



## KIDNET CLINICIAN GUIDE

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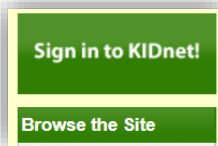
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## About KIDnet

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.

## Logging Into Your Account

1. Navigate to <https://comc.ametrics.org/>
2. Select “Sign in to KIDnet!”



3. Enter the username and password that was previously provided to you.

A screenshot of a login form. At the top, it says "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." Below that, it says "You will be locked out of the site after three consecutive unsuccessful login attempts." and "If you are locked out, please contact your program administrator to reset your password." There are two input fields: "Login:" with the value "eprice@ametrics.org" and "Password:" with a masked password "\*\*\*\*\*". A "Login" button is below the password field. At the bottom, there are two links: "I forgot my username" and "I forgot my password".

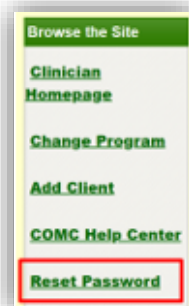
4. Selecting a program will take you directly to your Clinician Homepage.

## Resetting Your Password

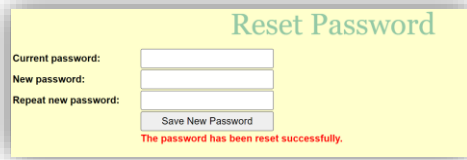
The first time you log into your account, we ask that you reset the password that was provided to you during account setup by following the instructions below. You may also reset your password at any time.

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

1. On the left-hand side of your clinician homepage, select “Reset Password”.



2. In the first box, type your current password.
3. In the second and third box, type your new password (something unique to you).
4. Click “Save New Password”
5. You will see confirmation that your password has been reset.

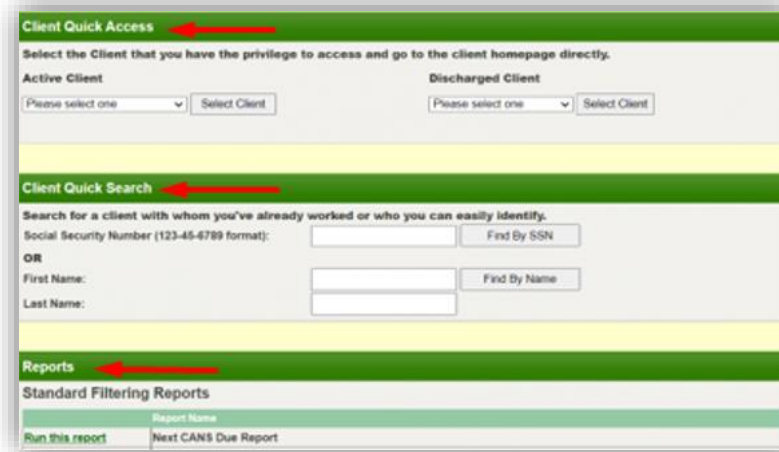


## Understanding Your Clinician Homepage

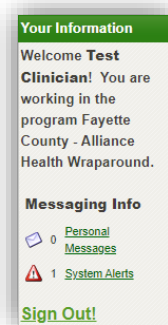
Click here for a [video tutorial](#) of this section.

From the Clinician Homepage, you can access every function you’ll use in KIDnet, as outlined below:

1. **Client Quick Access:** Access any active or discharged client assigned to you.
2. **Client Quick Search:** Search for a client using first and last name OR social security number (SSN).
3. **Reports:** Run reports for the selected program.



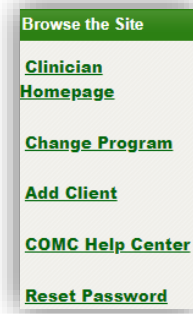
4. **Your Information:** Identifies the program you are working in and includes a link to sign out.



**TIP:** Signing out of KIDnet after each use maintains security and privacy.

5. **Browse the Site:** Includes the following:

- a. A shortcut to your clinician homepage so you can return to it at any time.
- b. Actions such as change program, add client, and reset password.
- c. A link to the help center so you can report any issues to our solution support desk.

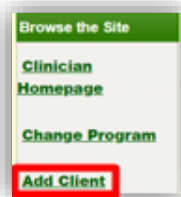


## Adding a New Client

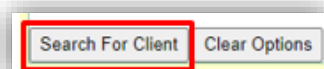
Click here for a [video tutorial](#) of this section.

Add a new client to your program using the following steps:

1. Select "Add Client" from the Browse the Site navigation bar.



2. Enter required information (first name, last name, gender, date of birth).
3. Enter optional information (suffix, social security number, client ID) if applicable.
4. Select "Search for Client" to search the system to verify that the client is not already in the system.



