



KIDNET ADMINISTRATOR GUIDE

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About KIDnet

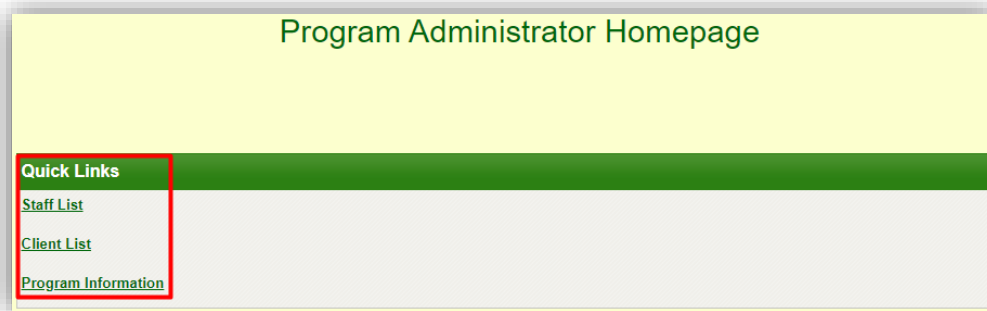
KIDnet was created in 2012 by the Children’s Outcomes Management Center embedded in the University of Maryland School of Social Work to meet the need for better data. KIDnet was eventually purchased by a collaborative of four human service organizations which in turn became Advanced Metrics.

Understanding Your Program Administrator Homepage

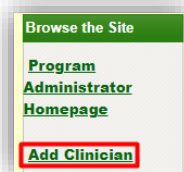
Click here for a [video tutorial](#) of this section.

From the Program Administrator Homepage, you can access every function that clinicians use in KIDnet, in addition to the following functions outlined below:

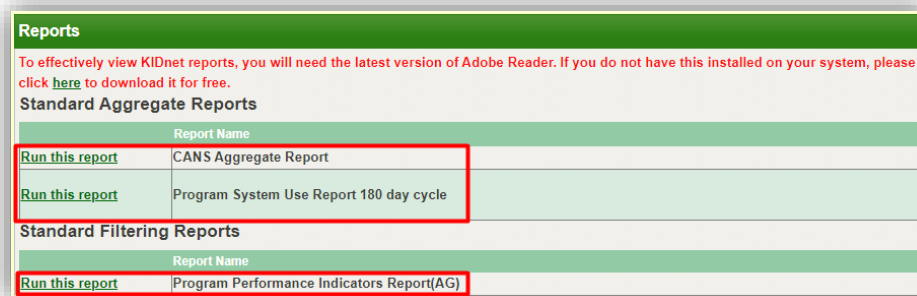
1. **Quick Links:** View and edit items in the following:
 - a. **Staff List**
 - b. **Client List**
 - c. **Program Information**



2. **Add Clinician:** Create a username and password for a new clinician



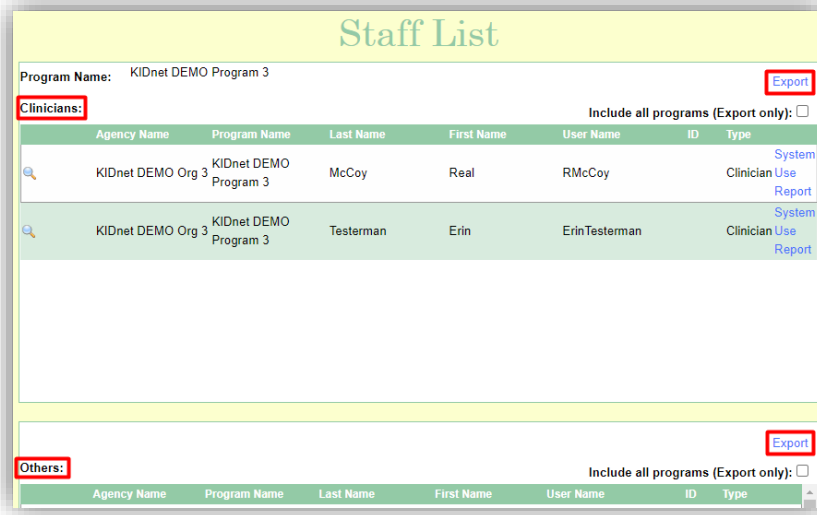
3. **Reports:** Run the three additional reports shown below



