


Kentucky Treatment Outcome Study (KTOS) Client Information System

REVISED NOVEMBER 2023



Overview

1. What is the purpose of KTOS?
 2. What are the components and best practices for KTOS?
 3. How do I navigate the CIS?
 4. Summary and where can I get help if I have questions?
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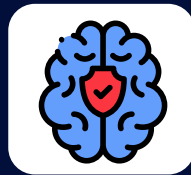
What is the Purpose of KTOS?

KTOS

- KTOS is a research study designed to measure client-level outcomes and program satisfaction for adults who participate in Kentucky's substance abuse treatment services through Kentucky's Community Mental Health Centers (CMHCs).
- The study helps answer key questions posed by legislators, funding agencies, families, consumers, and clients, such as what is the status of clients 12 months after intake on:



SUBSTANCE USE



MENTAL HEALTH PROBLEMS



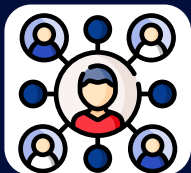
CRIMINAL JUSTICE INVOLVEMENT



HEALTH



VICTIMIZATION AND TRAUMA



QUALITY-OF-LIFE



EMPLOYMENT & ECONOMIC VULNERABILITY



RECOVERY SUPPORTS

Why is Your Program Included?

- The CMHC programs are designated by the state to participate in KTOS.
- The Kentucky legislature often wants to know what evidence there is that SUD programs work making it is important to collect program quality indicators as well as evidence that programs achieve desired outcomes.
- It is important to provide timely and accurate information to counter negativity circulating in the media about what happens with clients in substance abuse treatment and to demonstrate the *positive impact* your services have on clients' recovery.
- **This data collection program will help counteract myths and misinformation. It will provide accurate ways to report Kentucky-specific findings to providers, the public, and to policymakers.**

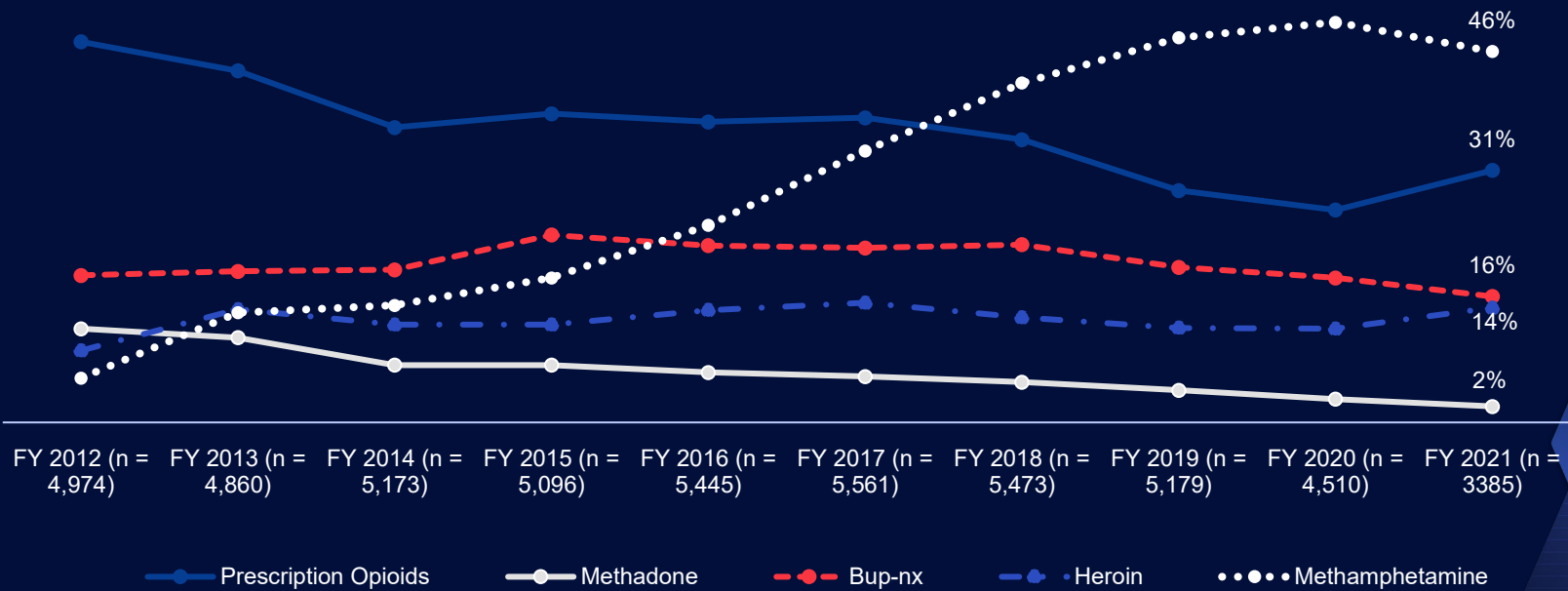


Why Do This Every Year?

- KTOS provides up-to-date region-specific and statewide data on substance abuse trends and treatment outcomes.
- Key trends in substance use and policy needs fluctuate annually depending on economic and sociopolitical issues.

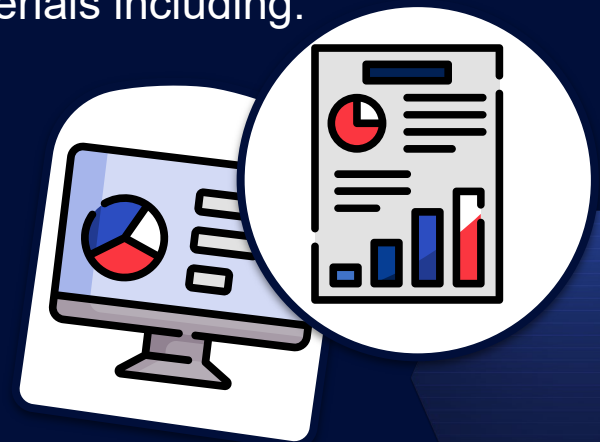


Trends in Illicit Drug use FY12 – FY21



Reports and Data Analysis

- Annual reports are developed and published for KTOS, analysis includes intake data as well as outcomes for the sample of clients who complete a follow-up interview.
- Annual reports, fact sheets, and at-a-glance findings can be downloaded from: <http://cdar.uky.edu/bhos/>.
- Specific region reports (and fact sheets) are published each year.
- We can conduct data analysis for CMHC regions/programs for grants or other reasons when data requests are approved by DBHDID.
- Also available from the website are informational materials including:
 - Client consent form
 - Evidence base summary and report
 - PDF-version of intake interview
 - Website training information



Instrument Development

- KTOS is a robust, pragmatic, reliable, and valid **evidence-based assessment**.
- The instrument is made up of: **five core components** each with strong reliability and validity research support; and **three supplemental components**, most of which have strong reliability and validity research support.
- Questions in KTOS focus on **dynamic or changeable factors** that are **sensitive to individual-level change over time** allowing recovery outcomes to be measured.
- Questions in the instrument are based on the Addiction Severity Index (ASI), the Government Performance Reporting Act (GPRA) and the World Health Organization's Quality of Life Measures.
- Client feedback about the program is also included in the follow-up survey.

Kentucky in Context

Although Kentucky is represented in a few national datasets, those national studies do not provide the state, county - and regional -level data and national surveys do not consider or account for Kentucky's unique cultural context.

2ND HIGHEST
IN THE NATION FOR



DRUG DEATHS

6TH HIGHEST
IN THE NATION FOR



**FREQUENT MENTAL
DISTRESS**

6TH HIGHEST
IN THE NATION FOR



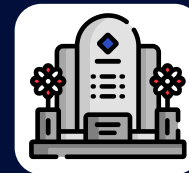
SMOKING

3RD HIGHEST
IN THE NATION FOR



**MULTIPLE CHRONIC
HEALTH CONDITIONS**

5TH HIGHEST
IN THE NATION FOR



**PREMATURE
DEATH**

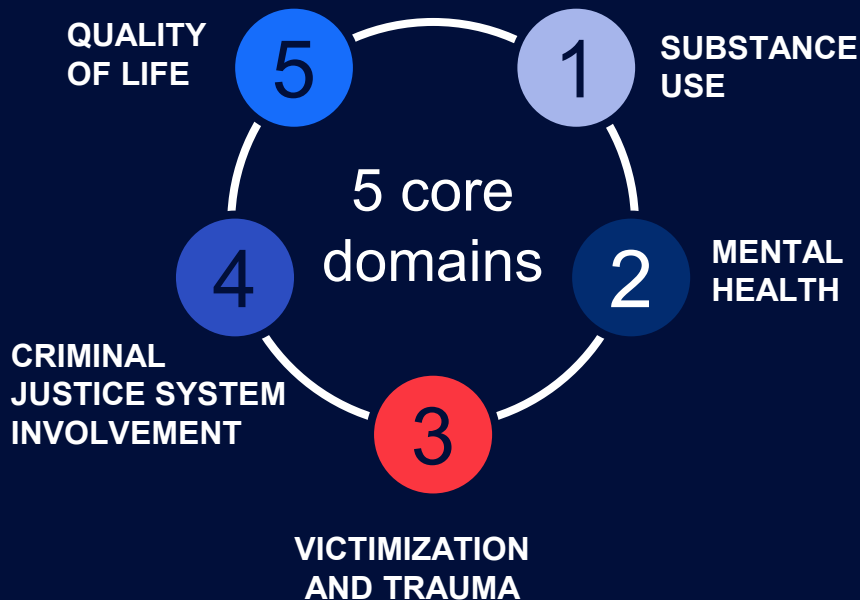
9TH HIGHEST
IN THE NATION FOR



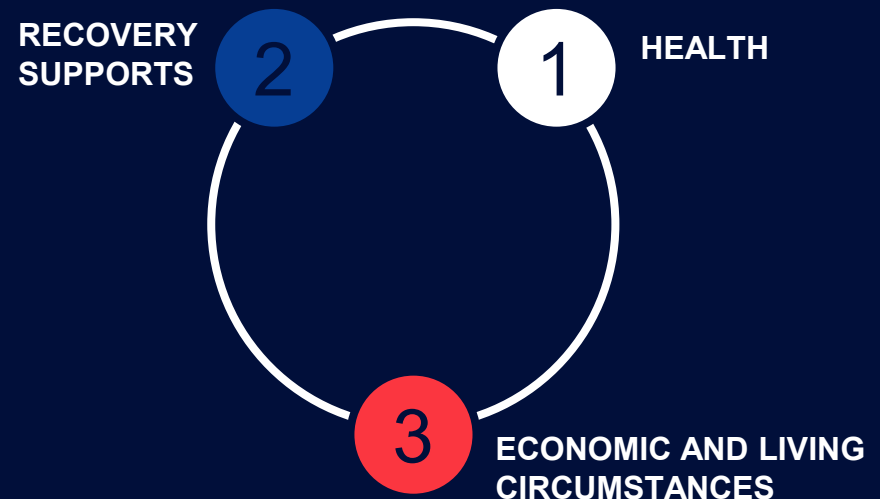
FOOD INSECURITY

Intake Interview Data: Key Elements


The interview takes about 30 minutes and focuses on **five core domains**:



And **three supplemental domains**:



Also included: Adverse Childhood Events (ACEs), overdose history, history of prior treatment episodes, program satisfaction and feedback.



