

Agency Clerical

ROLE: Clerical

They have very similar rights of the clinician, however, when putting the information in the system it will be time stamped with the data entry staffs name. This is done to avoid the misconception that they are working directly with the clients.

- Ability to see all of the programs, clinicians, and clients that are in that organization.
- Ability to add clients to various programs.
- **NOTE: KIDNet Request Forms for contractors, have to be approved by Contract Leads.**
 - *Once approved, Contract Leads have to forward email/form to Decision Support for processing*
 - *Please refer to the CANS Software Procedures*

KIDnet Steps:

1. Log into KIDNet
 - <https://www.comc.ametrics.org/>
 - Username and Password will be provided to you once we receive:
 - KIDNet Request Form
 - Oath of Confidentiality
2. Select a Program (Ucode)
 - Only able to view Organizations and Ucodes that are assigned to you as a Clerical
3. Select the Clinician for who you want to enter data
4. Data Entry Associate Homepage
 - Access, Search, and Reports links
 - Searching for Clients within the ucode
5. Add Client
 - This role does not allow to add clients, please connect with Program Administrator or Clinician
6. Reset Password
 - Only able to reset your own password
7. General Tips
 - Don't back space
 - Search for Clients within a Ucode (within the PA Homepage)
 - Change Client
 - Client List
 - Active Client/Discharged Client
 - Client ID
 - First Name, Last Name
 - Search for Clients System wide
 - Add Client (sidebar)
 - Change Ucode
 - Change Agency
 - Change Program (sidebar)

Important things to remember

- You will not be able to go into KIDnet until Decision Support gets your Request and Oath Form
- Then you will be provided with user name and password