

## 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/>
  - 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)
  - Change Client drop down
  - Active Client/Discharged Client
  - Client ID (no extra spaces in front or back)
  - First Name, Last Name
- Search for Clients System wide
  - Add Client (sidebar)
- Change Ucode
  - Change Agency
  - 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