

KIDnet Orientation Guide Program Administrator

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
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Program Administrator Role

- The program administrator has access to all U-Codes that fall within their organization
 - Ability to see all U-codes, clinicians and clients
- The program administrator is able to add clients to the U-codes and assign the appropriate clinician
- The program administrator will have access to real time data at multiple levels.
 - Reports can be run at the:
 - Client Level
 - Clinical Level
 - Individual U-Codes
 - Organizational Level

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

Administrator Homepage

-Reset Password

The screenshot shows the 'Program Administrator Homepage' with a sidebar on the left and a main content area on the right. The sidebar contains several sections: 'Your Information' (welcome message for Philbert Espejo), 'Messaging Info' (0 Personal Messages, 11601 System Alerts), 'Sign Out!', 'Browse the Site' (with links for Program Administrator Homepage, Add Client, Change Program, COMC Help Center, Reset Password, COMC Homepage, About Us, and Contact Us), and 'Client Quick Access' (with a dropdown menu and a 'Select Client' button). The main content area has a title 'Program Administrator Homepage' and sections for 'Quick Links' (Staff List, Client List, Program Information), 'Client Quick Access' (with a dropdown menu and a 'Select Client' button), 'Client Quick Search' (with search 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' is positioned over the 'Reset Password' link in the sidebar, with an arrow pointing to it.

Reset Password

Your Information
Welcome **Philbert Espejo!** You are working in the program -- U-Santa Clara CSFS Outpatient.

Messaging Info
0 [Personal Messages](#)
11601 [System Alerts](#)

[Sign Out!](#)

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

Reset Password

Current password:

New password:

Repeat new password:

Enter Assigned Password
Enter New Password Twice
Press Save New Password

Administrator Homepage

-View Staff List

The screenshot shows the COMC Administrator Homepage. The page has a yellow header with the COMC logo and the text "children's outcomes management center". Below the header, there is a navigation bar with "Program Administrator" and "Providing Full Support". The main content area is divided into several sections: "Your Information" (Welcome COMC ProgramAdmin!), "Messaging Info" (2 Personal Messages, 1127 System Alerts), "Sign Out!", "Browse the Site" (Program Administrator Homepage, Add Clinician, Add Client, Change Program), "Quick Links" (Staff List, Client List, Program Information), "Client Quick Access" (Select the Client that you have the privilege, Active Client, Please select one, Select Client, Re-enable cycle update alerts), and "Client Quick Search". A blue callout box highlights the "Staff List" link in the Quick Links section, with an arrow pointing to it. The "Staff List" link is underlined and blue.

- ### Staff List
- quick view of all staff
 - Run System Use Report (Individual Clinician Level)

The screenshot shows the "Staff List" page. The page has a yellow header with the text "Staff List". Below the header, there is a "Program Name" dropdown menu set to "-- Kidnet Demo Program 4". Below that, there is a "Clinicians:" section with a table of clinicians. The table has four columns: "Last Name", "First Name", "User Name", and "Type". Each row has a magnifying glass icon in the first column and a "System Use Report" link in the last column. The "System Use Report" link is circled in purple.

Last Name	First Name	User Name	Type
Alcantar	Vanessa	vanessaalcantar	Clinician
Fewel	B	bfewel	Clinician
HPD	Test	hpd@gmail.com	Clinician

Administrator Homepage

-View Client List & Clinician Caseload

nlubold@ametrics.org - W... My meetings | GoToMeet... COMC - OMS Homepage x

https://www.comc.ametrics.org/OMS/index.aspx

Apps http://www.wiggio.c... Rackspace Webmail... Citrix Secure Sign In Trello templates | Advance... Inbox - coachlubold... Other bookmarks

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Program Administrator Homepage

Your Information
Welcome COMC ProgramAdmin! You are working in the program -- KIDnet DEMO Program 1.

Messaging Info
2 Personal Messages
1127 System Alerts

[Sign Out!](#)

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

Quick Links
[Staff List](#)
[Client List](#)
[Program Information](#)

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

Active Client
Please select one [v] Select Client
 Re-enable cycle update alerts.

Client Quick Search

There are no discharged youth.

Client List
- List of active and discharge clients
- List of clinician caseload

10:13 AM
02/02/2016

Administrator Homepage

-Finding Active Clients

The screenshot shows the COMC Program Administrator Homepage. At the top, there are two dropdown menus: "Change Client: Select One" (circled in blue) and "Change Program: Kidnet Demo Program 4". Below the header is a banner with the COMC logo and a group photo of children. The main content area is titled "Program Administrator Homepage" and includes several sections:

- Your Information:** Welcome Philbert Espejo! You are working in the program -- Kidnet Demo Program 4.
- Messaging Info:** 0 Personal Messages, 11601 System Alerts.
- Sign Out!**
- Quick Links:** Staff List, Client List, Program Information.
- Client Quick Access:** Select the Client that you have the privilege to access and go to the client homepage directly. It features a table with "Active Client" and "Discharged Client" columns. The "Active Client" column has a dropdown menu open showing a list of client names, with "Please select one" highlighted. The "Discharged Client" column shows "There are no discharged youth."
- Search:** Search for a client with whom you've already worked or who you can easily identify. It includes input fields for "Number (123-45-6789 format):" and "Find By SSN", and another input field and "Find By Name" button.
- Reports**

A blue callout box on the right contains the following text:

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

Two blue arrows point from the callout box to the "Change Client" dropdown and the "Active Client" dropdown menu.