**What are the
Components and Best
Practices for KTOS?**

KTOS has Two Components

1

INTAKE INTERVIEWS

Should be completed on each client the beginning of a new treatment episode within the first 72 hours for inpatient/residential or within the first 3 sessions for outpatient/IOP.

At the end of the intake clients are asked to sign a consent (and provide locator information) for staff from UK CDAR to contact them for a follow-up interview.

No payment to clients for intake.

Staff can obtain a client narrative report that summarizes the client status based on how the intake questions are answered.

2

FOLLOW-UP INTERVIEWS

12 months after the intake survey, clients who agree to be contacted and who provide at least some valid contact information are contacted.

At the time of the follow-up, clients are provided the opportunity to participate in the follow-up survey (15 minutes) with staff from UK CDAR.

Clients who complete the survey are paid \$20.00 by check or Amazon e-gift card.

Best Practices for Follow-up Interviews

- At the end of the intake interview, clients are asked to volunteer for the follow-up part of the study which consists of a 15-minute telephone interview about 12 months later.
 - This is the “research” part of the study. Client participation is completely **voluntary**. There is **compensation** and a **consent form** for the follow-up interview.
- Clients give their consent to participate using an electronic consent form on the web survey, which is approved by the UK Medical Institutional Review Board (IRB).
- Questions on the follow-up interview are very similar to the questions on the intake interview
 - The follow-up survey is shorter than the intake survey
 - Questions about lifetime experiences such as the Adverse Childhood Experiences or lifetime treatment episodes are not asked at follow-up.

Follow-Up Interviews


- UK CDAR staff contact clients for the “UK Health Follow-up Study” to see how they are doing 12 months after starting treatment.
 - No information is revealed about the client as UK tries to reach individuals for the interview. We do not tell anyone that the client was in treatment. We refer to their participation in the **UK Health Follow-up Study**.
 - Clients who **volunteer and complete the follow-up interview** are paid \$20 by check (mailed to the client within 2-4 weeks) or an Amazon e-gift card (1-2 days) from UK (client’s choice).

Follow-up Interview

- Follow-up staff inform clients that **they operate independently from the treatment program.**
 - Lack of affiliation with the interviewers ensures more accurate reporting.
- Staff are highly trained and monitored on an ongoing basis by Dr. Logan.
- The follow-up study is **voluntary**, but it is important to include as many individuals as possible.
 - Every client's treatment experience is unique and important to be included in the study. Interviewers invest substantial time and effort to reach every client who agrees to participate and who was selected for the study.
 - Upon making contact with the client, **the interviewers will go through the informed consent process with the client a second time**, making sure that they still want to participate in the study.



Follow-up Interview: Protections

- **Confidentiality protections**
 - The study is approved by the UK Institutional Review Board.
 - All responses to the follow-up interview are separated in the database from client identifiers. Data are encrypted when not in use.
 - A **Federal Certificate of Confidentiality** ensures researchers cannot be compelled to provide identifying information about clients, even under a subpoena.
- 

Contact Information for the Follow-Up Interview

- If the client wants to participate in the follow-up, it is VERY important to:
 - Accurately record maiden names/nicknames for client as well as an address where they receive mail, a home or cell phone number they can be reached on, and an email address.
 - Do not list program's information down for client or staff member as a contact to client as we are unable to follow-up using this information due to program confidentiality requirements.
 - Include contacts of clients and information to aid UK staff in locating clients who may be difficult to reach at follow-up. Female relatives usually knows where the client is.
 - Be sure to let clients know that contacts are only made with these individuals as a way to locate the client, not to discuss any aspect of the survey or program.

Best Practice with Intake Interviews

- Program staff/clinicians complete the Intake Interview with:
 - All new program clients
- Intake interviews should be completed as soon as possible after entering the program to more accurately represent the client's situation and behavior before receiving treatment.
- Intake data is considered program data (rather than research data) as designated by the state.
- There is **NO compensation** and **NO research consent forms** for *intake interviews* since the interview is considered part of intake into treatment.

Intake Interviews

Best Practice for Conducting the Intake Interview



- The clinician uses the secure, online Client Information System (CIS) to guide the interview with the client.
 - Efficient: Allows for simultaneous data collection and data entry.
- All responses to the intake interview are separated in the database from client identifiers and are secured and encrypted.

Alternative Practice

- If the clinician does not have online access at the time of the interview (e.g., no Wifi), the clinician can download the Intake Interview PDF before the interview from <http://cdar.uky.edu/KTOS/> and complete the interview on the paper copy
- Will need to enter the information from the paper copy into the online Client Information System within 7 days



Completing the Intake Interview Process

- Once the contact information has been entered, click “submit” to save the interview
 - If consent is not given, mark the appropriate response and click “next”.
 - *Remember, the survey will be saved and submitted only if the “Submit” button is clicked at the conclusion of the interview.*
 - You can request the client narrative report, which summarizes client responses to the intake.
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How do I Navigate the Client Information System (CIS)?

KTOS Client Information System

Intake Interview data is entered into the secure Client Information System (CIS) website: <https://ukcdar.uky.edu/KTOS>

Program Director or Administrator Access


- For administrator log-in and password contact Jeb Messer (859-257-1400 or jeb.messer@uky.edu)

Clinician or Staff Access

- A. Contact your Program Director who will assign you a user ID and password for your OTP site
- B. With your password/login ID you can now view the KTOS Client Information System at <https://ukcdar.uky.edu/KTOS>
- C. Log-in and add/view/edit clients and enter new intake interviews

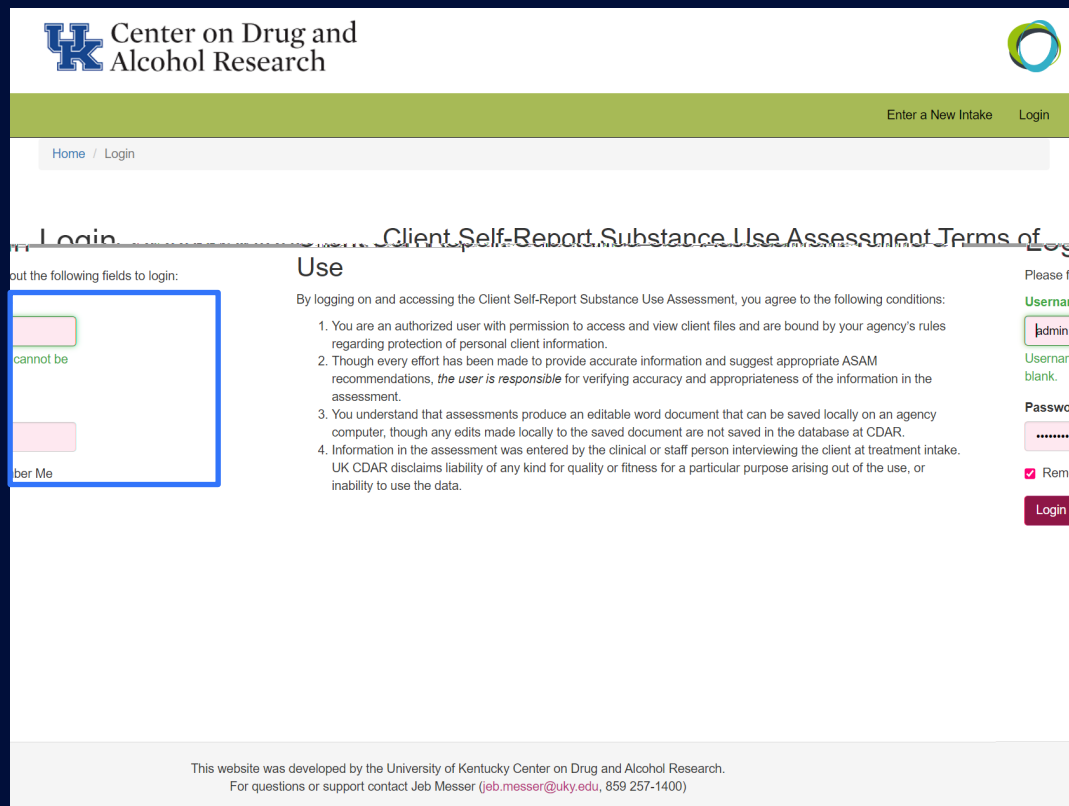


KTOS Client Information System Overview

- The next group of slides provides an overview of the KTOS Client Information System (CIS) and the Client Narrative Report.
 - **This part of the presentation will show you:**
 - How to acquire an ID and password for the Client Information System
 - How to enter a KTOS Intake Interview for a client
 - How to use unique features in the KTOS Client Information System
 - How to download and save KTOS Client Narrative Report
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Logging In

- The KTOS Client Information System requires users to have a **unique case-sensitive ID** and **password** assigned to you by your Program Director or supervisor.
- Unique passwords are used to protect security and privacy. Staff can see their clients only if they have their own password and login.
- Once you have your ID and password, you can login at <https://ukcdar.uky.edu/KTOS>



The screenshot shows the login page for the University of Kentucky Center on Drug and Alcohol Research. The page includes a header with the organization's name and logo, a navigation bar with 'Enter a New Intake' and 'Login' links, and a breadcrumb trail 'Home / Login'. The main content area is titled 'Login' and contains a form with two input fields: 'Username' and 'Password'. A blue arrow points to the 'Username' field, which has a red error message 'cannot be' displayed below it. To the right of the form is a 'Terms of Use' section with a list of conditions and a 'Login' button. The footer contains contact information for the website developer.

Center on Drug and Alcohol Research

Enter a New Intake Login

Home / Login

Login

Client Self-Report Substance Use Assessment Terms of Use

out the following fields to login:

Username cannot be

Password

ber Me

Please fill in the following fields to login:

Username admin

Username blank.

Password

.....

Remember Me

Login

By logging on and accessing the Client Self-Report Substance Use Assessment, you agree to the following conditions:

1. You are an authorized user with permission to access and view client files and are bound by your agency's rules regarding protection of personal client information.
2. Though every effort has been made to provide accurate information and suggest appropriate ASAM recommendations, *the user is responsible* for verifying accuracy and appropriateness of the information in the assessment.
3. You understand that assessments produce an editable word document that can be saved locally on an agency computer, though any edits made locally to the saved document are not saved in the database at CDAR.
4. Information in the assessment was entered by the clinical or staff person interviewing the client at treatment intake. UK CDAR disclaims liability of any kind for quality or fitness for a particular purpose arising out of the use, or inability to use the data.