Viewing Staff List

To access this page, click **Staff List** from the **Quick Links** section of the [Program Administrator Homepage](#). Staff are listed in two sections on this page. By clicking **Export**, you can download a spreadsheet of the staff in each section. The two sections are:

1. **Clinicians:** Staff who have the user type of *Clinician* or *Supervisor* will be listed here.
2. **Others:** Staff who have any other user type, including *Program Administrator* or *Data Entry Staff*, etc. will be listed here.

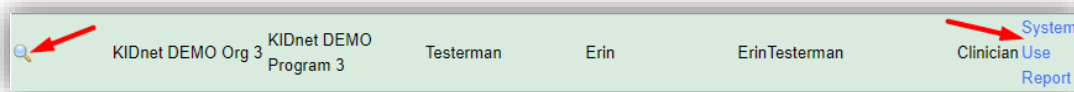



Staff List						
Program Name: KIDnet DEMO Program 3						Export
Clinicians:			Include all programs (Export only): <input type="checkbox"/>			
Agency Name	Program Name	Last Name	First Name	User Name	ID	Type
KIDnet DEMO Org 3	KIDnet DEMO Program 3	McCoy	Real	RMcCoy		Clinician Use System Report
KIDnet DEMO Org 3	KIDnet DEMO Program 3	Testerman	Erin	ErinTesterman		Clinician Use System Report

Others:						
Include all programs (Export only): <input type="checkbox"/>						Export
Agency Name	Program Name	Last Name	First Name	User Name	ID	Type

Using the links on either side of a clinician’s name allows you to take more actions or view more details.

1. The **magnifying glass** opens a clinician’s profile, where you can update their demographic information and reset their password.
2. **System Use Report** opens a report listing each form that was due for clients on the clinician’s caseload in the last 90 days, and whether each form was completed on time, etc.



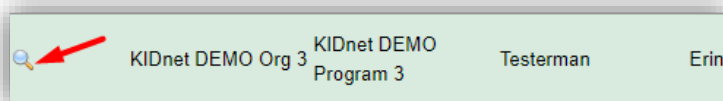
	KIDnet DEMO Org 3	KIDnet DEMO Program 3	Testerman	Erin	ErinTesterman	System Use Report
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
Resetting a Clinician’s Password

Click here for a [video tutorial](#) of this section.

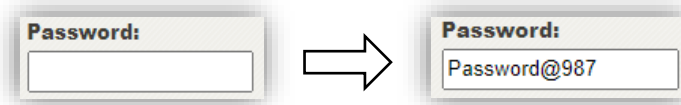
If a clinician has forgotten their password, you can reset it easily from the [Staff List](#) page.

1. Click the **magnifying glass** next to their name.

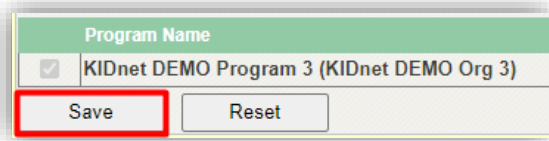


	KIDnet DEMO Org 3	KIDnet DEMO Program 3	Testerman	Erin
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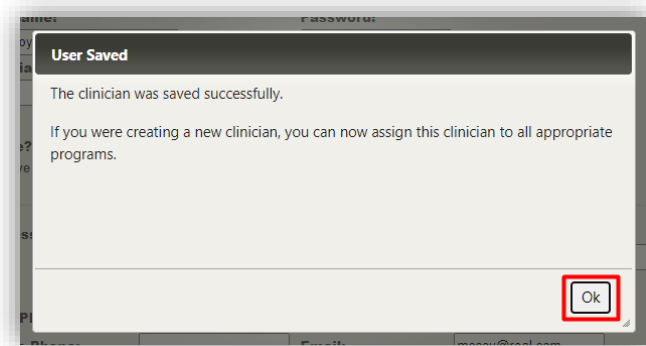
2. The Password field will be blank, so type in a generic password.