5. If the client is already in the system, you will see the message below.
  - a. Select “Add Client to Program” if you wish to add them to your program.

**One Match**

One client record exists in KIDnet that matches the identifying information that you entered. If you wish to add this client to your program, click on “Add Youth to Program” below.

If you choose to add the client, you will be taken to the Add Client page to complete the process.

First Name	Last Name	DOB	Individual ID
Louie	Bixler	03/19/2013	N/A

[Add Client To Program](#)

6. If the client is NOT already in the system, you will see the message below.
  - a. Select “Add New Client”.

**No Matches**

No clients have been found in KIDnet that matches the identifying information that you entered. You can now enter this new client into KIDnet by clicking on the blue Add New Client link below.

[Add New Client](#)

7. You will be directed to add/update the client by filling out the information as appropriate.
  - a. Enter required information (first name, last name, date of birth, gender, and race).
  - b. The remainder of the information is optional.
  - c. Click “Save” at the bottom of the page.
  - d. The client will be automatically assigned to you and your program.
8. The client will now appear in the “Active Client” list on your homepage for future access.

## Accessing Client Homepages

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

There are two ways to access client homepages for active and discharged clients from the clinician homepage.

1. Client Quick Access
  - a. Select a client from the appropriate client drop-down list (active or discharged).
  - b. Click “Select Client”.

**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

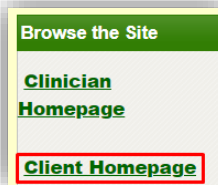
**Discharged Client**

Please select one

## 2. Client Quick Search

- a. Enter social security number **OR**
- b. Enter First Name and Last Name

Selecting a client will take you to their client homepage. Once you are in a client homepage, the navigation pane on the left-hand side will display a “Client Homepage” link that you can use to return to that client’s homepage from anywhere in the system.



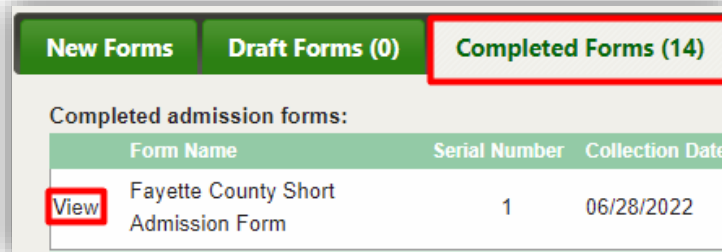
**TIP:** You can easily switch to a different client using the dropdown menu at the top of the page.



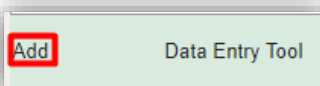
## Viewing and Adding Forms

Once you have selected the appropriate client and navigated to their Client Homepage, you can add new forms, and view draft (incomplete) forms and completed forms.

1. View a draft or completed form by selecting the appropriate tab and clicking “View”.



2. Add a new form to the client page as follows:
  - a. Select the “New Forms” tab.
  - b. Locate the form that you would like to add and select “Add” beside it.

