KORTOS CLIENT INFORMATION SYSTEM: QUICK FACTS SHEET

Rev. 10-01-2014

The Kentucky Opiate Recovery Treatment Outcome Study (KORTOS) Client Information System is a data collection program developed for the Division of Behavioral Health to measure opiate addiction treatment outcomes.

1. **How do I acquire an ID and password for the Client Information System?**
   a. Go online and complete the 6-question user agreement at
   b. https://ukcdar.uky.edu/limesurvey/index.php?sid=42153&lang=en&newtest=Y
   c. Program Directors or Site Administrators: Contact Jeb Messer at UK CDAR (859-257-1400 or jeb.messer@uky.edu) and he will provide you with log-in information.
   d. Clinicians: Contact your Program Director or Site Administrator who will assign you a user ID and password for your OTP site.
2. **How do I create a new client record?**
   a. With your password/login ID, access the KORTOS Client Information System at https://ukcdar.uky.edu/KORTOS. Select *Create New Client* and enter name, SSN, and DOB. If the client already exists in the system, you will be asked to update the record.
   b. If you need to re-admit (re-activate) a client who was previously in your program, but discharged, click on the link to view Discharged Clients. Find the client you need and click on *Reactivate Client*. This will return the client to your client list and allow you to enter a new intake interview for the returning client
3. **How do I enter a KORTOS Intake Interview?**
   a. From the Home screen, select the view *Clients Needing Intake Interview*. You can search for a client by first or last name, SSN or DOB.
   b. Select the client you want to view by clicking on their name. A new screen opens where you can view (1) Client KORTOS History, (2) Update Client Information or (3) Enter New Intake Interview.
4. **How do I download, save, and edit KORTOS Client Self-Report Substance Abuse Assessments?**
   a. The KORTOS Client Self-Report Substance Abuse Assessment will be available for each client who has completed an Intake Interview.
   b. Assessments can be used as the bulk of your psychosocial. To view the Assessment, select your client from the list of active clients and click on the Substance Abuse Assessment link
5. **How do I discharge a client from the KORTOS Client Information System?**
   a. Find your client on the *Active Client* list and click on the link in the Action column for *Complete Discharge*.
   b. On the next screen, enter the date of discharge from your OTP and the reason for the discharge
   c. Your client will now be on your Discharged Clients list.
6. **As a Site Administrator, how can I manage client lists assigned to clinical staff?**
   a. To review specific client lists by Clinician name, go to the home screen and click on *Clients for Whole Site.* Select *Advanced Search* to bring up a multi-field search box.
   b. From the drop-down list, select the name of the clinician whose client list you want to review/manage and you will see a list of their assigned clients.
   c. You can narrow the search by specific category. For example, those needing an intake interview, by clicking on *Clients Needing Intake Interview* before searching for the clinician whose cases you want to review. The program will show only clients needing an interview for that particular clinician.

Questions or need more help?

KORTOS Technical Questions: Jeb Messer 859-257-1400 or jeb.messer@uky.edu

Programmatic or KORTOS Questions: Dr. TK Logan 859-257-8248 or tklogan@uky.edu

Need a unique log-on ID and/or password: Contact your Program Director

Web address for KORTOS Client Information System: https://ukcdar.uky.edu/KORTOS/