KIDnet Orientation Guide
Program Administrator

www.comc.ametrics.org

Questions?
Contact Decision Support

Program Administrator Role

• The program administrator has access to all U-Codes that fall within their organization
  – Ability to see all U-codes, clinicians and clients
• The program administrator is able to add clients to the U-codes and assign the appropriate clinician
• The program administrator will have access to real time data at multiple levels.
  – Reports can be run at the:
    • Client Level
    • Clinical Level
    • Individual U-Codes
    • Organizational Level
Select Your Program

Select Program

Program List

Please select the program you want to work with now.

Please select a program...

Go

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Select Program Name
Press Go
Administrator Homepage
- Reset Password

The First Time You Log In
Select Reset Password
Reset Password

Enter Assigned Password
Enter New Password Twice
Press Save New Password
Administrator Homepage

- View Staff List

Staff List
- quick view of all staff
- Run System Use Report (Individual Clinician Level)
Administrator Homepage
- View Client List & Clinician Caseload

- **Client List**
  - List of active and discharge clients
  - List of clinician caseload
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)
Administrator Homepage

- Add/Search Clients

Select Add Client
Add/Search Clients

Search Before Adding:
- This Avoids Duplicates
Add/Search Clients

Required Fields:
- First Name
- Last Name
- DOB
- Gender
- Client ID (Unicare ID)

If Client is Not in KIDNet:
- Click Add New Youth
Add/Search Clients

Enter Youth Demographic Info
Press Save
Add/Search Clients

Add/Update Youth

Assign Youth to Clinician
Go to Next Tab

Assign Youth to Program
Go to Next Tab
Administrator Homepage

-Finding Active Clients

Select Previously Entered Client From Your Homepage In Either Place
Administrator Homepage

- Transition between U-codes (Programs)

Quickly change between U-Codes
Assign Clinician(s)/U-code(s) - Client Homepage

To view U-code(s) and Clinician(s) a Client is assigned to:
- Click “Clinician and Program Info”

Assign Clinician(s) and/or Ucode(s) to a Client:
- Click on “Update”
- Select appropriate U-code
- Select appropriate Clinician
Assign Clinician(s)/U-code(s) - Program Administrator Homepage

1) Select Client List

2) Select next to Clients name

3) Assign U-Code and/or Clinician

Assign Youth to Clinician
Go to Next Tab

Assign Youth to Program
Go to Next Tab
Administrator Homepage
- Reports at the Ucode Level

- Form Activities Report
- Program System Use Report
- Program Performance Indicator
- Adhoc Report
Client Homepage

General Client Info
- Assign/Un-assign clinicians and/or Ucodes
- Check which clinicians/ucodes currently assigned to client

Forms (Assessments)
- New Forms
- Draft Forms
- Completed Forms

Individual Client Reports
Decision Support Website

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

Thank you!

• Questions?
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