This website was developed by the University of Kentucky Center on Drug and Alcohol Research.
For questions or support contact Jeb Messer (jeb.messer@uky.edu, 859 257-1400)

Terms of Use

By logging into the Client Information System, you agree to the Terms of Use for the system. These terms describe who is allowed to use the system and highlight that the Client-Self Report Assessment is based on user entered information.

The screenshot shows the login page of the Client Information System. At the top left is the University of Kentucky logo and the text "Center on Drug and Alcohol Research". At the top right is a circular logo and the text "Enter a New Intake" and "Login". Below this is a breadcrumb trail "Home / Login". The main heading is "Login". To the left of the login form, there are input fields for "Username" and "Password" with error messages: "Username cannot be" and "Password". A blue arrow points from the "Username" field towards the "Terms of Use" overlay. The overlay is titled "Client Self-Report Substance Use Assessment Terms of Use" and contains the following text:

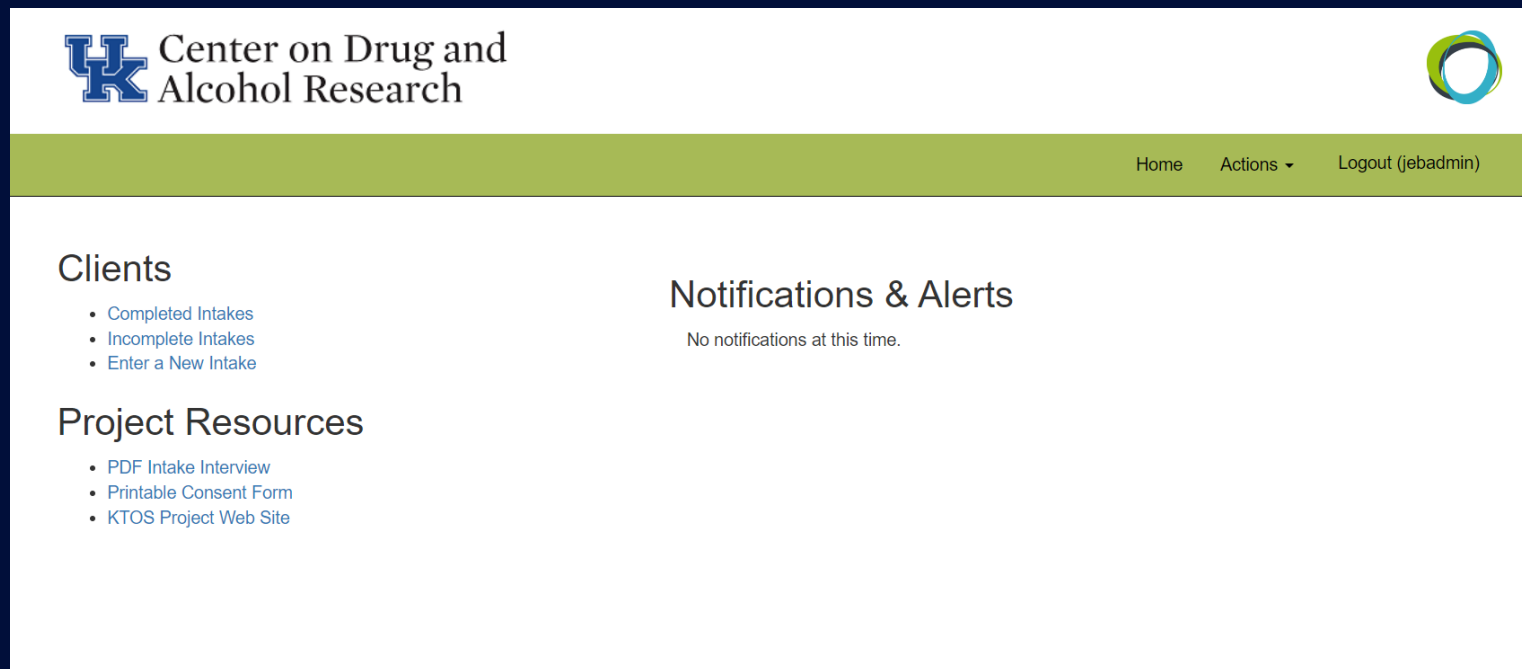
By logging on and accessing the Client Self-Report Substance Use Assessment, you agree to the following conditions:

1. You are an authorized user with permission to access and view client files and are bound by your agency's rules regarding protection of personal client information.
2. Although every effort has been made to provide accurate information and suggest appropriate ASAM recommendations, *the user is responsible* for verifying accuracy and appropriateness of the information in the assessment.
3. You understand that assessments produce an editable word document that can be saved locally on an agency computer, though any edits made locally to the saved document are not saved in the database at CDAR.
4. Information in the assessment was entered by the clinical or staff person interviewing the client at treatment intake. UK CDAR disclaims liability of any kind for quality or fitness for a particular purpose arising out of the use, or inability to use the data.

At the bottom of the overlay is a "Login" button. Below the overlay, the "Remember Me" checkbox is visible. At the bottom of the page, there is a footer: "This website was developed by the University of Kentucky Center on Drug and Alcohol Research. For questions or support contact Jeb Messer (jeb.messer@uky.edu, 859 257-1400)".

Home Screen

After logging into the Client Information System, the user is presented with the Home Screen. From this location, you are provided links to useful areas of the website and **notifications and alerts** in the green box on the right-hand side of the page.



The screenshot shows the Home Screen of the Client Information System. At the top left is the logo for the Center on Drug and Alcohol Research, featuring a stylized 'UK' in blue and green. To the right of the logo is the text 'Center on Drug and Alcohol Research'. In the top right corner, there is a circular logo with a blue and green ring. Below the logo is a green navigation bar with the following links: 'Home', 'Actions' (with a dropdown arrow), and 'Logout (jebadmin)'. The main content area is divided into three sections: 'Clients', 'Project Resources', and 'Notifications & Alerts'. The 'Clients' section contains a list of links: 'Completed Intakes', 'Incomplete Intakes', and 'Enter a New Intake'. The 'Project Resources' section contains a list of links: 'PDF Intake Interview', 'Printable Consent Form', and 'KTOS Project Web Site'. The 'Notifications & Alerts' section displays the text 'No notifications at this time.'

Center on Drug and Alcohol Research

Home Actions ▾ Logout (jebadmin)

Clients

- [Completed Intakes](#)
- [Incomplete Intakes](#)
- [Enter a New Intake](#)

Project Resources

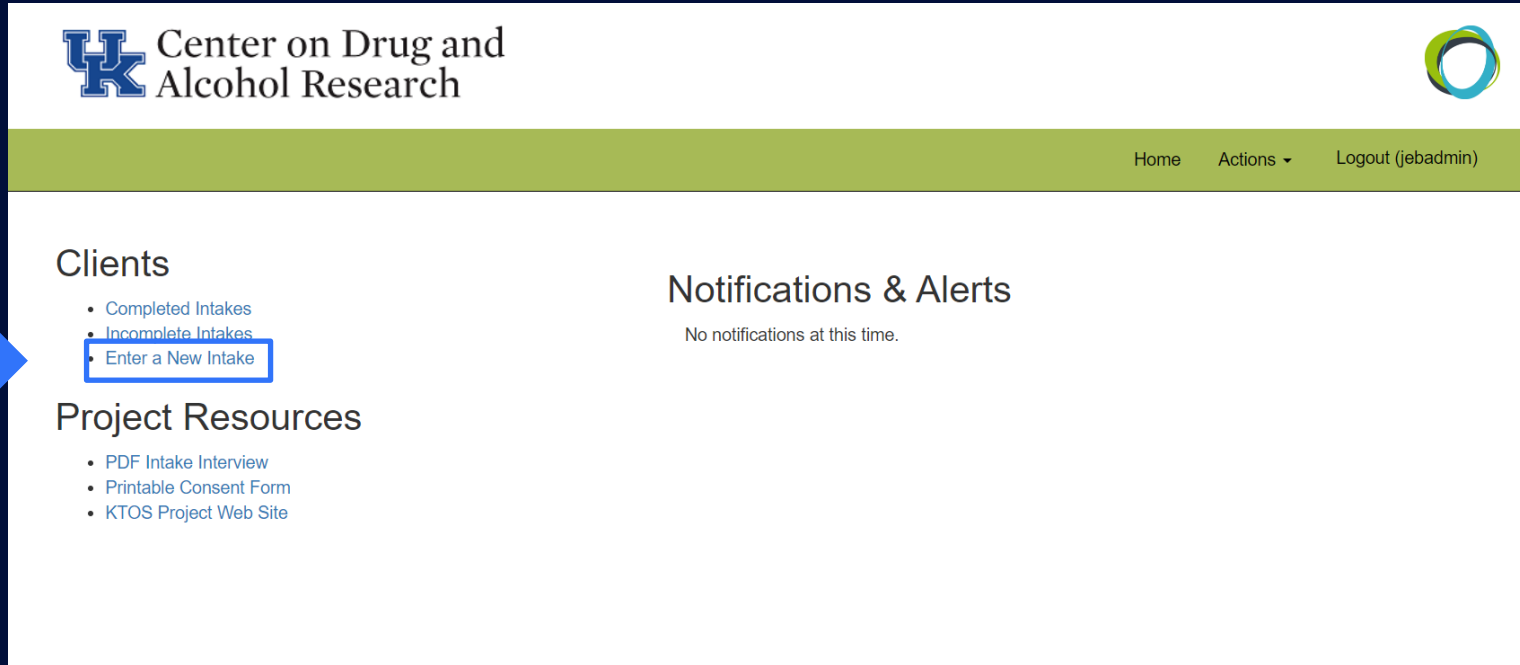
- [PDF Intake Interview](#)
- [Printable Consent Form](#)
- [KTOS Project Web Site](#)

Notifications & Alerts

No notifications at this time.

Home Screen – New Intake Interview

From the Home Screen, you can **Enter a New Intake Interview** by clicking on the link across the top or clicking the link under “Clients” in the list on the left side of the page.



Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Clients

- Completed Intakes
- Incomplete Intakes
- Enter a New Intake**

Notifications & Alerts

No notifications at this time.

Project Resources

- PDF Intake Interview
- Printable Consent Form
- KTOS Project Web Site

Create New Client to Start a KTOS Record



Create New Client

Counselor, please answer the following questions before beginning the interview with the client. If your client is 17 or younger, please exit and open the Adolescent KTOS program instead.

All client information is confidential (with identifiers stored separately from intake responses), is encrypted (or scrambled) such that only those with a specific key can read them, and can only be accessed by authorized staff. This information is used for matching service event data.