3. Scroll to the bottom of the page and click **Save**.



4. A pop-up confirms that the changes were saved. Click **Ok**.



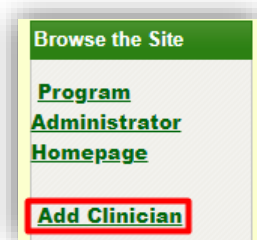
5. Give the clinician their updated login information and remind them to reset their password to something unique once they log in again.

Adding a Clinician

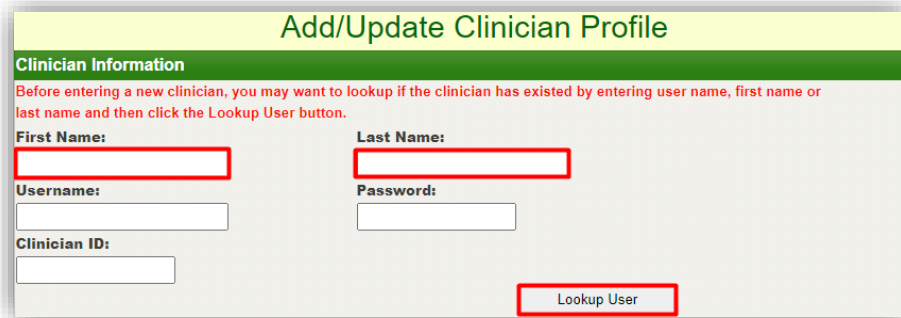
Click here for a [video tutorial](#) of this section.

To add a clinician:

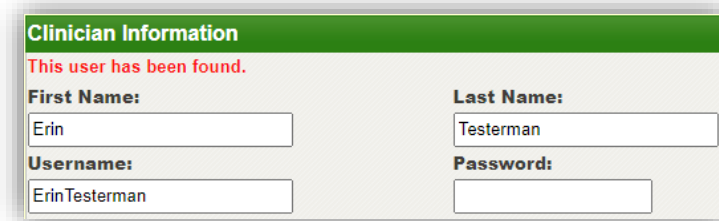
1. Click **Add Clinician** on left-hand side of the [Program Administrator Homepage](#).



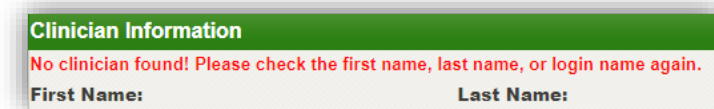
2. Look up the user you want to add, to ensure that they do not already have a profile in the system.
 - a. Enter **First Name and Last Name**.
 - b. Click **Lookup User**.




- c. If the clinician already has a profile in the system, you will see this message, and the staff's username will show up in the Username box.



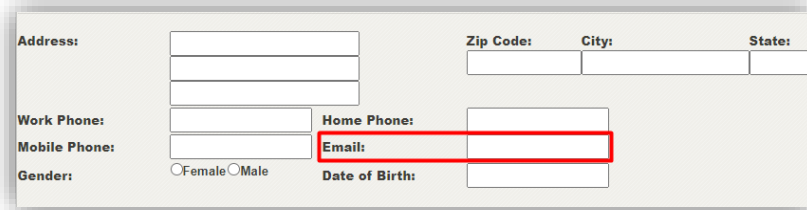
- d. If the clinician does not already have a profile in the system, you will see this message and can continue adding the clinician.



3. Enter the username according to whatever naming convention your organization uses.
4. Enter a generic password for the clinician to use when they first sign in.
 - a. We recommend that they reset their password to something unique once they log in.