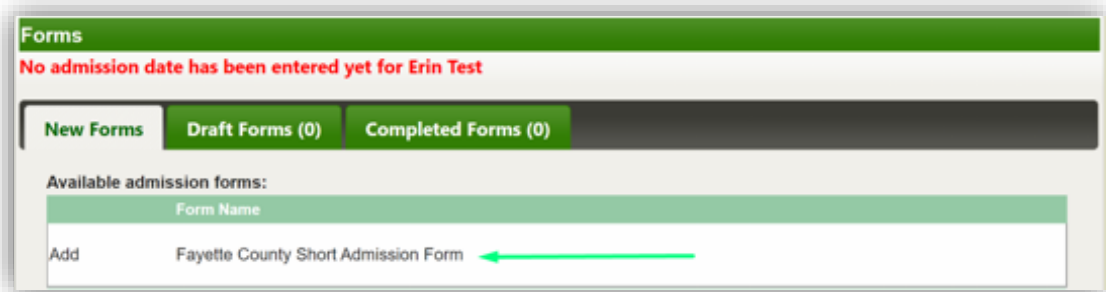


## Form 1: Short Admission Form

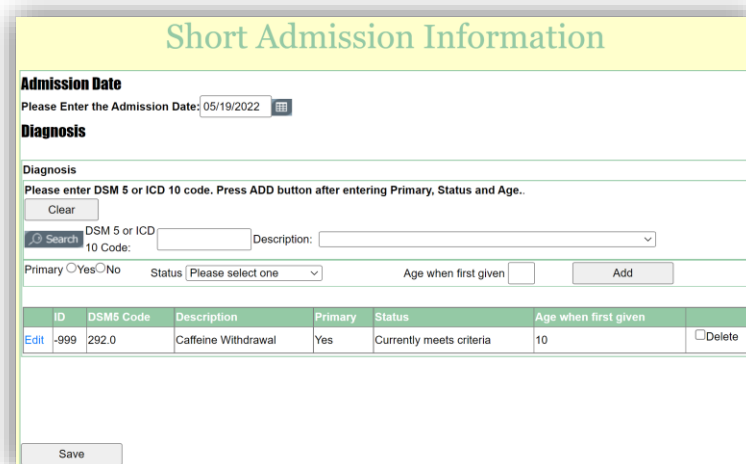
**About this form:** This form is where the admission date and diagnoses are entered. The admission date is particularly important because certain forms, reminders, and reports throughout the system are tied to it.

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

1. Add this form using the steps in **Viewing and Adding Forms** section.



2. Complete the following fields:
  - a. Admission Date
  - b. Diagnosis
    - i. DSM 5 or ICD 10 Code
      1. Enter the code in the DSM 5 or ICD 10 Code text box.
        - a. If needed, use the Search function to find the correct code.
      2. Select the diagnosis from the Description dropdown menu.
    - ii. Primary (Yes/No)
    - iii. Status
    - iv. Age First Given
    - v. Click "Add".
    - vi. Repeat the above steps as necessary



ID	DSM5 Code	Description	Primary	Status	Age when first given	
Edit -999	292.0	Caffeine Withdrawal	Yes	Currently meets criteria	10	<input type="checkbox"/> Delete

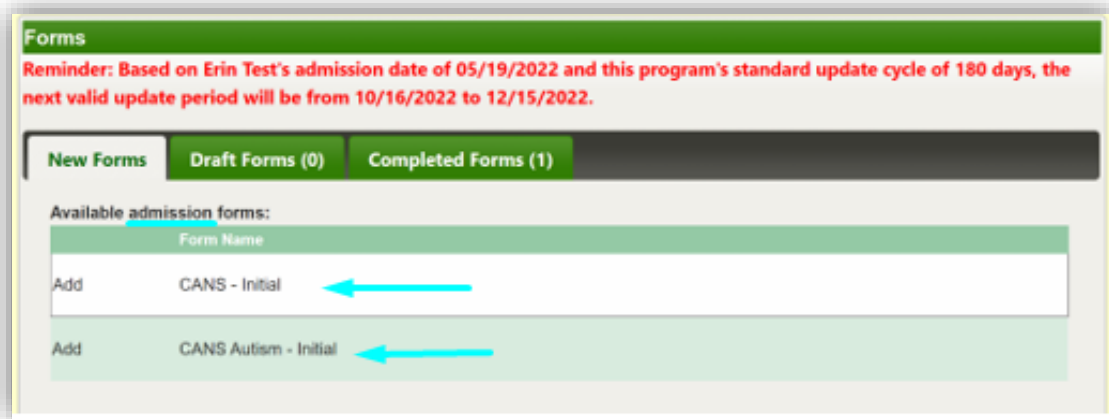
3. When all diagnoses are entered, select “Save”.

### Form 2: CANS or CANS Autism

**About this form:** After the Short Admission Form, you will add either the CANS or the CANS Autism, depending on the client’s diagnosis. The CANS is the centerpiece of KIDnet, and certain item ratings from the most recent CANS are built into other forms that you will add.

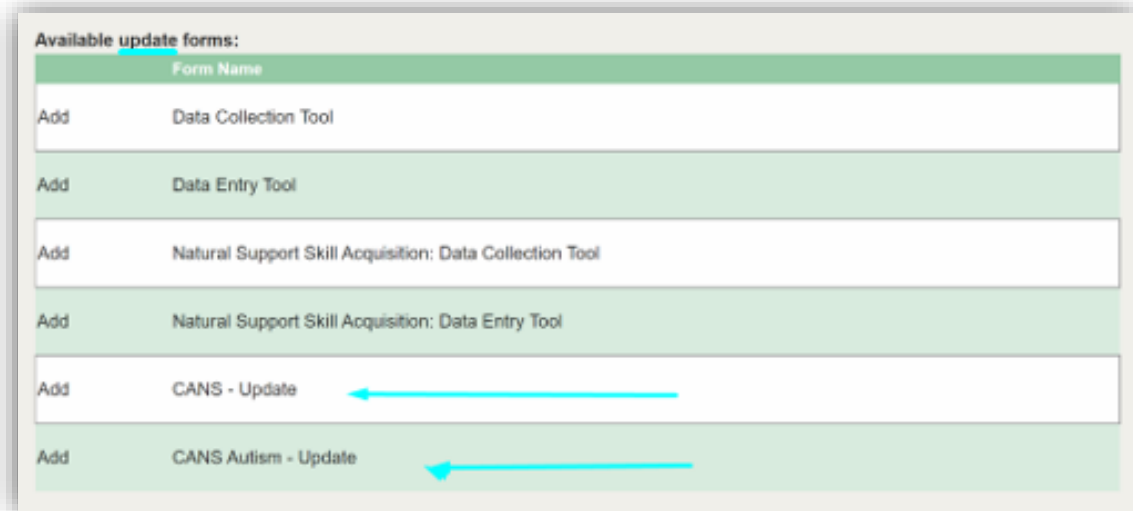
There are three versions of the CANS and the CANS Autism you will use over the course of treatment.