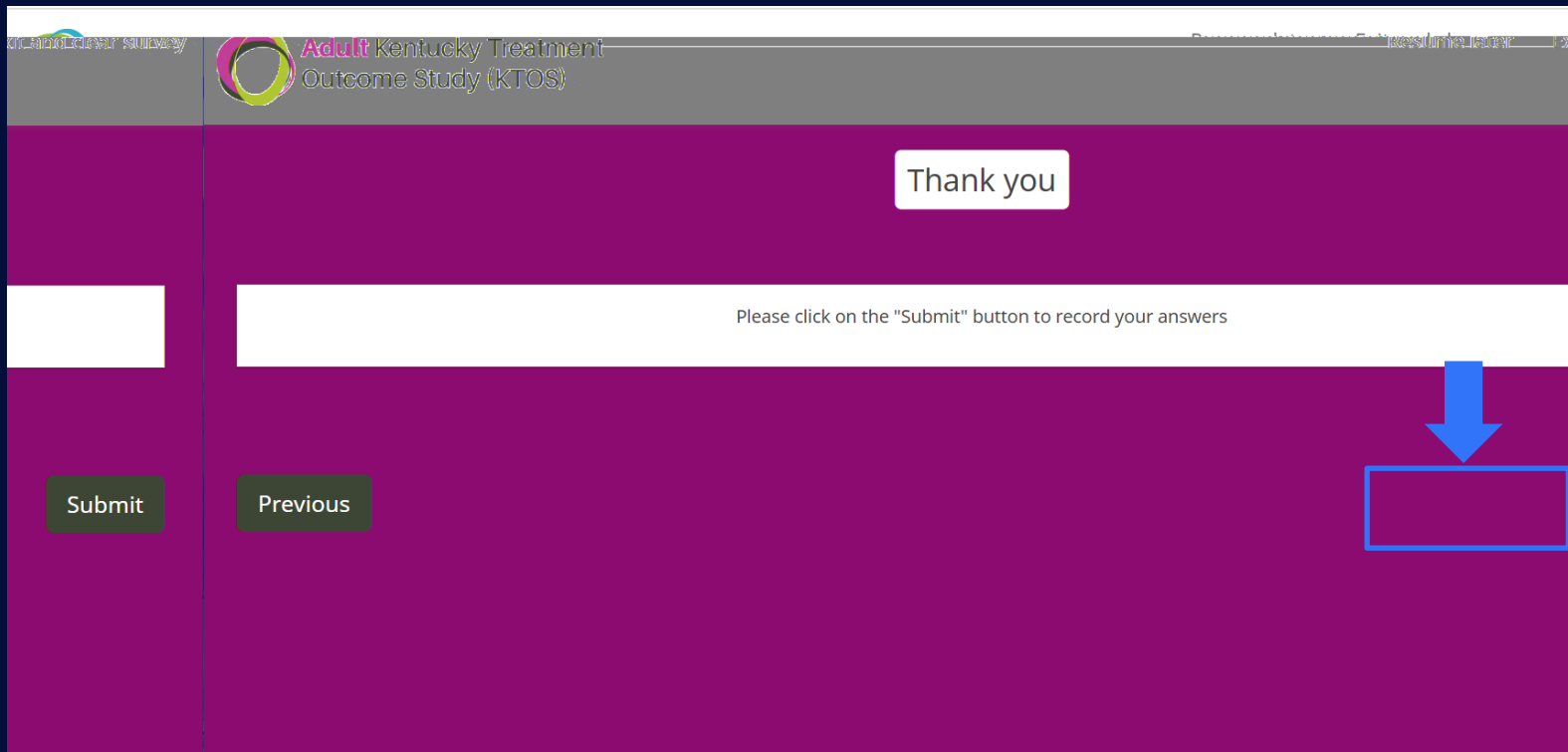
Client's name:

	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>



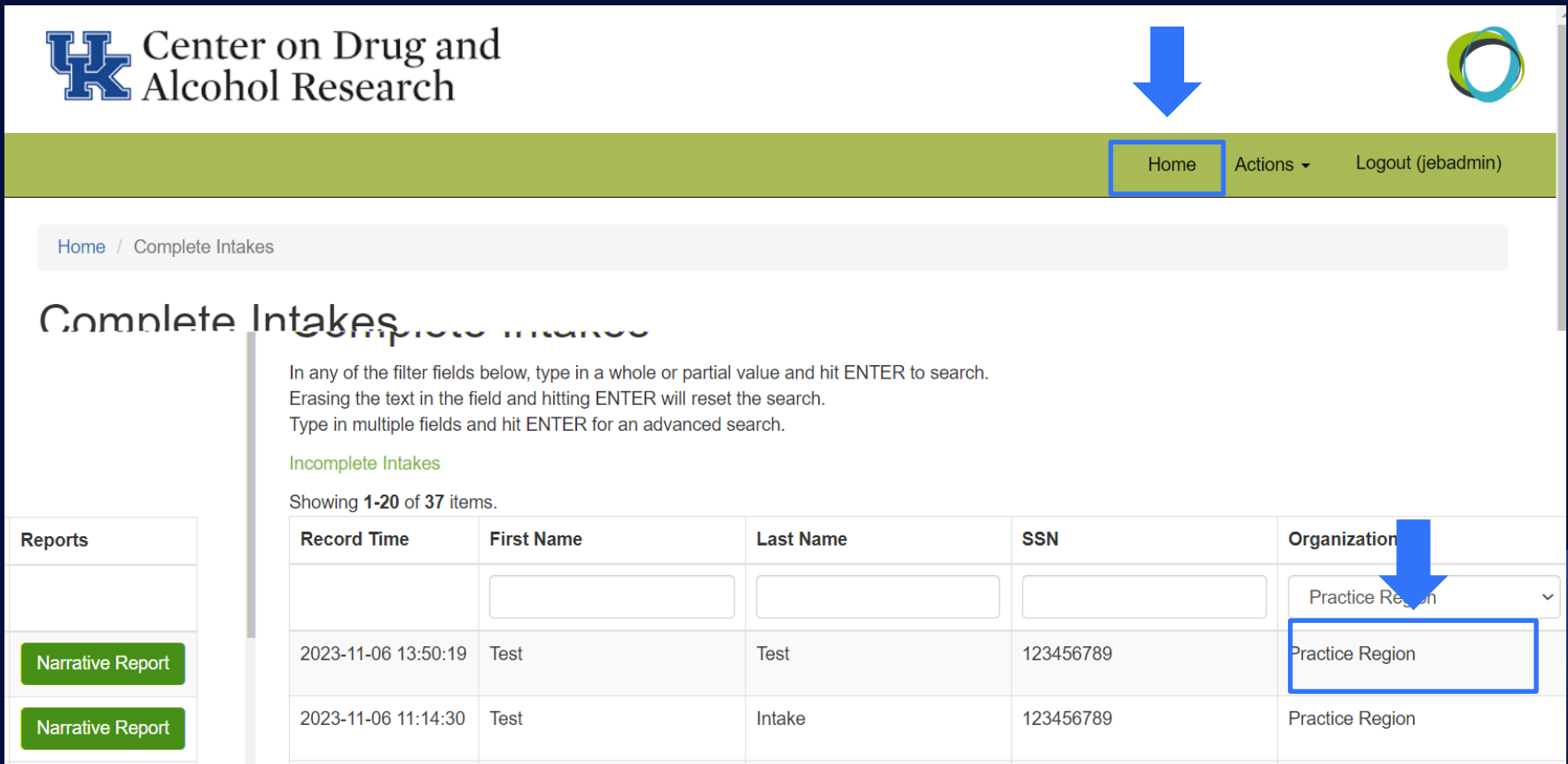
KTOS Intake Interview

- At the conclusion of the interview be sure to click the “Submit” button to record all of the interview responses.



KTOS Intake Interview

- Once you complete a KTOS Intake Interview, you can click on the “Home” link that appears on the final submission screen to return you to the Home Screen. You may also immediately request the narrative report for the client.



The screenshot displays the user interface for the Center on Drug and Alcohol Research. At the top left is the UK logo and the text 'Center on Drug and Alcohol Research'. At the top right is a circular logo. A green navigation bar contains the 'Home' link (highlighted with a blue box and a blue arrow pointing down), 'Actions' with a dropdown arrow, and 'Logout (jebadmin)'. Below the navigation bar is a breadcrumb trail: 'Home / Complete Intakes'. The main heading is 'Complete Intakes'. Below the heading is a search instruction: 'In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Type in multiple fields and hit ENTER for an advanced search.' There are two links: 'Incomplete Intakes' and 'Showing 1-20 of 37 items.' On the left side, there is a 'Reports' section with two 'Narrative Report' buttons. The main content is a table with columns: Record Time, First Name, Last Name, SSN, and Organization. The 'Organization' column has a dropdown menu with 'Practice Region' selected (highlighted with a blue box and a blue arrow pointing down). The table contains two rows of data.

Record Time	First Name	Last Name	SSN	Organization
2023-11-06 13:50:19	Test	Test	123456789	Practice Region
2023-11-06 11:14:30	Test	Intake	123456789	Practice Region

KTOS Home Screen – Client List

- From the Client List (or Completed Intakes) screen, you can see each client that has completed an intake interview.

Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Home / Complete Intakes

Complete Intakes

In any of the filter fields below, type in a whole or partial value and hit ENTER to search.
Erasing the text in the field and hitting ENTER will reset the search.
Type in multiple fields and hit ENTER for an advanced search.

Incomplete Intakes

Showing 1-20 of 37 items.

Reports	Record Time	First Name	Last Name	SSN	Organization
Narrative Report	2023-11-06 13:50:19	Test	Test	123456789	Practice Region
Narrative Report	2023-11-06 11:14:30	Test	Intake	123456789	Practice Region

Home Screen – Incomplete Intakes

- A new feature of the KTOS Client Information System is the Incomplete Intakes screen. This list will show you those interviews that you chose to “Resume Later.”

Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Home / Complete Intakes

Complete Intakes

In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Type in multiple fields and hit ENTER for an advanced search.

Incomplete Intakes

Showing 1-20 of 37 items.