Administrator Homepage

-Client Quick Search

The screenshot displays the Administrator Homepage for the Children's Outcomes Management Center (COMC). At the top, there are dropdown menus for 'Change Client' (set to 'Select One') and 'Change Agency' (set to 'U-122 Santa Clara CSFS Outpatient'). The header features the COMC logo and a group photo of children. A blue callout box with a white border and a blue arrow pointing to the 'Client Quick Search' section contains the following text:

Client Quick Search

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

The main content area includes several sections:

- Your Information:** Welcome Philbert Espejo! You are working in the program -- U-122 Santa Clara CSFS Outpatient. Includes 'Messaging Info' with 0 Personal Messages and 11601 System Alerts, and a 'Sign Out!' link.
- Quick Links:** Staff List, Client List, Program Information.
- Client Quick Access:** Select the Client that you have the privilege to access and go to the client homepage directly. Includes 'Active Client' and 'Discharged Client' dropdowns, each with a 'Select Client' button.
- Client Quick Search:** Search for a client with whom you've already worked or who you can easily identify. Includes input fields for ClientID, First Name, and Last Name, with 'Find By ClientID' and 'Find By Name' buttons.
- Browse the Site:** Program Administrator Homepage, Add Client, Change Program, COMC Help Center, Reset Password, COMC Homepage, About Us.

Administrator Homepage

-Add/Search Clients

The screenshot displays the 'Program Administrator Homepage' interface. On the left, a sidebar contains sections for 'Your Information' (welcoming Philbert Espejo), 'Messaging Info' (0 personal messages, 11601 system alerts), and 'Browse the Site' (links for Program Administrator Homepage, Add Client, Change Program, and COMC Help Center). The main content area features a 'Quick Links' section with 'Staff List', 'Client List', and 'Program Information'. Below this is the 'Client Quick Access' section, which includes instructions to select a client and two columns for 'Active Client' and 'Discharged Client', each with a dropdown menu and a 'Select Client' button. A blue box labeled 'Select Add Client' is positioned over the 'Client List' link, with an arrow pointing to the 'Add Client' link in the sidebar. At the bottom, the 'Client Quick Search' section has a search box and a 'Find By ClientID' button.

Add/Search Clients

Your Information

Welcome **Philbert Espejo!** You are working in the program -- U-122 Santa Clara CSFS Outpatient.

Messaging Info

0 [Personal Messages](#)
 11601 [System Alerts](#)

[Sign Out!](#)

Sign in to KIDnet!

Browse the Site

[Program Administrator Homepage](#)

[Add Client](#)

Add Client

How to Use This Page

Before adding a client to the system, we require that you perform a search in order to search for existing clients.

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 -- 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)

0 [Personal Messages](#)
11601 [System Alerts](#)

[Sign Out!](#)

[Sign in to KIDnet!](#)

[Browse the Site](#)

[Program Administrator Homepage](#)

[Add Client](#)

[Change Program](#)

[COMC Help Center](#)

[Reset Password](#)

[COMC Homepage](#)

[About Us](#)

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

Search results will provided below the data entry portion of this screen. Please note that you will NOT be disp from, 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 matches the identifying information that you entered. You KIDnet by clicking on the blue Add New Client link below.

[Add New Youth](#)

If Client is Not in KIDNet:

- Click Add New Youth

Add/Search Clients

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Add/Update Client

The client information has been retrieved from database successfully.

Client Information | Assigned Programs | Assigned Users

Your Information
Welcome **Philbert Espejo!** You are working in the program -- U-122 Santa Clara CSFS Outpatient.

Messaging Info
0 Personal Messages
11601 System Alerts

[Sign Out!](#)

[Sign in to KIDnet!](#)

Browse the Site
[Program Administrator Homepage](#)
[Client Homepage](#)

First Name: Middle Initial: Last Name: Suffix:
Social Security Number (000-00-0000): Client ID: Status: InActive
Date of Birth (mm/dd/yyyy): Telephone: Phone Ext:
Gender: Female Male Transgender Race: Other (please specify):

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

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

DSS Demo.

Sign Out!

