date Entry Associate Homepage

-Transition between U-codes (Programs)

Change Client: Change Agency:



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Data Entry Associate Homepage

Your Information
Welcome **Vanessa Alcantar**! You are representing **Vanessa Alcantar**. You are working in the program U-136 Santa Clara MHSA School Linked Services.

Messaging Info
0 [Personal Messages](#)
0 [System Alerts](#)

[Sign Out!](#)

Browse the Site
[Data Entry Person Homepage](#)
[Change Clinician](#)
[Change Program](#)
[COMC Help Center](#)

Client Quick Access
Select the Client that you have the privilege to access and go to the client homepage directly.

Active Client

Discharged Client
There are no discharged youth.

Client Quick Search
Search for a client with whom you've already worked or who you can easily identify.

ClientID:

OR

First Name:

Last Name:

Reports
To effectively view KIDnet reports, you will need the latest version of Adobe Reader. If you do not have this installed on your system, please click [here](#) to download it for free.

Quickly transition between U-codes (Programs)

Date Entry Associate Homepage

-Transition between Clinicians

The screenshot shows the 'Data Entry Associate Homepage' with a left sidebar and a main content area. The sidebar contains sections for 'Your Information', 'Messaging Info', 'Sign Out!', 'Browse the Site', and 'Change Program'. The main content area has sections for 'Client Quick Access', 'Client Quick Search', and 'Reports'. A blue callout box points to the 'Change Clinician' link in the sidebar and the 'Select Client' button in the 'Client Quick Access' section. A red message states 'There are no discharged youth.'

Your Information
Welcome **Vanessa Alcantar**! You are representing **Vanessa Alcantar**. You are working in the program U-136 Santa Clara MHSA School Linked Services.

Messaging Info
Personal Messages
System Alerts

Sign Out!

Browse the Site
[Data Entry Person Homepage](#)
[Change Clinician](#)
[Change Program](#)
[COMC Help Center](#)

Data Entry Associate Homepage

Client Quick Access
Select the Client that you have the privilege to access and go to the Client's record.
Active Client
Please select one There are no discharged youth.

Client Quick Search
Search for a client with whom you've already worked or who you can easily identify.
ClientID:
OR
First Name:
Last Name:

Reports
To effectively view KIDnet reports, you will need the latest version of Adobe Reader. If you do not have this installed on your system, please click [here](#) to download it for free.

Transition between Clinicians
• Select Change Clinician

Date Entry Associate Homepage

-Finding Active Clients

Change Client: **Change Agency:**

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Your Information
Welcome Vanessa
Aleantar! You are working in the program -- U-111 Santa Clara SOS Program.

Messaging Info
 Personal Messages
 System Alerts

Sign Out!

Browse the Site
[Clinician Homepage](#)
[Change Program](#)
[Add Client](#)

Client Quick Access
Select the Client that you have the privilege to access

Active Client

Discharged Client
There are no discharged youth.

Client Quick Search
Search for a client with whom you've already worked or who you can easily identify.

ClientID:

OR

First Name:

Last Name:

To find an active client:
-Select Active Client/Change Client
-Select your client
-Click on "Select Client"

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Client Homepage

-Entering CANS Assessments

Your Information
Welcome Vanessa Aleantar! You are working in the program -- U-111 Santa Clara SOS Program.

Messaging Info
Personal Messages
System Alerts
[Sign Out!](#)

Browse the Site
[Clinician Homepage](#)
[Client Homepage](#)
[Change Program](#)
[Add Client](#)
[COMC Help Center](#)
[Reset Password](#)
[COMC Homepage](#)
[About Us](#)
[Contact Us](#)

Client Homepage

General Client Information

<u>Demographic Information</u>	<u>Clinician and Program Information</u>	<u>Parent/Caregiver Information</u>
<u>Contact Information</u>	<u>Special Evaluator Information</u>	<u>Teacher Information</u>
Full Name: Test Demo	Social Security Number: 000-00-0000	
Address:	Date of Birth: 01/01/2000	
City:	Gender: Female	
State:	Race: Hispanic	
Zip Code:	English Speaking: Not answered	
Client ID#: 123456		
<input type="button" value="Update"/>		

Forms

Reminder: Based on Test Demo's admission date of 10/14/2014 and this program's standard update cycle of 180 days, the next valid update period will be from 03/07/2016 to 05/06/2016.

New Forms | **Draft Forms (0)** | **Completed Forms (3)**

Admission forms have been completed.

Available monitoring forms:

Available update forms:

	Form Name
<input type="button" value="Add"/>	Santa Clara CANS 5+ Update
<input type="button" value="Add"/>	Santa Clara EC CANS-Update

Available discharge forms:

	Form Name
<input type="button" value="Add"/>	Santa Clara CANS 5+ Discharge
<input type="button" value="Add"/>	Santa Clara EC CANS-Discharge
<input type="button" value="Add"/>	Short Discharge

Post-discharge forms are not available.

