KIDnet Orientation Guide
Clerical

www.comc.ametrics.org

Questions?
Contact Decision Support

Log In to KIDnet

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.

Login:
Password:

Enter User Name
Enter Password
Press Login
Select Your Program

Select Program

Press Go
Select Your Clinician

Select Clinician
Press Go
The First Time You Log In
Select Reset Password
Reset Password

Enter Assigned Password
Enter New Password Twice
Press Save New Password
Date Entry Associate Homepage
- Finding Active Clients

To find an active client:
- Select Active Client/Change Client
- Select your client
- Click on “Select Client”
Client Quick Search

- Only allows you to search for clients in that Specific U-code (not system wide)
Date Entry Associate Homepage

- Transition between U-codes (Programs)

Quickly transition between U-codes (Programs)
Date Entry Associate Homepage
-Transition between Clinicians

Transition between Clinicians:
Select Change Clinician
Date Entry Associate Homepage
-Finding Active Clients

To find an active client:
- Select Active Client/Change Client
- Select your client
- Click on “Select Client”
Client Homepage
- Entering CANS Assessments

- **New Forms Tab**
  - To enter new CANS assessments

- **Draft Forms Tab**
  - Started, but not completed assessments

- **Completed Forms Tab**
  - View any completed forms
### Client Homepage

- Admit date, New Assessments, Discharges

#### Admission Forms
- Short Admit Form
- Enter Date Client admitted to U-code
- Initial CANS
  - 5+ (Ages 5 and over)
  - EC (Ages 0-5)

#### Update (Reassessment) Forms
- 5+ (Ages 5 and over)
- EC (Ages 0-5)

#### Discharge Forms
- Short Discharge (no CANS)
- CANS Discharge
  - 5+ (Ages 5 and over)
  - EC (Ages 0-5)
Click on View to see any completed form.
Client Homepage
- Reports at the Individual Client Level

Individual Client Reports
- CANS Progress Report
- Continuum of Care Report (choose appropriate one – 5+ or EC)
- Needs and Strengths Report
Decision Support Website

- Oath Forms
- KIDNet Request Form
- Training Guides
- KIDNet System Request/Procedures

Thank you!

• Questions?
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