Browse the Site

Clinician Homepage

Add Youth

Change Program

COMC Help Center

Reset Password

Administrator Homepage

-Transition between U-codes (Programs)

The screenshot shows the KIDnet Administrator Homepage. At the top, there are two dropdown menus: 'Change Client: Select One' and 'Change Program: -- Kidnet Demo Program 4'. Below these is the COMC logo and a banner image of children. The main heading is 'KIDnet Administrator Homepage'. On the left, there is a sidebar with sections: 'Your Information' (Welcome Nathan Lubold!), 'Messaging Info' (2 Personal Messages, 738 System Alerts), 'Sign Out!', 'Browse the Site' (Admin Homepage, Add Clinician, Add Client, Add Program), and 'Client Quick Access'. The main content area features a 'Youth Currently In Admission Window' section with a table of youth. A blue callout box with the text 'Quickly change between U-Codes' has an arrow pointing to the 'Change Program' dropdown menu.

Change Client: Select One [Manage Dynamic Forms](#) **Change Program:** -- Kidnet Demo Program 4

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KIDnet Administrator Homepage

Your Information
Welcome Nathan Lubold! You are working in the program Kidnet Demo Program 4.

Messaging Info
2 Personal Messages
738 System Alerts

Sign Out!

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

Youth Currently In Admission Window
This section identifies youth who are currently in the Admission Phase. A "days remaining" feature is included to help you manage the time frames of each youth admission phase.

View	Patient Name	SSN	Program name	Admission Date	Days Remaining
	Bob Test	000-00-0000	Kidnet Demo Program 4	1/7/2016	3

Quick Links
[Staff List](#)
[Client List](#)
[Program Information](#)

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

Quickly change between U-Codes

Assign Clinician(s)/U-code(s) -Client Homepage

To view U-code(s) and Clinician(s) a Client is assigned to:

- Click “Clinician and Program Info”

Your Information
Welcome **Philbert Espejo!** You are working in the program -- U-122 Santa Clara CSFS Outpatient.
[Sign Out!](#)
[Sign in to KIDnet!](#)

Browse the Site
[Program Administrator Homepage](#)

Client Homepage

General Client Information

Demographic Information	Clinician and Program Information	Parent/Caregiver Information
Contact Information	Special Evaluator Information	Teacher Information
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#:		
<input type="button" value="Update"/>		

Assign Clinician(s) and/or Ucode(s) to a Client:

- Click on “Update”
- Select appropriate U-code
- Select appropriate Clinician

Assign Clinician(s)/U-code(s) -Program Administrator Homepage

Your Information
Welcome **Philbert Espejo!** You are working in the program – U-122 Santa Clara CSFS Outpatient.

Messaging Info
0 Personal Messages
11601 System Alerts

Program Administrator Homepage

Quick Links

- Staff List
- Client List
- Program Information

1) Select Client List

Client List

Active Clients (Total Active Clients: 16)

	Last Name	First Name	SSN
	Butter	Peanut	123-45-8789
	Client	Test	123-45-8789
	Dallas	Jack	123-12-3123

2) Select next to Clients name

Add/Update Youth

Youth Information | **Assigned Programs** | **Assigned Users**

User Name (Login)
COMC Clinician (COMC1C)

**Assign Youth to Clinician
Go to Next Tab**

Youth Information | **Assigned Programs** | **Assigned Users**

Program Name
Baltimore County DSS (Baltimore County)

Baltimore County DSS Demo (Baltimore County)

COMC Demo Program (CBHNP)

**Assign Youth to Program
Go to Next Tab**

3) Assign U-Code and/or Clinician

Administrator Homepage

-Reports at the Ucode Level

Your Information
Welcome **Philbert Espejo!** You are working in the program -- U-122 Santa Clara CSFS Outpatient.

Messaging Info
Personal Messages
System Alerts

Sign Out!

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

Program Administrator Homepage

Quick Links
[Staff List](#)
[Client List](#)
[Program Information](#)

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

Active Client **Discharged Client**
Please select one Please select one

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.

Standard Aggregate Reports

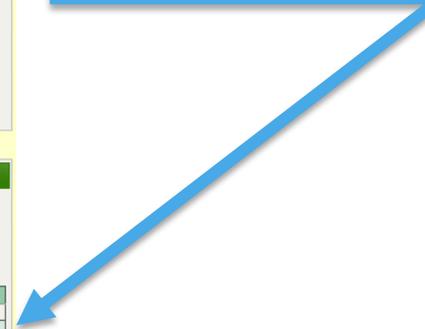
	Report Name
Run this report	Form Activities Report
Run this report	Program System Use Report 180 day cycle

Standard Filtering Reports

	Report Name
Run this report	Program Performance Indicators Report(AG)
Run this report	Adhoc Report

U-Code Reports

- Form Activities Report
- Program System Use Report
- Program Performance Indicator
- Adhoc Report



Client Homepage

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:	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
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)

General Client Info

- Assign/Un-assign clinicians and/or Ucodes
- Check which clinicians/ucodes currently assigned to client

Forms (Assessments)

- New Forms
- Draft Forms
- Completed Forms

Individual Client Reports

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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