New Forms Tab

- To enter new CANS assessments

Draft Forms Tab

- Started, but not completed assessments

Completed Forms Tab

- View any completed forms

Client Homepage

-Admit date, New Assessments, Discharges

Forms

No admission date has been entered yet for Test: Demo

New Forms | Draft Forms (0) | Completed Forms (0)

Available admission forms:

	Form Name
Add	Santa Clara CANS 5+ Initial
Add	Santa Clara EC CANS-Initial
Add	Short Admission Form

Available monitoring forms:

Available update forms:

	Form Name
Add	Santa Clara CANS 5+ Update
Add	Santa Clara EC CANS-Update

Available discharge forms:

	Form Name
Add	Santa Clara CANS 5+ Discharge
Add	Santa Clara EC CANS-Discharge
Add	Short Discharge

Post-discharge forms are not available.

- ### Admission Forms
- Short Admit Form
 - Enter Date Client admitted to U-code
 - Initial CANS
 - 5+ (Ages 5 and over)
 - EC (Ages 0-5)

- ### Update (Reassessment) Forms
- 5+ (Ages 5 and over)
 - EC (Ages 0-5)

- ### Discharge Forms
- Short Discharge (no CANS)
 - CANS Discharge
 - 5+ (Ages 5 and over)
 - EC (Ages 0-5)

Client Homepage

-View Completed Forms

Forms

Reminder: Based on Test Demo's admission date of 10/09/2014 and this program's standard update cycle of 180 days, the next valid update period will be from 02/03/2016 to 05/01/2016.

[New Forms](#) [Draft Forms \(0\)](#) [Completed Forms \(3\)](#)

Completed admission forms:

	Form Name	Serial Number	Collection Date	Entered Date	Entered By
View	Short Admission Form	1	10/09/2014	10/09/2014	COMC Admin
View	Santa Clara CANS 5+ Initial	2	12/05/2014	12/01/2015	COMC Admin

No completed monitoring forms.

Completed update forms:

	Form Name	Serial Number	Collection Date	Entered Date	Entered By	Update Cycle
View	Santa Clara CANS 5+ Update	3	04/09/2015	12/01/2015	COMC Admin	Update cycle 1

No completed discharge forms.

No completed Post-discharge forms.

Click on View to see any completed form

Client Homepage

-Reports at the Individual Client Level

Client Homepage

General Client Information

<u>Demographic Information</u>	<u>Clinician and Program Information</u>	<u>Parent/Caregiver Information</u>
<u>Contact Information</u>	<u>Special Evaluator Information</u>	<u>Teacher Information</u>
Full Name: Test Demo	Social Security Number: 000-00-0000	
Address:	Date of Birth: 01/01/2000	
City:	Gender: Male	
State:	Race: Filipino	
Zip Code: 123456	English Speaking: Not answered	
Client ID#: 123456		
<input type="button" value="Update"/>		

Forms

Reminder: Based on Test Demo's admission date of 01/23/2013 and this program's standard update cycle of 180 days, the next valid update period will be from 06/06/2016 to 08/05/2016.

New Forms | Draft Forms (0) | Completed Forms (2)

Thirty days have passed since admission. The admission forms are no longer available.

Available monitoring forms:

Available update forms:

	Form Name
<input type="button" value="Add"/>	Santa Clara CANS 5+ Update
<input type="button" value="Add"/>	Santa Clara EC CANS-Update

Available discharge forms:

	Form Name
<input type="button" value="Add"/>	Santa Clara CANS 5+ Discharge
<input type="button" value="Add"/>	Santa Clara EC CANS-Discharge
<input type="button" value="Add"/>	Short Discharge

Post-discharge forms are not available.

Reports

To effectively view KIDnet reports, you will need the latest version of Adobe Reader. If you do not have this installed on your system, please click [here](#) to download it for free.

Medical Record Number (optional):

	Report Name
<input type="button" value="Run This Report"/>	CANS Progress Report
<input type="button" value="Run This Report"/>	Continuum of Care Report (EC)
<input type="button" value="Run This Report"/>	Continuum of Care Report (Five Plus)
<input type="button" value="Run This Report"/>	Needs and Strengths Report (EC)
<input type="button" value="Run This Report"/>	Needs and Strengths Report (Five Plus)

Individual Client Reports

- CANS Progress Report
- Continuum of Care Report (choose appropriate one – 5+ or EC)
- Needs and Strengths Report

Decision Support Website

- Oath Forms
- KIDNet Request Form
- Training Guides
- KIDNet System Request/Procedures

<https://www.sccgov.org/sites/mhd/Providers/DecisionSupport/Pages/DecisionSupport.aspx>

Thank you!

- Questions?
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