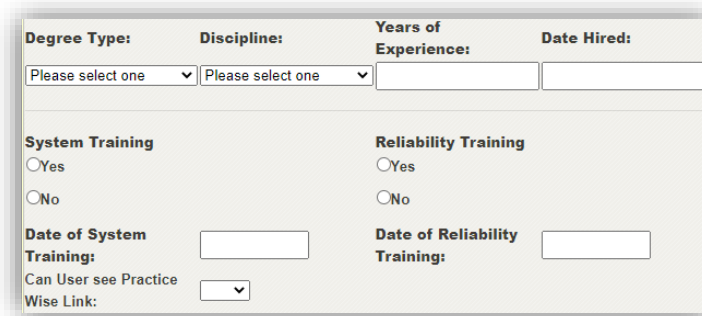
5. Enter the clinician's contact information and demographics
 - a. Email address is required
 - b. All other fields are optional.



Address:

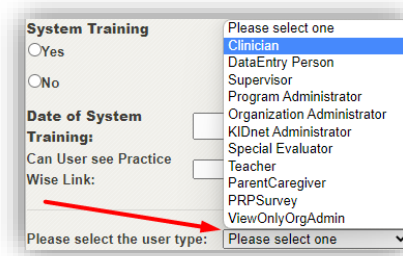
 Zip Code: City: State:
 Work Phone: Home Phone:
 Mobile Phone: **Email:**
 Gender: Female Male Date of Birth:

6. Optional details related to the clinician's degree and training can be added.



Degree Type: Discipline: Years of Experience: Date Hired:
 Please select one Please select one
 System Training Yes No Reliability Training Yes No
 Date of System Training: Date of Reliability Training:
 Can User see Practice Wise Link:

7. The dropdown menu at the bottom of the page determines the role and access they should have within the system. Select **Clinician**.



System Training Yes No
 Date of System Training:
 Can User see Practice Wise Link:
 Please select the user type:

- Please select one
- Clinician**
- DataEntry Person
- Supervisor
- Program Administrator
- Organization Administrator
- KIDnet Administrator
- Special Evaluator
- Teacher
- ParentCaregiver
- PRPSurvey
- ViewOnlyOrgAdmin
- Please select one

8. Click **Save** at the bottom of the page.

Viewing Client List

To access this page, click **Client List** from the **Quick Links** section of the [Program Administrator Homepage](#). Clients are listed in four sections on this page. By clicking **Export** in each section, you can download a spreadsheet of the clients in that section. The four sections are:

1. Active Clients



KIDnet ID	Agency	Program	CIN	Client ID	Last Name	First Name	SSN	DOB	M.R.N
59734	KIDnet DEMO Org 3	KIDnet DEMO Program 3			J - Test	Michael	000-00-0000	12/12/2001	N.A

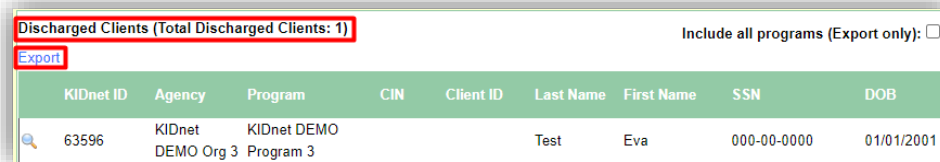
2. View clients assigned to each clinician: this includes active and discharged clients

- a. Selecting a clinician from the dropdown menu generates a list of clients assigned to them.



KIDnet ID	CIN	Client ID	Last Name	First Name	SSN	DOB	Start Date	Discharge Date
59734			J - Test	Michael	000-00-0000	12/12/2001	05/31/2016	

3. Discharged Clients



KIDnet ID	Agency	Program	CIN	Client ID	Last Name	First Name	SSN	DOB
63596	KIDnet DEMO Org 3	KIDnet DEMO Program 3			Test	Eva	000-00-0000	01/01/2001