1. The **Initial** version should be completed within 30 days of admission date on Short Admission Form.



The screenshot shows a web interface titled "Forms". At the top, a red banner contains a reminder: "Reminder: Based on Erin Test's admission date of 05/19/2022 and this program's standard update cycle of 180 days, the next valid update period will be from 10/16/2022 to 12/15/2022." Below this, there are three tabs: "New Forms", "Draft Forms (0)", and "Completed Forms (1)". Under the "New Forms" tab, the section "Available admission forms:" contains a table with two rows. Each row has an "Add" button, a "Form Name" field, and a blue arrow pointing left. The first row lists "CANS - Initial" and the second row lists "CANS Autism - Initial".

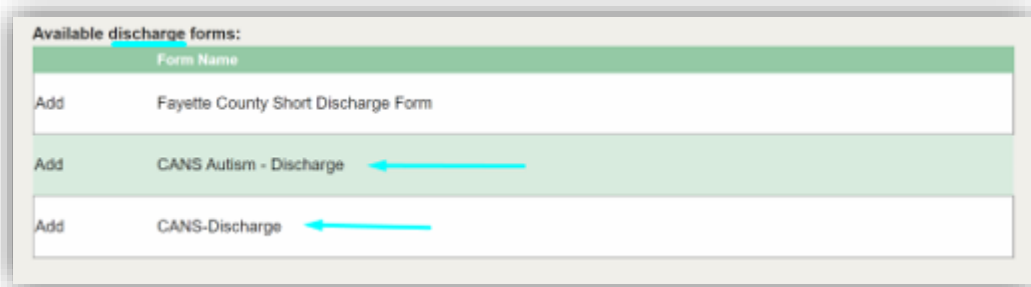
2. The **Update** version should be completed every 90 days from the Initial version until discharge.



The screenshot shows a web interface titled "Forms" with the section "Available update forms:". It contains a table with six rows. Each row has an "Add" button, a "Form Name" field, and a blue arrow pointing left. The form names listed are: "Data Collection Tool", "Data Entry Tool", "Natural Support Skill Acquisition: Data Collection Tool", "Natural Support Skill Acquisition: Data Entry Tool", "CANS - Update", and "CANS Autism - Update".



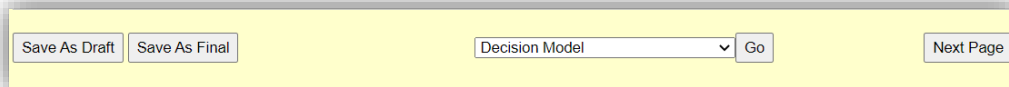
3. The **Discharge** version should be completed upon discharge as the final version of the CANS.



