Agency Clinicians

**ROLE:** Clinicians

- Primary functions are adding the CANS data in the system for the individual clients.
- Clinicians do have the ability to run reports however those reports are isolated to the clients that they are working in.
  - They will be able to run reports at the following levels:
    - Individual Client Level
- **NOTE: KIDNet Request Forms for contractors, have to be approved by SCC MHD 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/](https://www.comc.ametrics.org/)
   - Username and Password will be provided to you once we receive:
     - KIDNet Request Form
     - Oath of Confidentiality
2. Pick the Ucode
   - Only able to view Organizations and Ucodes that are assigned to you as a Clinicians
3. Clinician Homepage
   - Access, Search, and Reports links
     - Searching for Clients within the ucode
4. Add Client
   - 5 forced fields to search for a client: First Name, Last Name, Birth Date, Gender, Client ID
   - Ability to add New clients
   - Ability to Search for clients system wide
5. Client assessment forms
   - Pick either EC or 5+ (depending on age)
6. Reset Password
   - Clinician is able to reset his/her own password
7. General Tips
   • Don’t back space
   • Search for Clients within a Ucode (within the Clinician Homepage)
     o Change Client drop down
     o Active Client/Discharged Client
     o Client ID (no extra spaces in front or back)
     o First Name, Last Name
   • Search for Clients System wide
     o Add Client (sidebar)
   • Change Ucode
     o Change Agency
     o Change Program (sidebar)
   • Ucodes – only work with your assigned ucodes that have your clients

**KIDnet REPORTS (brief description):**

**Client Level**
   • Needs/Strength Report: This will display the needs and strength of the child in a dashboard format as well as a line graph of the individual domains. Can be used to show change over time.

   • Continuum of Care Report: We were able to give access to this report to the clinicians so they are able to see CANS that were done prior to the child coming to their program.

   • Progress Report: This report will allow a clinician to see various CANS scores. There is a color system to help the clinician and the family determine strength/needs over time within each of the items (TBA).

**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