

KIDnet Orientation Guide Clinician

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

advanced making
data
human
metrics

Log In to KIDnet

COMC
children's outcomes management center

Providing Full Support for Outcomes Management Processes

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

Clinician Homepage

-Reset Password

The screenshot shows the Clinician Homepage interface. On the left is a sidebar with navigation links. The main content area includes a header, a messages table, youth access options, a search form, and sections for forms and reports. A blue callout box points to the 'Reset Password' link in the sidebar.

Reset Password

The First Time You Log In
Select Reset Password

From	Date	Subject	To	
System Generated	1/21/2010 8:42:26 AM	Welcome to KIDNet	COMC1C	<input type="checkbox"/> Delete

Active Youth:

Discharged Youth: **There are no discharged youth.**

Reset Password

The screenshot shows a web interface for resetting a password. On the left is a navigation menu with the following items: 'Your Information' (with sub-items 'Welcome COMC Clinician! You are working in the program -- Baltimore County DSS Demo.', 'Sign Out!'), 'Browse the Site' (with sub-items 'Clinician Homepage', 'Add Youth', 'Change Program', 'COMC Help Center', 'Reset Password', 'COMC Homepage', 'About Us', 'Links', 'Contact Us'). The main content area is titled 'Reset Password' and contains three input fields: 'Current password:', 'New password:', and 'Repeat new password:'. Below these fields is a 'Save New Password' button. A blue arrow points from a blue instruction box to the 'New password:' field. The instruction box contains the text: 'Enter Assigned Password', 'Enter New Password Twice', and 'Press Save New Password'. At the bottom of the page, there is a copyright notice: '©2003 - 2010 by the Children's Outcomes Management Center University of Maryland, Baltimore'.

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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Clinician Homepage

-Finding Active Clients

The screenshot shows the COACC (children's outcomes management center) Clinician Homepage. At the top, there are two dropdown menus: "Change Client: Select One" (circled in blue) and "Change Agency: U-111 Santa Clara SOS Program". Below the header is a banner image of a diverse group of children with the text "Providing Full Support for Outcomes Management Processes".

On the left sidebar, there is a "Your Information" section with a welcome message for Vanessa Alcantar, "Messaging Info" with links for "Personal Messages" and "System Alerts", and a "Sign Out!" link. Below that is a "Browse the Site" section with links for "Clinician Homepage", "Change Program", and "Add Client".

The main content area features a "Client Quick Access" section with the instruction "Select the Client that you have the privilege to access". It is divided into two columns: "Active Client" and "Discharged Client". Under "Active Client", there is a dropdown menu showing "Please select one" and "Test Demo", and a "Select Client" button. Under "Discharged Client", there is a red message: "There are no discharged youth." Below this is a "Client Quick Search" section with the instruction "Search for a client with whom you've already worked or who you can easily identify." It includes three input fields for "ClientID:", "First Name:", and "Last Name:", along with "Find By ClientID" and "Find By Name" buttons.

Blue arrows point from the "Change Client" dropdown to the "Active Client" dropdown, and from the "Active Client" dropdown to the "Select Client" button. A blue text box on the right contains the following instructions:

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

Clinician Homepage

-Client Quick Search

Clinician Homepage

Client Quick Search

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

Your Information

Welcome **Vanessa Alcantar!** 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 a

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:

Clinician Homepage

-Add/Search Clients

The screenshot displays the Clinician Homepage interface. On the left is a sidebar with navigation links: **Your Information** (Welcome Vanessa, program -- U-111 Santa Clara SOS Program, Messaging Info, Sign Out!), **Browse the Site** (Clinician Homepage, Change Program, Add Client, COMC Help Center, Reset Password, COMC Homepage), and **Reports**. The main content area is titled "Clinician Homepage" and contains three sections: **Client Quick Access** (Select the Client that you have the privilege to access and go to the client homepage directly. Active Client: Please select one [dropdown] Select Client), **Client Quick Search** (Search for a client with whom you've already worked or who you can easily identify. ClientID: [input] Find By ClientID OR First Name: [input] Find By Name Last Name: [input]), and **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. Standard Aggregate Reports). A blue box with the text "Select Add Client" is positioned over the "Add Client" link in the sidebar, with a blue arrow pointing from the box to the link.