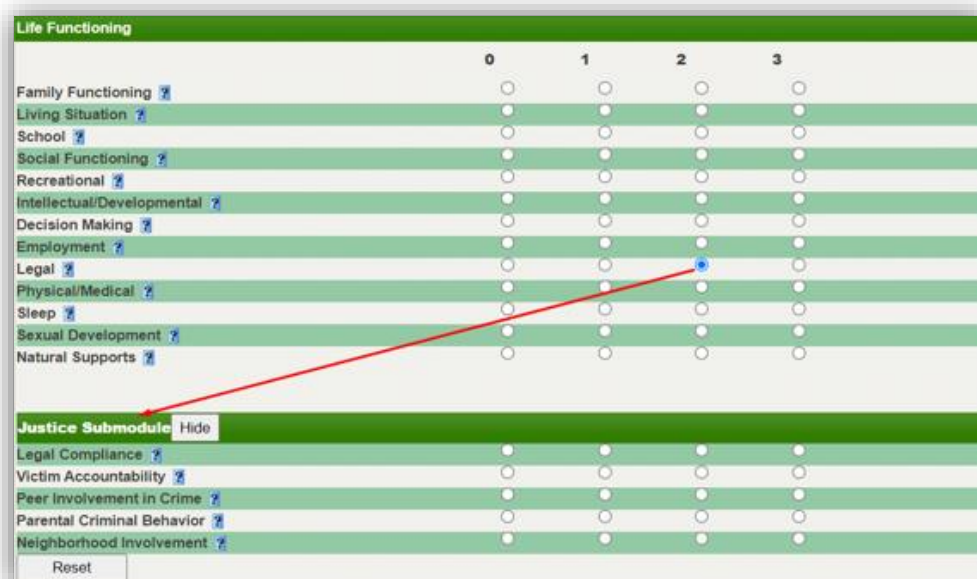
### Completing a CANS in KIDnet

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

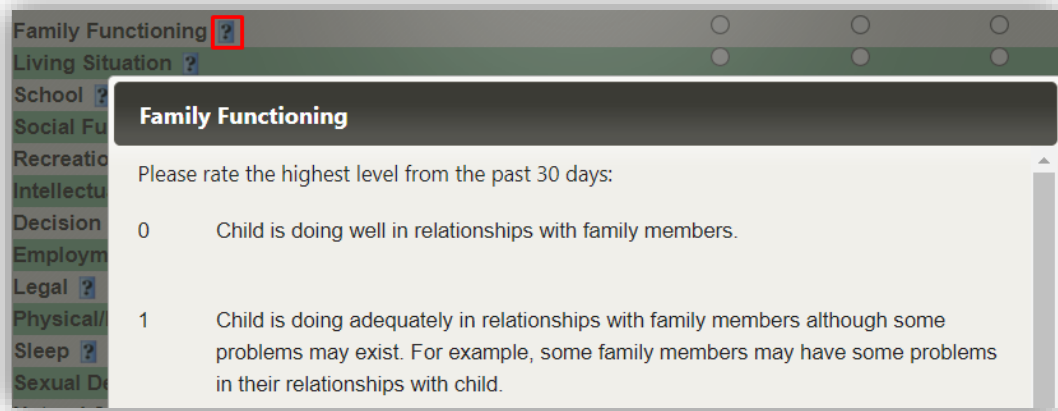
1. Add this form using the steps in **Viewing and Adding Forms** section.
2. Enter “Date Form Completed”.
3. Rate each item on the page.
4. Options to save and navigate to other sections of the CANS are at the bottom of the page.
  - a. Best practice is to “Save as Draft” after completing each page, then click “Next Page”.
  - b. To “Save As Final” every item on every page must be filled out.



5. For certain questions, specific ratings will trigger a submodule with more questions.
  - a. **Example:** A rating of 1, 2, or 3 in the Legal domain will trigger the Justice submodule, while a rating of 0 will not trigger the submodule.



- Clicking the question mark next to the rating title will show a detailed description of each rating.



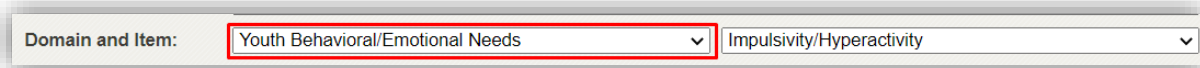
### Form 3: Data Collection Tool

**About this form:** This form is a framework for creating client goals and objectives. Items are populated from the most recent CANS based on how you scored them. The purpose is to help identify areas that may need to be addressed with a specific goal and objective. This form can be added only **after** a CANS has been saved as final.

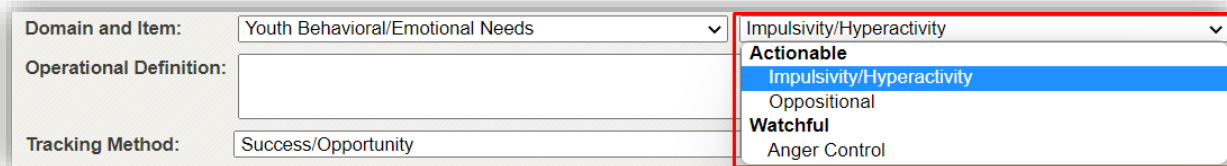
**TIP:** If you add a new Data Collection Tool after each update of the CANS, the goals and objectives will reflect the client’s most current needs and strengths.

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

- Add this form using the steps in **Viewing and Adding Forms** section.
- Select a Domain from the dropdown below. A domain is only on this dropdown if it includes an item that was identified as potentially needing to be addressed based on how you scored it.