Record Time	First Name	Last Name	SSN	Organization
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Practice Region
2023-11-06 13:50:19	Test	Test	123456789	Practice Region
2023-11-06 11:14:30	Test	Intake	123456789	Practice Region

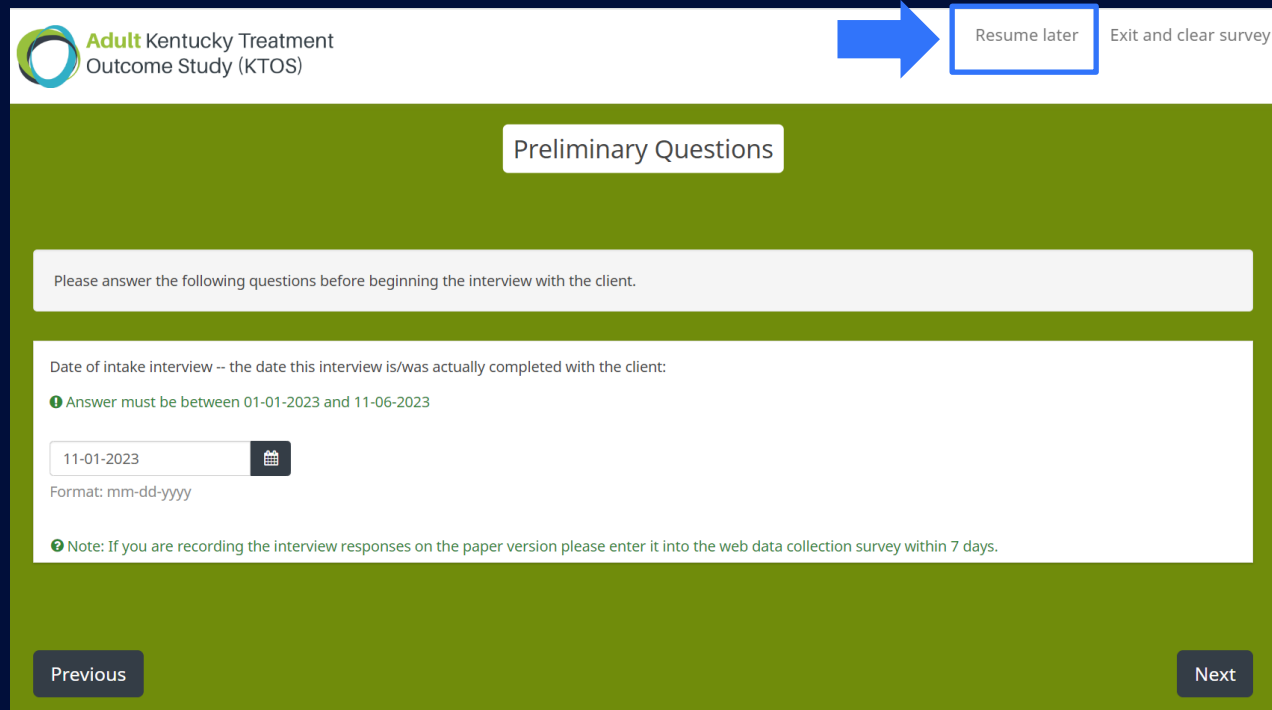
Reports

Narrative Report

Narrative Report

Resuming an Interview Later

- At the top-right of each interview question page, you will see a button to **Resume later**. Clicking this button will save all of the interview responses up to that point.
- You may return to an incomplete intake and complete it within 14 days of when you chose to resume later. After 14 days, the interview will no longer be saved and you will need to begin the interview from the beginning with the client.



The screenshot displays the top navigation bar of the Adult Kentucky Treatment Outcome Study (KTOS) interface. The logo on the left reads "Adult Kentucky Treatment Outcome Study (KTOS)". On the right, there are two buttons: "Resume later" and "Exit and clear survey". A blue arrow points to the "Resume later" button, which is highlighted with a blue border. Below the navigation bar, the main content area has a green background with a white box titled "Preliminary Questions". The text inside this box says "Please answer the following questions before beginning the interview with the client." Below this is a form field for "Date of intake interview -- the date this interview is/was actually completed with the client:". A note indicates the answer must be between 01-01-2023 and 11-06-2023. A date picker shows "11-01-2023" with a calendar icon. Below the date field, it says "Format: mm-dd-yyyy". At the bottom of the form, another note states: "Note: If you are recording the interview responses on the paper version please enter it into the web data collection survey within 7 days." At the very bottom of the page, there are "Previous" and "Next" buttons.

Resuming an Interview Later

- After clicking the **Resume later** button, you will see the screen which will indicate that the interview was saved on the **Incomplete Intakes** screen. Again, the interview will be saved only for 14 days from the day you chose to resume later.

The screenshot shows the 'Incomplete Intakes' page of a web application. At the top, there is a header for the 'Center on Drug and Alcohol Research' with a logo on the left and a navigation bar on the right containing 'Home', 'Actions', and 'Logout (jebadmin)'. Below the header, a breadcrumb trail shows 'Home / Incomplete Intakes'. The main heading is 'Incomplete Intakes', followed by instructions: 'In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Type in multiple fields and hit ENTER for an advanced search.' There is a link for 'Complete Intakes'. Below that, it says 'Showing 1-2 of 2 items.' A table with 6 columns is displayed: 'Record Time', 'First Name', 'Last Name', 'SSN', 'Organization', and 'Resume Intake'. The first two rows of the table contain data for two records, each with a 'Resume' button in the final column. The 'Organization' column for both records has a dropdown menu set to 'Practice Region'.

Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Home / Incomplete Intakes

Incomplete Intakes

In any of the filter fields below, type in a whole or partial value and hit ENTER to search.
Erasing the text in the field and hitting ENTER will reset the search.
Type in multiple fields and hit ENTER for an advanced search.

[Complete Intakes](#)

Showing 1-2 of 2 items.

Record Time	First Name	Last Name	SSN	Organization	Resume Intake
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Practice Region	
2023-11-06 13:52:30	Jaime	Test	000228888	Practice Region	Resume
2019-09-14 17:15:13	July	Test	555660000	Practice Region	Resume

Resuming an Interview Later

- To resume the interview within 14 days, go to the Incomplete Intakes screen, locate the client, and then click “**Resume**” to the right of the client. The interview will begin from the page where you left off.
- Once the interview is completed, the client will now be listed on the “Completed Intakes” screen.

Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Home / Incomplete Intakes

Incomplete Intakes

In any of the filter fields below, type in a whole or partial value and hit ENTER to search.
Erasing the text in the field and hitting ENTER will reset the search.
Type in multiple fields and hit ENTER for an advanced search.

[Complete Intakes](#)

Showing 1-2 of 2 items.

Record Time	First Name	Last Name	SSN	Organization	Resume Intake
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Practice Region	
2023-11-06 13:52:30	Jaime	Test	000228888	Practice Region	Resume
2019-09-14 17:15:13	July	Test	555660000	Practice Region	Resume

Home Screen – Client List

- Also from the Client List (or Completed Intakes) screen, you can access the narrative report for each client that has completed an intake interview. Clicking this link will send a request to the system to generate that client's Self-Report Substance Abuse Assessment based on the client's KTOS interview responses.

UK Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Home / Complete Intakes

Complete Intakes

In any of the filter fields below, type in a whole or partial value and hit ENTER to search.
Erasing the text in the field and hitting ENTER will reset the search.
Type in multiple fields and hit ENTER for an advanced search.

Incomplete Intakes

Showing 1-20 of 37 items.

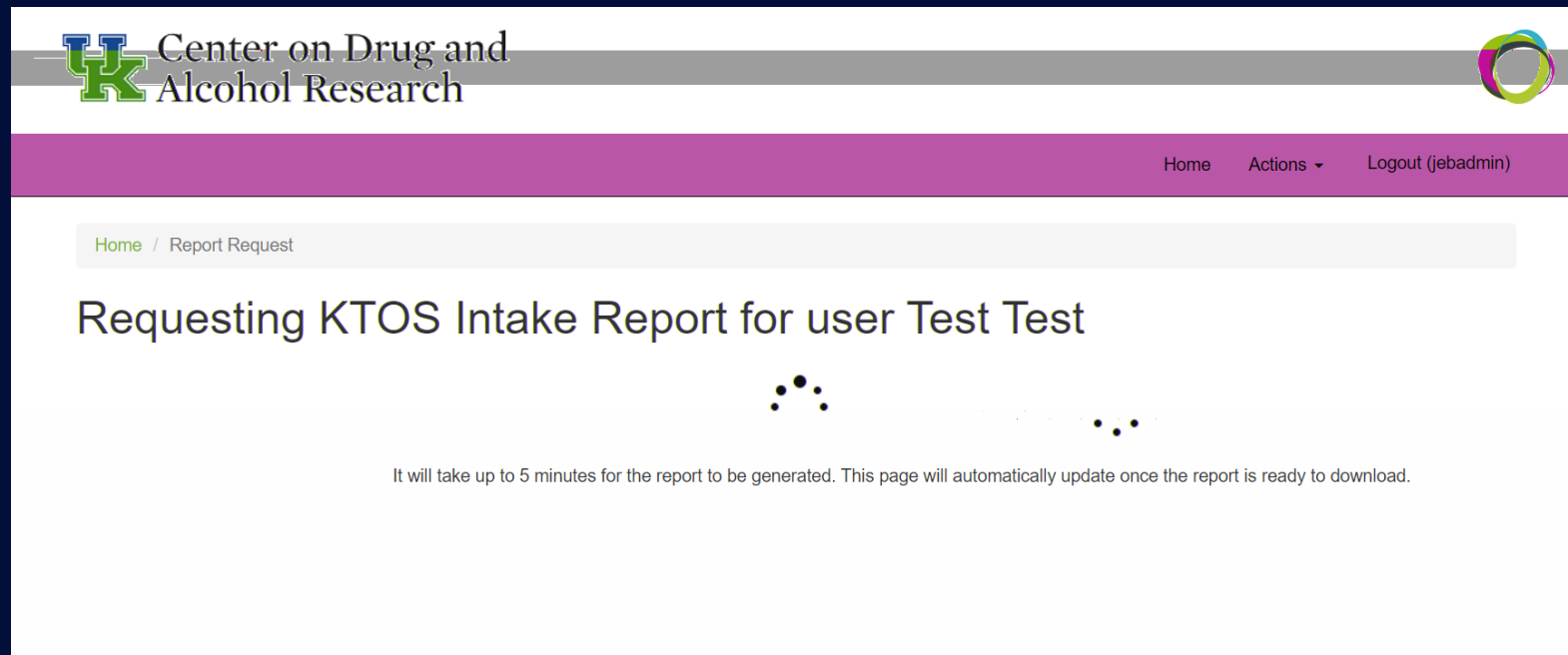
Record Time	First Name	Last Name	SSN	Organization
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Practice Region <input type="text"/>
2023-11-06 13:50:19	Test	Test	123456789	Practice Region
2023-11-06 11:14:30	Test	Intake	123456789	Practice Region

[Narrative Report](#)

[Narrative Report](#)

Generating the Report

- Once you select the report link, the Client Self-Report Substance Abuse Assessment will be requested from the system. For security purposes, each report is generated upon request. On average it takes around 1 minute for the report to be generated but may take up to 5 minutes sometimes.



The screenshot shows a web application interface for the Center on Drug and Alcohol Research. The header includes the organization's name and logo, and a navigation bar with links for Home, Actions, and Logout (jebadmin). The main content area displays the title "Requesting KTOS Intake Report for user Test Test" and a loading spinner. A message below the spinner states: "It will take up to 5 minutes for the report to be generated. This page will automatically update once the report is ready to download."

Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

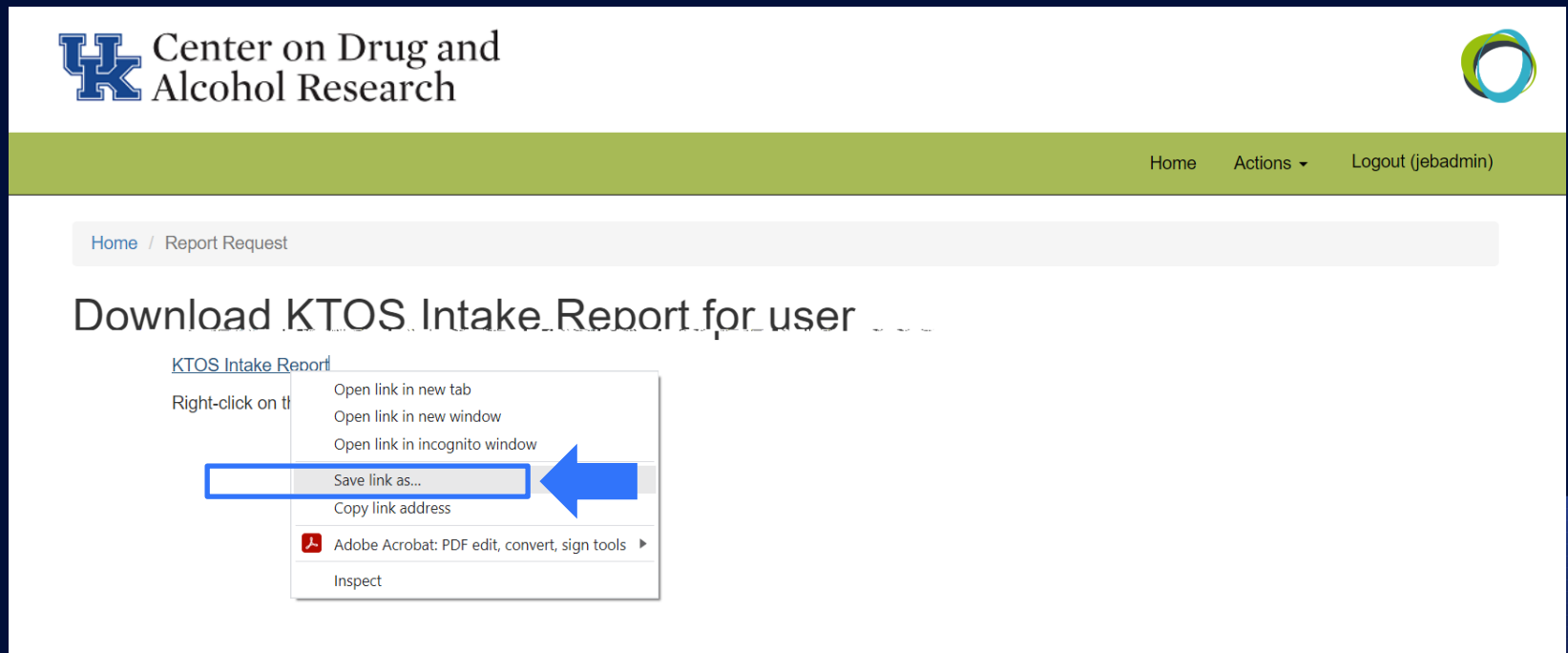
Home / Report Request

Requesting KTOS Intake Report for user Test Test

It will take up to 5 minutes for the report to be generated. This page will automatically update once the report is ready to download.

Saving the Client Self-Reported Substance Abuse Assessment

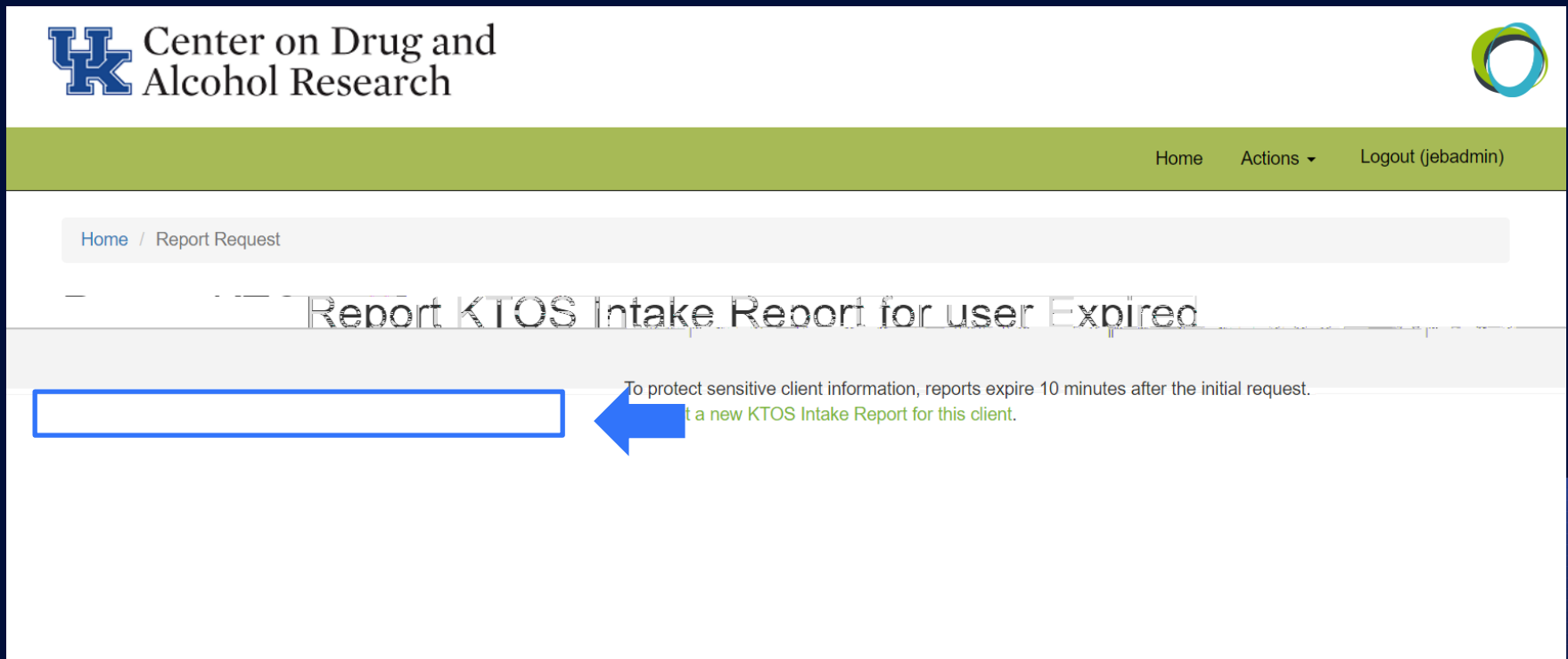
- After the report generation has completed, a link will appear titled “KTOS Baseline Report.” To save this file to your computer, right click on the link “Save link as...” or “Save target as...” and select a location on your computer to save the file.



The screenshot displays a web application interface for the Center on Drug and Alcohol Research. The header includes the organization's logo and name, a navigation bar with 'Home', 'Actions', and 'Logout (jebadmin)', and a breadcrumb trail 'Home / Report Request'. The main content area shows a heading 'Download KTOS Intake Report for user ...' and a link 'KTOS Intake Report'. A right-click context menu is open over the link, with the 'Save link as...' option highlighted by a blue box and a blue arrow pointing to it. Other menu options include 'Open link in new tab', 'Open link in new window', 'Open link in incognito window', 'Copy link address', 'Adobe Acrobat: PDF edit, convert, sign tools', and 'Inspect'.

Report Timing Out

- For security and confidentiality reasons, the Client Self-Report Substance Abuse Assessment report is only available to download for 10 minutes. If you do not download and save it within 10 minutes of creating the report, you will need to go back through the process to request and generate the report again.



The screenshot shows the top of a web application. On the left is the logo for the Center on Drug and Alcohol Research, featuring the letters 'UK' in a stylized blue font. On the right is a circular logo with green and blue segments. Below the logos is a green navigation bar with the text 'Home', 'Actions', and 'Logout (jebadmin)'. Below the navigation bar is a breadcrumb trail: 'Home / Report Request'. The main content area has a heading 'Report KTOS Intake Report for user Expired'. Below the heading is a message: 'To protect sensitive client information, reports expire 10 minutes after the initial request. [Request a new KTOS Intake Report for this client.](#)' A blue arrow points from the message to a blue rectangular box on the left side of the page.

Locating a Client - Search by Name, SSN, or DOB

- Another way to locate a client is to search for them by entering an interview date, first name, last name, or SSN into the white boxes below each of the column names.
- Type some or all of the information that you know into the box for the column that you're searching and then press the ENTER key or click out of the white box to run the search.
- To return to the full list of clients, erase what you typed into the white box and then press ENTER or click out of the white box.

The screenshot shows the website for the Center on Drug and Alcohol Research. The page title is 'Complete Intakes'. Below the title, there is a search instruction: 'In any of the filter fields below, type in a whole or partial value and hit ENTER to search. Erasing the text in the field and hitting ENTER will reset the search. Type in multiple fields and hit ENTER for an advanced search.' Below this, there is a table with columns: 'Record Time', 'First Name', 'Last Name', 'SSN', and 'Organization'. A blue arrow points to the 'Record Time' column header. The table contains two rows of data. The first row has a 'Narrative Report' button, a record time of '2023-11-06 13:50:19', first name 'Test', last name 'Test', SSN '123456789', and organization 'Practice Region'. The second row has a 'Narrative Report' button, a record time of '2023-11-06 11:14:30', first name 'Test', last name 'Intake', SSN '123456789', and organization 'Practice Region'. There are also search input boxes for 'First Name', 'Last Name', and 'SSN'.

Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Home / Complete Intakes

Complete Intakes

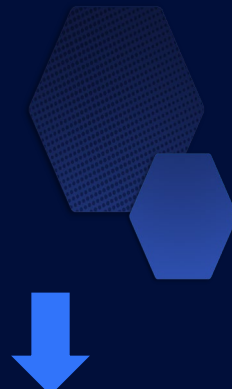
In any of the filter fields below, type in a whole or partial value and hit ENTER to search.
Erasing the text in the field and hitting ENTER will reset the search.
Type in multiple fields and hit ENTER for an advanced search.

Incomplete Intakes
Showing 1-20 of 1 items.

Reports	Record Time	First Name	Last Name	SSN	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Practice Region
<input type="button" value="Narrative Report"/>	2023-11-06 13:50:19	Test	Test	123456789	Practice Region
<input type="button" value="Narrative Report"/>	2023-11-06 11:14:30	Test	Intake	123456789	Practice Region

Exit and Clear Survey

- If you have started entering an Intake in error or would like to delete all of the client's responses and start over, you can click **Exit and Clear Survey** at any time.



The screenshot shows the 'Adult Kentucky Treatment Outcome Study (KTOS)' interface. At the top left is the logo and text 'Adult Kentucky Treatment Outcome Study (KTOS)'. At the top right are the links 'Resume later' and 'Exit and clear survey', with the latter highlighted by a blue box and a blue arrow pointing to it from the top right. The main content area has a green background and a white box titled 'Preliminary Questions'. Below this is a white box with the text 'Please answer the following questions before beginning the interview with the client.' The first question is 'Date of intake interview -- the date this interview is/was actually completed with the client:'. Below the question is a red information icon followed by the text 'Answer must be between 01-01-2023 and 11-06-2023'. There is a date input field containing '11-01-2023' and a calendar icon. Below the input field is the text 'Format: mm-dd-yyyy'. At the bottom of the question area is a red information icon followed by the text 'Note: If you are recording the interview responses on the paper version please enter it into the web data collection survey within 7 days.' At the bottom left of the interface is a 'Previous' button and at the bottom right is a 'Next' button.