Add/Search Clients

Your Information

Welcome **Vanessa Alcantar!** 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](#)

[COMC Help Center](#)

Add Client

How to Use This Page

Before adding a client to the system, we require that you perform a search in order to ensure that you are not adding a duplicate client.

To perform the search, you will need to provide the client's FIRST and LAST name.

You may also provide a Social Security Number. Optionally, you can provide another kind of ID -- such as a Medical Assistance ID -- that we may have on record for this client.

Search results will be provided below the data entry portion of this screen. Please note that you will NOT be displayed a list to choose from, rather, you will be notified if we can make a match.

Search Before Adding This Avoids Duplicates

First Name*:

Last Name*:

Suffix:

Birth Date (mm/dd/yyyy)*:

Gender*: Male Female Transgender

Social Security Number (###-##-####):

Client ID:

Add/Search Clients

- Required Fields:
- First Name
 - Last Name
 - DOB
 - Gender
 - Client ID (Unicare ID)

before adding a client to the system, we require that you perform a search in order to avoid adding a duplicate client.

To perform the search, you will need to provide the client's FIRST and LAST names, Suffix, Date of Birth, and Gender. You may also provide a Social Security Number. Optionally, you can provide another kind of ID -- that we may have on record for this client.

Search results will be provided below the data entry portion of this screen. Please note that you will not be notified if there is a match, rather, you will be notified if we can make a match.

First Name*:

Last Name*:

Suffix:

Birth Date (mm/dd/yyyy)*:

Gender*: Male Female Transgender

Social Security Number (###-##-####):

Client ID:

No Matches

No clients have been found in KIDnet that match the search criteria. You may add a new client to KIDnet by clicking on the blue Add New Client button.

[Add New Youth](#)

- “Match” or “No Match” in KIDNet:
- “Match...” = Clinician adds
 - “No Match...” = Clinician (CLI) does not add
 - CLI will go to PA (to avoid potential duplicate)
 - PA will follow PA workflow provided
 - Client is found in either:
 - Active Client list = PA assigns to the Clinician
 - Discharged Client list = PA needs to click ReEnroll
 - ❖ PA then associates client to that Clinician
 - Client not found = PA can add (Add Client function)
 - PA then associates client to that Clinician

Add/Search Clients

Add/Update Client

The client information has been retrieved from database successfully.

Client Information | Assigned Programs | Assigned Users

First Name	Middle Initial	Last Name	Suffix
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Demo"/>	<input type="text" value=""/>
Social Security Number (000-00-0000)		Client ID	Status
<input type="text" value="000-00-0000"/>		<input type="text" value="123456"/>	<input type="checkbox"/> InActive
Date of Birth (mm/dd/yyyy)	Telephone		Phone Ext
<input type="text" value="06/29/1996"/>	<input type="text"/>		<input type="text"/>
Gender	Race:		
<input type="radio"/> Female		<input type="text" value="Filipino"/>	
<input checked="" type="radio"/> Male	Other (please specify):	<input type="text"/>	
<input type="radio"/> Transgender			

Enter Youth Demographic Info
Press Save

Add/Search Clients

Add/Update Youth

Assigned Users

	User Name (Login)
<input type="checkbox"/>	COMC Clinician (COMC1C)

Save

Assign Youth to Clinician
Go to Next Tab

Assigned Programs

	Program Name
<input type="checkbox"/>	Baltimore County DSS (Baltimore County)
<input checked="" type="checkbox"/>	Baltimore County DSS Demo (Baltimore County)
<input type="checkbox"/>	COMC Demo Program (CBHNP)