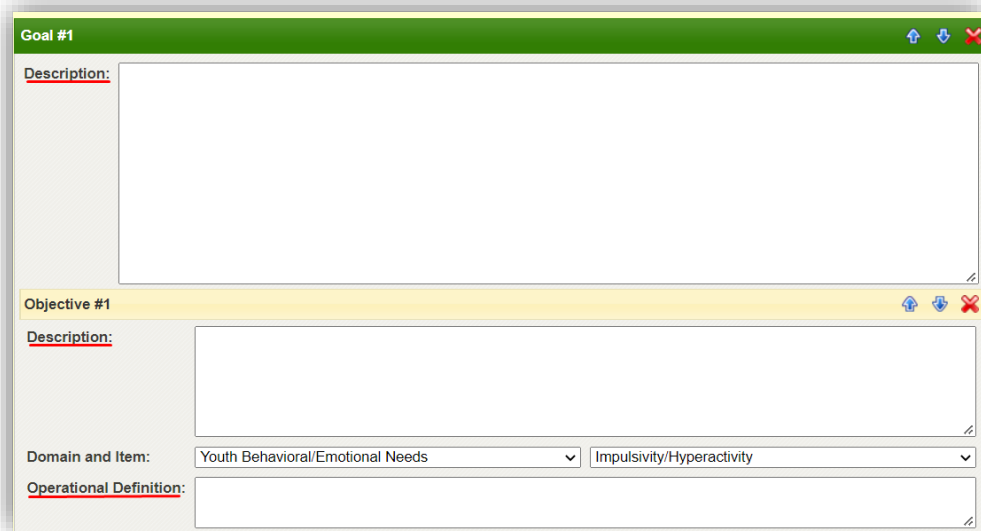


- Select an Item from the dropdown below. “Actionable” are higher priority than Items that are listed under “Watchful”. An item is only on this dropdown if it was identified as potentially needing to be addressed based on how you scored it.

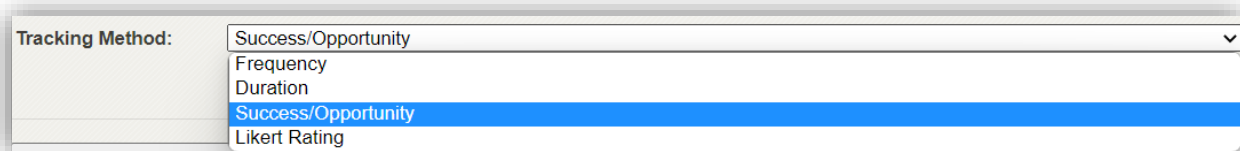


- Use the two dropdowns above to identify a specific goal and objective to address one item.

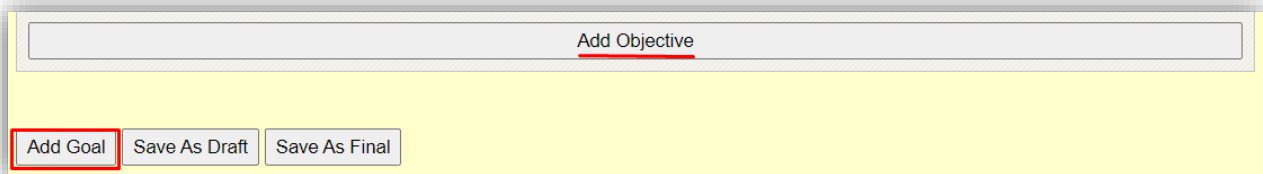
- Fill out all text boxes with descriptions of the goal and objective as well as operational definition.



- Select the appropriate “Tracking Method” from the dropdown.



- To add another goal or objective, click “Add Goal” or “Add Objective”.
  - Only one goal and one objective are required.



- Goals and objectives can be reordered or deleted using these icons:



- Click  when you are done adding goals and objectives.

- To print a data collection sheet to use at sessions, select this option at the top of the page.

[Print Data Collection Tool Form](#)

