Agency Program Administrators

ROLE: Program Administrator (PA)

- The program administrator has access to their assigned agency and all the programs (u-codes) that fall underneath a given organization.
    - Ability to see all of the programs, clinicians, and clients that are in that organization.
- Ability to add clients to various programs.
    - Assign clients to their perspective clinicians.
- The PA will be able to run the aggregate data for the organization.
    - They will be able to run reports at the following levels:
        - Individual Client Level
        - Individual Clinicians
        - Program Reports
        - Organizational Comparisons
- *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 Program Administrator

3. Program Administrator Homepage
    - Staff List
        - Every staff person in the Agency listed here
        - Able to run System Use Report at the individual provider level
    - Client List
        - List of Active and Discharge clients
        - List of clients assigned to a each clinician
    - Assigning a Clinician to a Client
        - Client List
        - Click on  next to "Clients Name"
        - Click on "Assigned Users" tab
        - Select the Clinician

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. Reset Password
    - Program Administrator is able to reset your own password

6. General Tips
   - Don't back space
   - Search for Clients within a Ucode (within the PA Homepage)
     - Change Client drop down
     - Client List
     - 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)

KIDnet REPORTS (brief description):

Agency Level

- Forms Activities Report - Displays a complete listing of all of the forms that have been completed, who completed them and when. The program administrator is able to put a time frame to limit the scope of their search.
- Program System Use Report - This will allow the user to view the use of the system within a program.

- Performance Indicators Report - This will allows the administrator to look at CANS data that is aggregated by a variety of different filters. This is a large report and very full of data.

- Ad Hoc Report - Report allow administrator to obtain demographic information of the program/organization.

Client Level

- CANS 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).

- Continuum of Care Report – This will allow the user to view client scores that were done at different times prior to the child coming into the Program

- Needs and Strengths Report – Shows CANS scores for assessments done only in the specific Ucode the report is ran. 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.

Clinician Level

- System Use Report - This will allow the user to view the use of the system within a program.

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