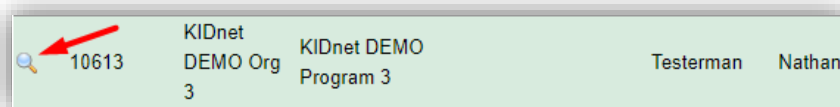
4. Inactive Clients


inactive Clients (clients that have been set as Inactive by KIDnet Admin or Program Admin)
(Total Inactive Clients: 0)

Updating a Client's Information

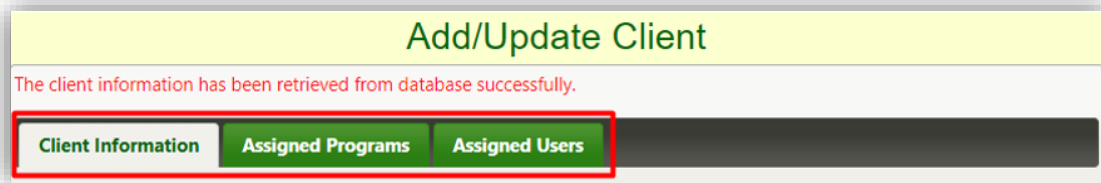
If a client's information has changed, you can easily change it from the [Client List](#) page.

1. Click the **magnifying glass** next to their name.



 10613	KIDnet DEMO Org 3	KIDnet DEMO Program 3			Testerman	Nathan		
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2. There are three tabs in this section.
 - a. **Client Information:** Update demographics, contact information, etc.
 - b. **Assigned Programs:** View and (if needed) remove the client from assigned programs.
 - c. **Assigned Users:** Assign staff to this client so they can access the chart.



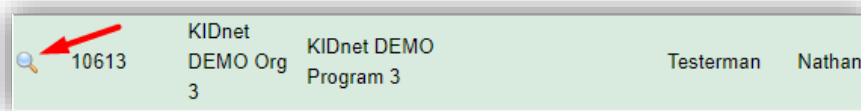
3. After making changes in any of these three tabs, click **Save** at the bottom of the page.

Assigning a Clinician to a Client

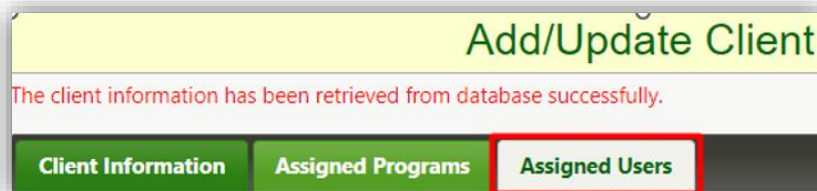
Click here for a [video tutorial](#) of this section.

When you need to assign a clinician to a client, you can easily do so from the [Client List](#) page.

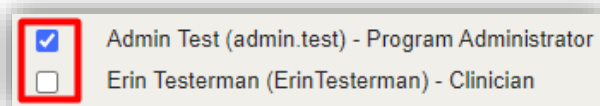
1. Find the client you want to assign a clinician to.
2. Click the **magnifying glass** next to their name.



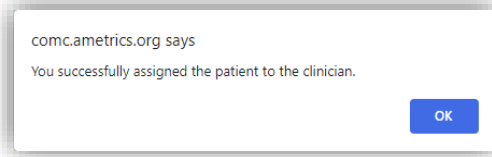
3. Click on the **Assigned Users** tab.



4. Click on the checkbox next to the name of the clinician you want to assign to this client to.
 - a. You can assign as many clinicians as you want to each client.
 - b. You can unassign a clinician whose name is checked by clicking on the checkbox again.



- After clicking on the checkbox, a pop-up will confirm that the clinician is assigned (or unassigned).

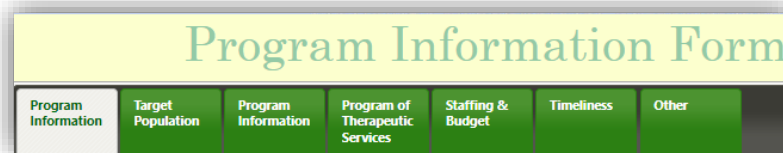


- You do not need to click **Save** because the changes have already been saved.