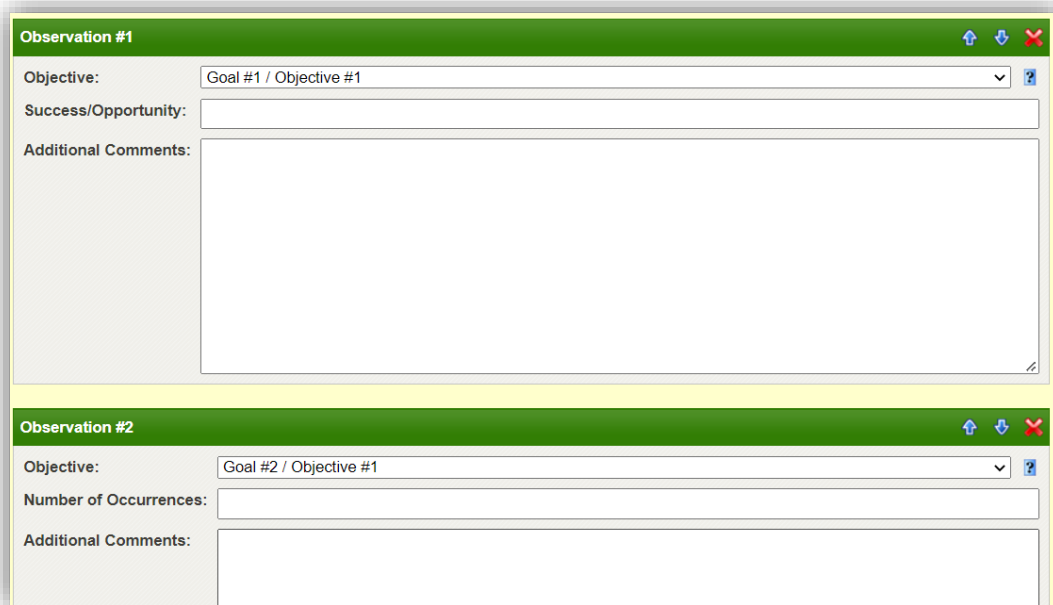
**TIP:** The Data Collection Tool is not intended to replace the client’s treatment plan. However, aligning the two by using Data Collection Tool to inform the treatment plan ensures consistency.

## Form 4: Data Entry Tool

**About this form:** This form is used to document client goals and objectives from the Data Collection Tool. A new form should be added for **each session** with the client. This form can be added only **after** a Data Collection Tool has been saved as final.

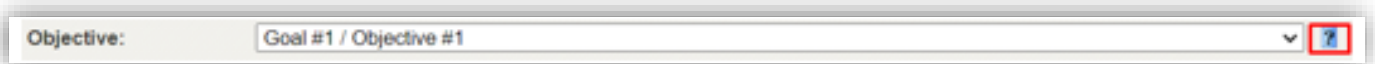
Click here for a [video tutorial](#) of this section.

1. Add this form using the steps in **Viewing and Adding Forms** section.
2. Enter the date and time of the observation.
3. Select the setting of the observation from the dropdown.
4. The Goals and Objectives that you entered your latest Data Collection Tool will populate as the goals and objectives in the Data Entry Tool.



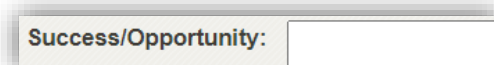
The screenshot displays two observation forms stacked vertically. The top form, titled "Observation #1", has a green header bar with up, down, and close icons. It contains three fields: "Objective:" with a dropdown menu showing "Goal #1 / Objective #1" and a question mark icon; "Success/Opportunity:" with an empty text box; and "Additional Comments:" with a large empty text area. The bottom form, titled "Observation #2", has a similar layout but includes a "Number of Occurrences:" field with an empty text box in addition to the "Objective:" dropdown and "Additional Comments:" text area.

5. Select the desired objective from the Objective dropdown.
  - a. Clicking on the question mark next to the dropdown gives details about the objective.




This close-up shows the "Objective:" dropdown menu. The selected item is "Goal #1 / Objective #1". To the right of the dropdown is a small red-bordered square containing a white question mark icon.

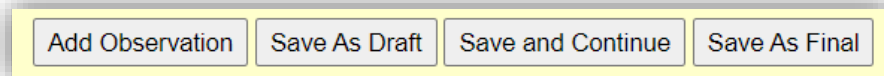
6. Enter data related to the objective's tracking method in the first text box.



This close-up shows the "Success/Opportunity:" label followed by an empty text box.

7. Type any additional details in the "Additional Comments" text box.

8. You can add as many observations as you need to for one date and time.
  - a. To add more observations for the same date and time, click “Add Observation”.
  - b. If you no longer need an observation, make sure to click  or you will receive an error message when you try to save as final.
9. You can add observations that occurred on another date and time by clicking “Save and Continue” and entering another date and time.
10. When you are finished entering all your observations, click “Save as Final”.

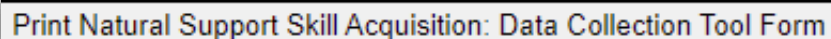


### Form 5: Natural Support Skill Acquisition: Data Collection Tool

**About this form:** This form is a framework for creating caregiver goals and objectives. Items are populated from the most recent CANS based on how you scored them. The purpose is to help identify areas that may need to be addressed with a specific goal and objective. This form can be added only **after** a CANS has been saved as final.