Adult Kentucky Treatment Outcome Study (KTOS)

Resume later **Exit and clear survey**

Preliminary Questions

Please answer the following questions before beginning the interview with the client.

Date of intake interview -- the date this interview is/was actually completed with the client:

i Answer must be between 01-01-2023 and 11-06-2023

11-01-2023

Format: mm-dd-yyyy

i Note: If you are recording the interview responses on the paper version please enter it into the web data collection survey within 7 days.

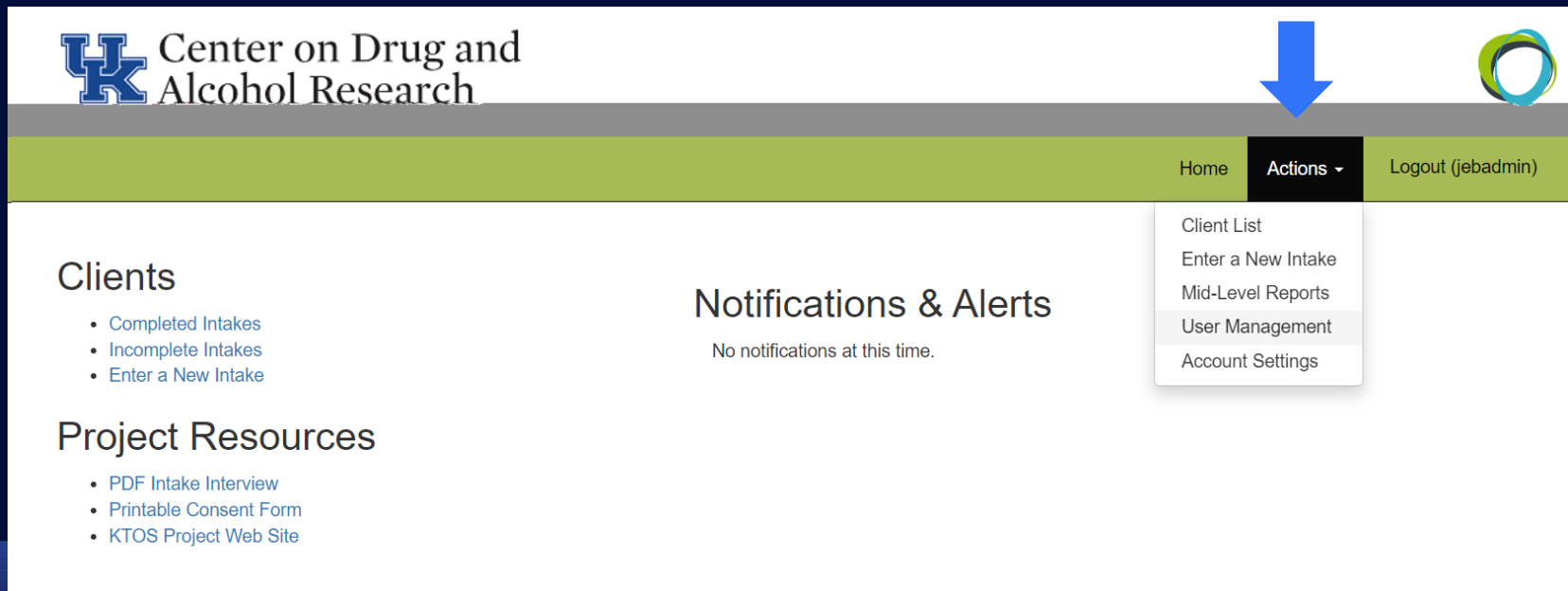
Previous Next

Use this button *only* if you would like to wipe out all the data you have entered thus far, either because you were entering data in error or a practice record.

Program Management Tools

Program Manager Options – Home Screen

- When you log in as Program Manager, the home screen displays ALL CLIENTS for the site.
- You can perform the same functions from the client lists as described in the training for clinicians.
- In addition, there are several administrative functions which can be accessed and performed from this screen.



The screenshot displays the Program Manager Home Screen. At the top left is the logo for the Center on Drug and Alcohol Research, featuring a stylized 'UK' in blue and green. To the right of the logo is the text 'Center on Drug and Alcohol Research'. In the top right corner, there is a circular logo with green and blue elements. Below the header is a navigation bar with three items: 'Home', 'Actions', and 'Logout (jebadmin)'. The 'Actions' menu is open, showing a list of options: 'Client List', 'Enter a New Intake', 'Mid-Level Reports', 'User Management', and 'Account Settings'. A blue arrow points to the 'Actions' menu. The main content area is divided into three sections: 'Clients' with a list of links (Completed Intakes, Incomplete Intakes, Enter a New Intake), 'Project Resources' with a list of links (PDF Intake Interview, Printable Consent Form, KTOS Project Web Site), and 'Notifications & Alerts' with the text 'No notifications at this time.'

Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Client List
Enter a New Intake
Mid-Level Reports
User Management
Account Settings

Clients

- Completed Intakes
- Incomplete Intakes
- Enter a New Intake

Project Resources

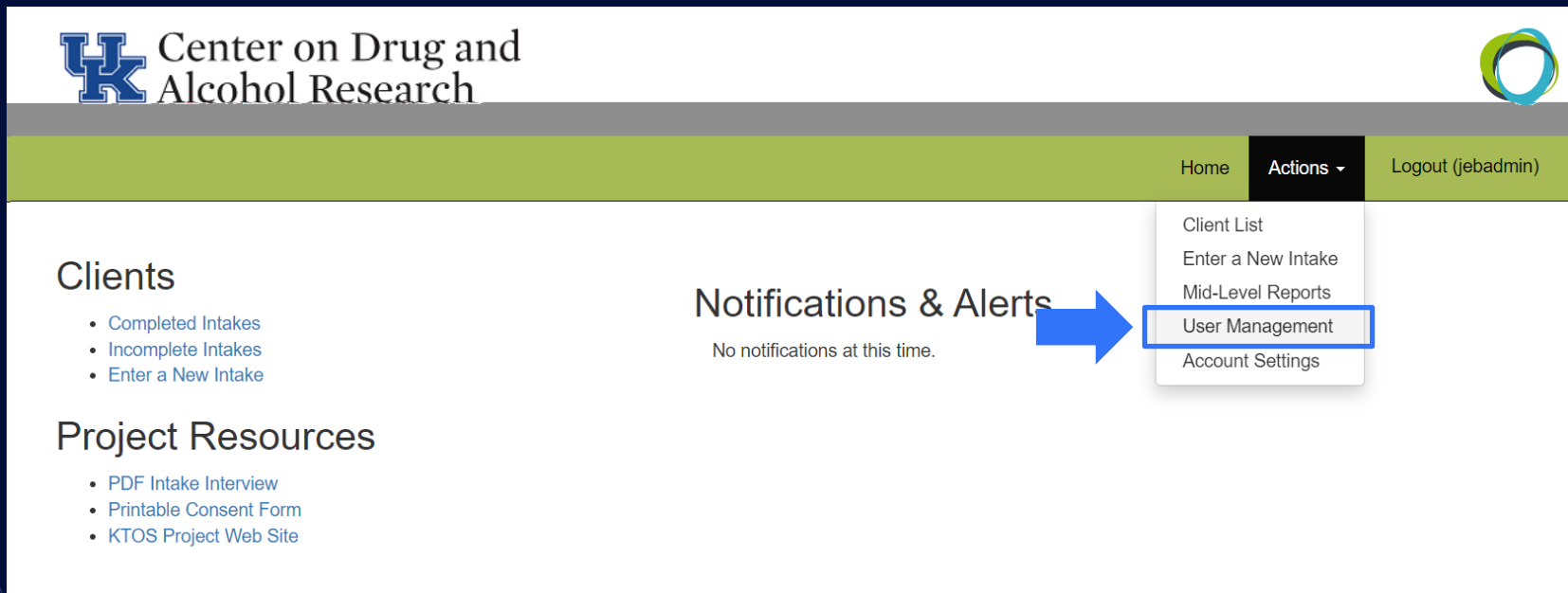
- PDF Intake Interview
- Printable Consent Form
- KTOS Project Web Site

Notifications & Alerts

No notifications at this time.

User Management

- Clicking on the **User Management** tab at the top of the screen brings up the current list of authorized users for the site. The list includes all clinicians and administrators.



The screenshot displays the website interface for the Center on Drug and Alcohol Research. The header includes the university logo and the text "Center on Drug and Alcohol Research". A navigation bar contains "Home", "Actions", and "Logout (jebadmin)". The "Actions" menu is open, showing options: "Client List", "Enter a New Intake", "Mid-Level Reports", "User Management" (highlighted with a blue box and a blue arrow), and "Account Settings". The main content area is divided into three sections: "Clients" with links for "Completed Intakes", "Incomplete Intakes", and "Enter a New Intake"; "Project Resources" with links for "PDF Intake Interview", "Printable Consent Form", and "KTOS Project Web Site"; and "Notifications & Alerts" which states "No notifications at this time."

User Management – Create New Users













- When you click on Create User from the User Management screen, you will see the screen below. You must fill out all fields completely and then click on **Create** to add the new user.

Home / Users

Manage Users

In any of the filter fields below, type in a whole or partial value and hit ENTER to search.
Erasing the text in the field and hitting ENTER will reset the search.
Type in multiple fields and hit ENTER for an advanced search.





Showing 1-16 of 16 items.

Firstname	Lastname	Username	Email	Organization	Role	Status	Action:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Practice <input type="text"/>		<input type="text"/>	
Jennifer	Braun	jennntest	jennifermbraun2006@yahoo.com	Practice Region	Clinician	Active	  
Lindsay	Kampfer	lindseytest	Lindsay.Kampfer@uky.edu	Practice Region	Clinician	Active	  
practice	record	practice	cdar@uky.edu	Practice Region	Clinician	Active	  
Practice	Clinician	practiceclinic	practiceclinic@me.com	Practice Region	Clinician	Active	  

Operations

- Create User

Legend

-  --- View
-  --- Update
-  --- Delete
-  --- Lock/Unlock

User Management – Create New Users

- User name should be First Initial and Last name with no spaces, and passwords should be at least 8 characters with some mixture of capital and lower case letters (they are case sensitive!). **We highly recommend using a random password generator for maximum security.**

www.freepasswordgenerator.com is a reliable source.

