KORE Data Capture System (KDCS): Entering a Client – Video Transcript

0:05
Hello in this video we are going to go over how to enter and manage client information in the KORE Data Capture System.

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When you first log into your account you will be taken to the KORE Data Capture Systems homepage of which you will see a variety of tabs.

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Now let's take a look at the Client tab.

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Each client will only appear once on this page, even if they have multiple visits.

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While visits capture what happens on a specific date, the Clients tab stores information that stays consistent over time, like date of birth, county, gender, race, and ethnicity.

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Client records are usually created automatically when you enter a visit for someone new.

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However, you can also manually add a client from this tab, which is especially helpful if you know someone will be coming in soon and you want to get their information set up ahead of time.

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To add a new client, click on the Client tab and then click New Client in blue.

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A popup will appear labeled Add Client.

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From here, you will be able to provide the client's basic information beginning with their program.

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To note, you will only be able to view the programs of which you have been assigned as a user.

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For our purposes, we'll use KORE Demo Treatment.

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A unique client ID is also required.

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You can either enter your own internal ID or use the Random ID Generator in green.

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Now go through and provide the remaining information of which you have on this client.

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After you have added all of the information for that client, click Add New Client Information in Green on the bottom right and then click Done.

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That client will now appear in the rows below.

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If you ever notice an error in the client's information, such as an incorrect county, date of birth, or gender, this can only be edited under the Client tab.

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In order to make those edits, click View at the end of the line for that client.

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A pop up will appear with that client's information already input.

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Now you can make any necessary changes that you have and click Submit Edit Information once completed and then select Done.

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Just remember, client information is entered once and can be edited and reused across visits, while visit details are entered separately for each individual interaction.

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Using the Clients tab can save time and reduce duplicate data entry, especially for agencies that work with the same individuals over time.

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If you have any issues or questions, please contact your Implementation Specialist or the KORE Data Coordinator.

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You can also reach out to us by e-mail at KORE@ky.gov.

4:06
Again, that is KORE@ky.gov.