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

1. Add this form using the steps in **Viewing and Adding Forms** section.
2. The steps to fill this out are identical to the steps to fill out **Form 3: Data Collection Tool**.
3. Be sure that the goals and objectives on this form are for the caregiver, not the client.
4. To print a data collection sheet to use at sessions, select this option at the top of the page.



### Form 6: Natural Support Skill Acquisition: Data Entry Tool

**About this form:** This form is used to document caregiver goals and objectives from the Natural Support Skill Acquisition: Data Collection Tool. This form can be added only **after** a Natural Support Skill Acquisition: Data Collection Tool has been saved as final and should be completed **at least once a month**.

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

1. Add this form using the steps in **Viewing and Adding Forms** section.
2. The steps to fill this out are identical to the steps to fill out **Form 4: Data Entry Tool**.
3. Be sure that the data entered on this form is for the caregiver, not the client.

## Form 7: Short Discharge Form

**About this form:** This form needs to be added when a client is ready to be discharged. This records the date the client was discharged which is used for tracking and calculating length of stay within the program.

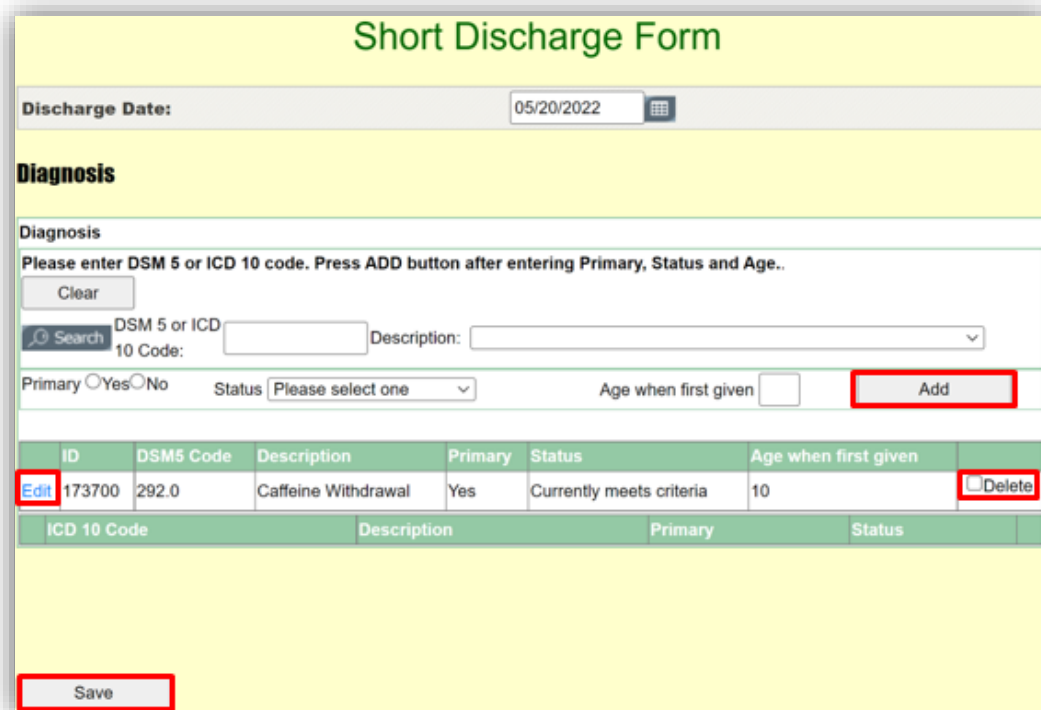
1. Complete the **CANS - Discharge** or **CANS Autism - Discharge** before adding this form.
2. Add this form using the steps in **Viewing and Adding Forms** section.



Available discharge forms:

Form Name	
Add	Fayette County Short Discharge Form

3. Complete the following fields:
  - a. Discharge Date:
    - i. Today's date is automatically entered into this field. If discharge occurred on a date other than today, you would need to change the date in this field.
  - b. Diagnosis
    - i. These are the diagnoses that were entered on the Short Admission Form.
    - ii. If there have been no changes to the diagnoses, skip the next step.
    - iii. If there have been changes to the diagnoses: edit, delete, or add as appropriate.
    - iv. When you are done, click "Save".



**Short Discharge Form**

Discharge Date: 05/20/2022

**Diagnosis**

Diagnosis

Please enter DSM 5 or ICD 10 code. Press ADD button after entering Primary, Status and Age..

Clear

Search DSM 5 or ICD 10 Code: Description:

Primary  Yes  No Status: Please select one Age when first given: Add

ID	DSM5 Code	Description	Primary	Status	Age when first given	
Edit	173700	292.0	Caffeine Withdrawal	Yes	Currently meets criteria	10 Delete
ICD 10 Code	Description	Primary	Status			

Save