Save

Assign Youth to Program
Go to Next Tab

Clinician Homepage

-Find Active Clients

COMC - OMS Homepage - Mozilla Firefox

Change Youth: (Dropdown menu showing "Demo_Test(000-00-0000)")

Support Request

Change Program:

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Providing Full Support for Outcomes Management Processes

Clinician Ho

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

Messages and Alerts

From	Date	Subject	Actions
System Generated	1/21/2010 8:42:26 AM	Welcome to KIDNet	COMC1C <input type="checkbox"/> Delete Delete All

To contact a KIDnet Administrator, please use our Online Support Request Form.

Youth Quick Access
Select the youth that you have the privilege to access and go to the youth homepage directly.

Active Youth Discharged Youth
There are no discharged youth.

Youth Quick Search
Perform a quick search for a youth that you've already worked on and who you can easily identify or go to the [Advanced Search](#) page.

Social Security Number (9 digits or 123-45-6789 format):
OR

Clinician Homepage

-Transition between U-codes (Programs)

Change Client: [Select One] Change Agency: [U-111 Santa Clara SOS Program]

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Providing Full Support for Outcomes Management Processes

Clinician Homepage

Your Information
Welcome Vanessa Alcantar! 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](#)
[COMC Help Center](#)
[Reset Password](#)

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

Active Client [Please select one] [Select 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: [] [Find By ClientID]
First Name: [] [Find By 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)

Client Homepage

-Entering CANS Assessments

The screenshot displays the 'Client Homepage' interface. On the left is a sidebar with navigation links: 'Your Information', 'Browse the Site', 'Clinician Homepage', 'Client Homepage', 'Change Program', 'Add Client', 'COMC Help Center', 'Reset Password', 'COMC Homepage', 'About Us', and 'Contact Us'. The main content area is titled 'Client Homepage' and contains several sections:

- General Client Information:** A header section with sub-sections: 'Demographic Information', 'Clinician and Program Information', 'Parent/Caregiver Information', 'Contact Information', 'Special Evaluator Information', and 'Teacher Information'. Below this, fields include: Full Name: Test Demo; Address: (blank); City: (blank); State: (blank); Zip Code: (blank); Client ID#: 123456; Social Security Number: 000-00-0000; Date of Birth: 01/01/2000; Gender: Female; Race: Hispanic; English Speaking: Not answered. An 'Update' button is at the bottom.
- Forms:** A section with a red reminder: '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.' Below this is a tabbed interface with three tabs: 'New Forms', 'Draft Forms (0)', and 'Completed Forms (3)'. The 'Completed Forms (3)' tab is currently selected.
- Form Lists:** Under the 'Completed Forms (3)' tab, there are three lists of forms:
 - Admission forms:** 'Admission forms have been completed.'
 - Available monitoring forms:** A table with columns 'Add' and 'Form Name'. It lists 'Santa Clara CANS 5+ Update' and 'Santa Clara EC CANS-Update'.
 - Available discharge forms:** A table with columns 'Add' and 'Form Name'. It lists 'Santa Clara CANS 5+ Discharge', 'Santa Clara EC CANS-Discharge', and 'Short Discharge'.
- Post-discharge forms:** A note stating '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 07/01/2016 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>Contact Information</u>	<u>Clinician and Program Information</u> <u>Special Evaluator Information</u>	<u>Parent/Caregiver Information</u> <u>Teacher Information</u>
Full Name: Test Demo Address: City: State: Zip Code: Client ID#: 123456 <input type="button" value="Update"/>	Social Security Number: Date of Birth: 01/01/2000 Gender: Male Race: Filipino English Speaking: Not answered	000-00-0000

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
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.

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
Run This Report	CANS Progress Report
Run This Report	Continuum of Care Report (EC)
Run This Report	Continuum of Care Report (Five Plus)
Run This Report	Needs and Strengths Report (EC)
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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