Viewing and Updating Program Information

The items in the Program Information Form page are optional to fill out. To access this page, click **Program Information** from the **Quick Links** section of the [Program Administrator Homepage](#).

- Select the tab you want to view or update.
 - If you plan to update program information, we recommend updating the information in the tabs in order from left to right, starting with the selected Program Information tab.



- If you make a selection using a checkbox or a “radio button” (see below), you do not need to click **Save**. A pop-up will inform you that the changes have been saved.

Level of care provided

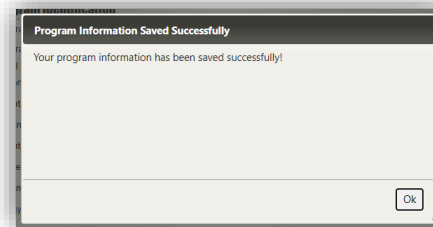
Consultation-liaison Wrap-around services

Outreach services Case management

Primary care services Acute residential treatment

Outpatient services Long-term residential treatment

Intensive outpatient Treatment foster care



- If you enter text in a text box, you will need to click **Save** for the changes to save.

Program Site Location

Address:

City:

State:

Zip:

Running Program Level Reports

In addition to the reports that clinicians can run, program administrators can run three other program level reports. All three are in the Reports section at the bottom of the [Program Administrator Homepage](#).

CANS Aggregate Report

About this report: This report displays aggregate data for all clients in the program in a selected date range. The data displayed includes average length of stay and average CANS scores by domain at intake, throughout the treatment cycle, and at discharge.

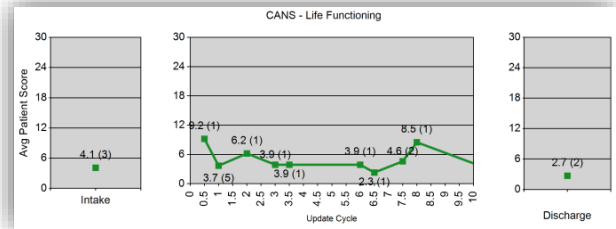
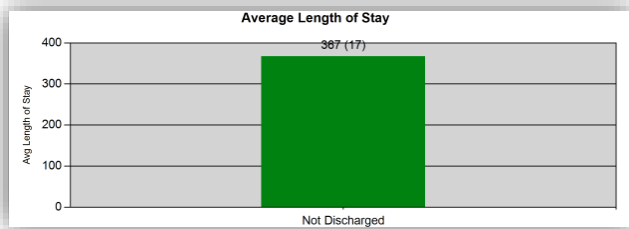
1. Click **Run this report** and another window will open.
2. Select start and end dates and click **Run Report**.

To run this report correctly, please enter the following information

Start Date:

End Date:

3. Below is what the graphs in this report look like:



Program System Use Report 180 day cycle

About this report: This report is a broader version of the **System Use Report** detailed in the [Viewing Staff List](#) section. This report lists all forms that were due in the selected date range and whether each form was completed on time, etc., for all clients in the program, not just those assigned to a specific clinician.

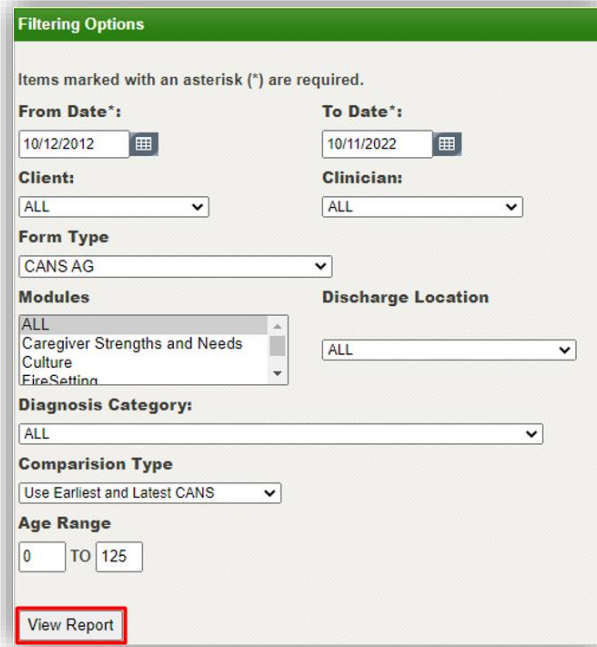
1. Click **Run this report** and another window will open.
2. Select start and end dates and click **Run Report**.
3. Below is an example of what this report looks like, with clinician names redacted.