The screenshot shows a web application interface for creating a new user. At the top left is the logo for the Center on Drug and Alcohol Research. The navigation bar includes 'Home', 'Actions', and 'Logout (jebadmin)'. The breadcrumb trail is 'Home / Users / Create User'. The main heading is 'Create User'. On the right, there is an 'Operations' menu with a 'Manage Users' option. The form fields include: 'Username' (with a red border and error message 'Username cannot be blank'), 'Password' (with a red border and error message 'Password cannot be blank'), 'Repeat Password', and 'Organization' (with a dropdown menu showing '1: Four Rivers'). A central text box provides password requirements: at least 8 characters, not exceeding 40, no spaces, and a mix of letters, numbers, and special characters. It also includes a 'Generate' button and instructions on how to use the password generator.

User Management – Deleting Users













- To delete a current user (as in the case of a staff resignation), locate the desired clinician from the user list displayed under the **User Management** tab and click on the **Delete** icon (small blue trashcan shown below)
- The system will ask if you are sure you want to delete the item. If, so, click yes and clinician will be removed.

Home / Users

Manage Users

In any of the filter fields below, type in a whole or partial value and hit ENTER to search.
Erasing the text in the field and hitting ENTER will reset the search.
Type in multiple fields and hit ENTER for an advanced search.





Showing 1-16 of 16 items.


Firstname	Lastname	Username	Email	Organization	Role	Status	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Practice <input type="text"/>	<input type="text"/>	<input type="text"/>	
Jennifer	Braun	jennctest	jennifermbraun2006@yahoo.com	Practice Region	Clinician	Active	  
Lindsay	Kampfer	lindseytest	Lindsay.Kampfer@uky.edu	Practice Region	Clinician	Active	  
practice	record	practice	cdar@uky.edu	Practice Region	Clinician	Active	  
Practice	Clinician	practiceclinic	practiceclinic@me.com	Practice Region	Clinician	Active	  

Operations

- Create User

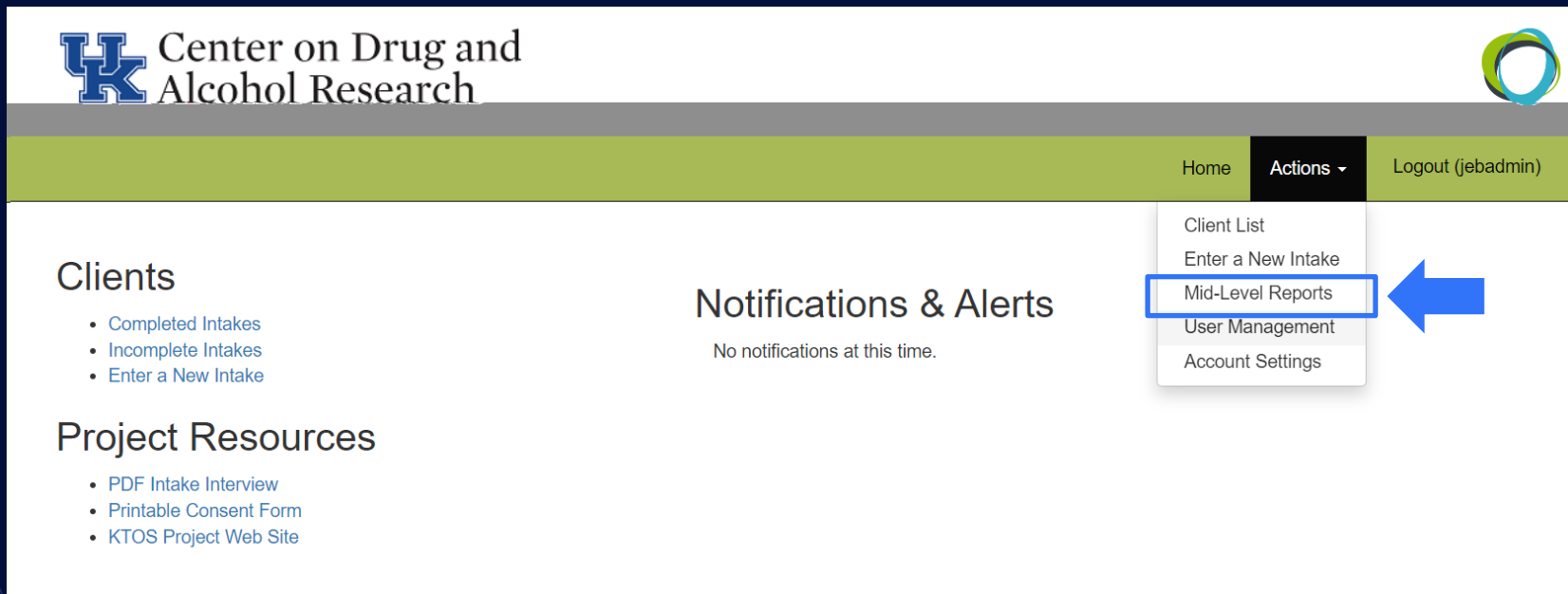
Legend

-  --- View
-  --- Update
-  --- Delete
-  --- Lock/Unlock



Mid-Level Reporting

View Mid-Level Reports to see summary counts of all clients and baselines by clinician. (This feature will only produce clinician-specific lists after all clinicians are assigned login passwords and the previous link to KTOS baselines is disabled.) You can specify certain date ranges or select the last 30, 90 or 180 days using the pre-set buttons.



The screenshot displays the web application interface for the Center on Drug and Alcohol Research. The header includes the organization's logo and name, a navigation bar with 'Home', 'Actions', and 'Logout (jebadmin)', and a circular logo on the right. The main content area is divided into three sections: 'Clients', 'Notifications & Alerts', and 'Project Resources'. The 'Actions' menu is open, showing options like 'Client List', 'Enter a New Intake', 'Mid-Level Reports', 'User Management', and 'Account Settings'. A blue arrow points to the 'Mid-Level Reports' option.

Center on Drug and Alcohol Research

Home Actions Logout (jebadmin)

Clients

- Completed Intakes
- Incomplete Intakes
- Enter a New Intake

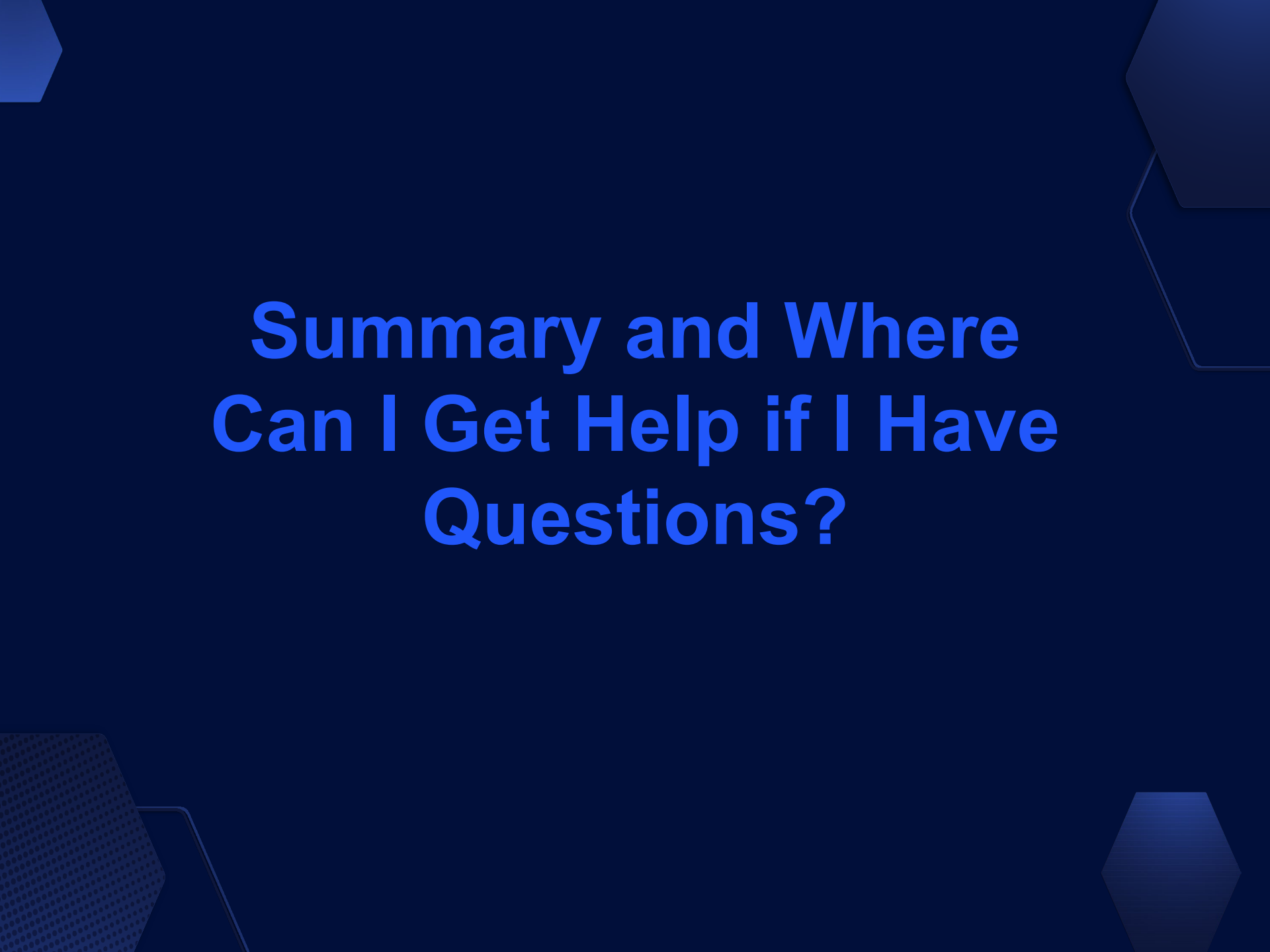
Notifications & Alerts

No notifications at this time.



Project Resources



- PDF Intake Interview
- Printable Consent Form
- KTOS Project Web Site

Client List
Enter a New Intake
Mid-Level Reports
User Management
Account Settings



**Summary and Where
Can I Get Help if I Have
Questions?**

- 
- KTOS provides Kentucky with information about who gets SUD treatment through the CMHCs, recovery outcomes, risk and protective factors associated with recovery outcomes, and program satisfaction/feedback.
 - KTOS data provides program quality indicators (e.g., client-level outcomes)
 - Because KTOS is collected annually, trends over time in Kentucky are presented in annual reports.
 - The intake surveys are conducted by staff and are not considered research data.
 - Follow-up surveys are conducted by UK CDAR interviewers who are trained and monitored.
- 

- 
- The CIS provides a one-stop shop for entering the intakes and obtaining a client narrative report.
 - Program managers/supervisors can also obtain a variety of other reports through the CIS.
 - All the data entered into the CIS is behind UK Medical Center firewalls and identifying information is encrypted.
- 

Questions? Need more help?

Contact us and we'll be glad to help you!

KTOS Technical Questions

- Jeb Messer 859-257-1400 or jeb.messer@uky.edu

Programmatic or KTOS Questions

- 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 KTOS Client Information System

<https://ukcdar.uky.edu/KTOS>