KORE Data Capture System (KDCS): Entering a Visit - Video Transcript

0:07
Hello in this video we are going to go over how to enter and manage visit information in the KORE Data Capture System.

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Once you have logged into your account you'll be taken to the KORE Data Capture System homepage.

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On the homepage you will find a variety of tabs to choose from of which Visits is the first. To add a new visit is easy.

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First, under the Visits tab, select New Visit in blue.

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A pop up box labeled Add Visit Information will appear and you will be able to select your program.

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Click the drop down box to select the program.

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To note, you should only see the programs to which you were assigned.

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For this example, I will select KORE Demo Treatment.

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Once you have selected your program, you will see client details appear.

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Here you can select to enter a new client or search to search for an existing client using their client ID.

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First we are going to go over how to enter a new client.

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To add that client, select New Client in dark blue.

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You will now notice that the pop up box has expanded to include client information.

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From here you will need to add the new client's information starting with a Client ID.

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If you do not have a Client ID already assigned, you can select Random ID and it will assign your client a random ID number.

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Once you have completed each field of the Client Information section, then select Add New Client Information in green.

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If you missed or mislabeled a piece of the new client's information, you can go back and edit this section under the Clients tab on the homepage.

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Now you will notice that the pop up box again expanded to include Visit Details.

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You will start by entering the visit date.

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If today is the day of which the visit is occurring, you can click Today.

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You can also enter the date manually or click the calendar icon to select the appropriate date.

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You will now go through and complete all of the information under Visit Details.

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Once you have input all of the information in Visit Details, select the blue Submit button at the bottom.

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You will now see this individual appears under your Visits tab.

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To add a new visit to an existing client, you first need to locate the Client's ID.

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This can be done using the filter function in blue on the right.

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Within either the Visits or the Clients tab, first click the Filter button on the right.

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Now you can use any of these categories to filter in order to find your client.

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Now all of the clients that match that criteria have been filtered.

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Once you have located the client of which you want to add a new visit, highlight and copy their Client ID.

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Then select New Visit, add the Client ID to the search bar and click outside of the bar.

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This will populate with the previous information you have provided for Client Information and also a new section for Visit Details.

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Continue on adding the information regarding the visit, clicking submit in blue at the bottom.

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Thank you.

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If you have any further questions about how to enter a visit or the KORE Data Capture system, do not hesitate to reach out to either your Implementation Specialist or the KORE Data Coordinator.

5:03
And you can also reach us by e-mail at KORE@ky.gov.

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Again, that is KORE@ky.gov.

5:14
Thank you.