Collection Date	Entry Date	Δ Days	In Cycle	Draft	Form Name	Clinician Name
Due By	9/15/2022				Fayette County Early Childhood CANS - Update	
Due By	9/15/2022				Natural Support Skill Acquisition: Data Collection Tool	
5/25/2022	5/26/2022	1	Yes		CANS Autism - Update	
5/26/2022	6/14/2022	19	Yes		Data Entry Tool	
6/8/2022	7/12/2022	34	Yes		Natural Support Skill Acquisition: Data Entry Tool	
6/8/2022	7/12/2022	34	No		Data Entry Tool *Dupe*	

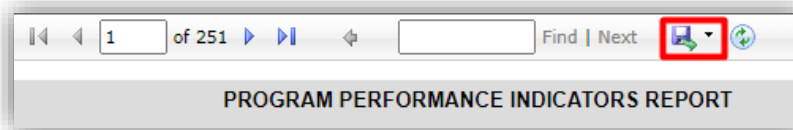
Program Performance Indicators Report (AG)

About this report: This report shows a comparison of client CANS scores between two points in time- either admission and discharge CANS OR earliest and latest CANS in the selected date range. This report can be filtered by multiple variables including date range, clinician, client, and CANS domain.

1. Click **Run this Report**.
2. Select whichever filters you want.
3. Click **View Report**.



4. The report will open below the filtering options on the same page.
5. Download the report in various formats (Excel, PDF, etc.) by clicking on this button and selecting the format you want to save it in.



6. Below is what this report looks like- with test client names.
 - a. The first section lists all clients in the program.

PROGRAM PERFORMANCE INDICATORS REPORT				
KIDnet DEMO Program 3				
Youth Name	Admission Date	Discharge Date	LOT Weeks	Discharge location
Adele, Eva	07/26/2016	12/20/2016	21	Placement home, private residence
Test, Connor	01/01/2015			

- b. The second section shows a summary of how the item ratings compare from Time 1 to Time 2 for the domain(s) you selected. Each client has a line for each “result” (e.g. improved, worse, etc.) that applies to their item ratings. In the example below, Connor Test had 4 items that improved, 4 items that stayed good, and 10 items that got worse.

LEGEND
 IMP - Score Improved from Time1 to Time2
 SG - Score of 0 or 1 Stayed Good from Time1 to Time2
 SNI - Score of 2 or 3 Showed No Improvement from Time1 to Time2
 W - Score has gotten worse from Time1 to Time2

Child Summary Counts and Percentages			
Youth Name	Result	Counts	Total Percentage
Test, Connor	IMP	4	22
Test, Connor	SG	4	22
Test, Connor	W	10	55
Test, Jason	IMP	10	62
Test, Jason	SG	2	12
Test, Jason	W	4	25

- c. The third section is a detailed breakdown of how each item in the selected domain(s) compares from Time 1 to Time 2.

cans_TraumaExperiences				
	Youth Name	Time1 Score	Time2 Score	Result
SchoolViolence	Test, Connor	1	0	IMP
	Test, Jason	1	1	SG
	Test, Labron	1	1	SG
	Test, Michael	3	0	IMP
NaturalManMadeDisasters	Test, Connor	1	0	IMP
	Test, Jason	0	1	W
	Test, Labron	1	2	W
	Test, Michael	3	3	SNI