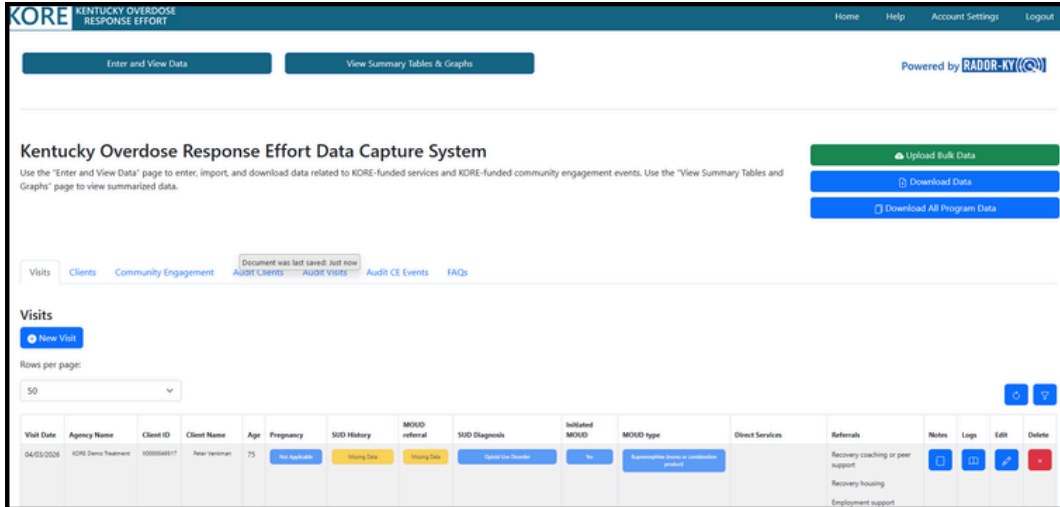


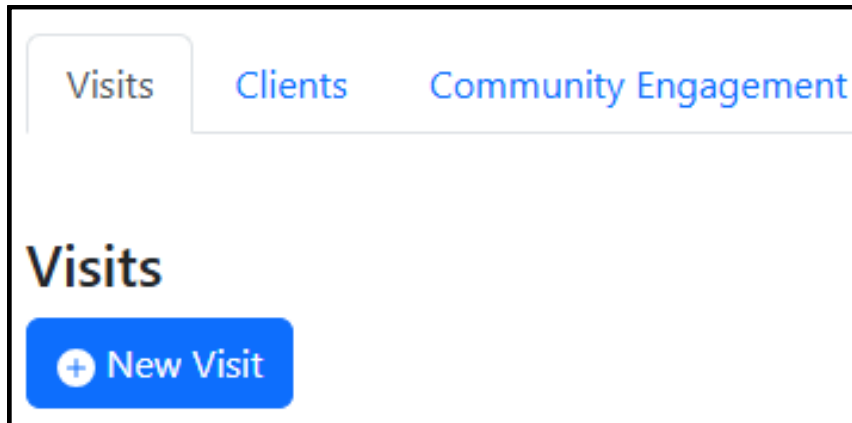
# KORE Data Capture System (KDCS): Entering a Visit

## Quick Reference Guide

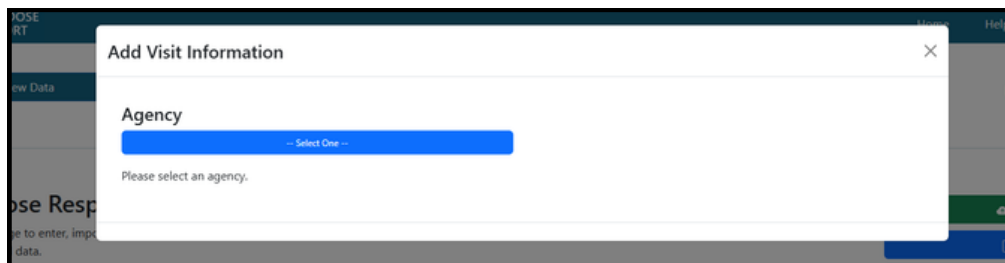
- Once you have logged into your account you'll be taken to the KORE Data Capture System homepage.



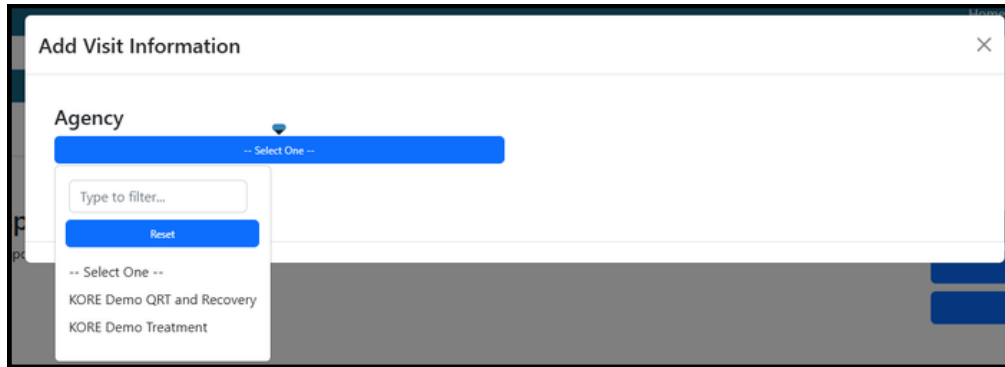
- Under the “**Visits**” tab, select “**New Visit**” button in blue.



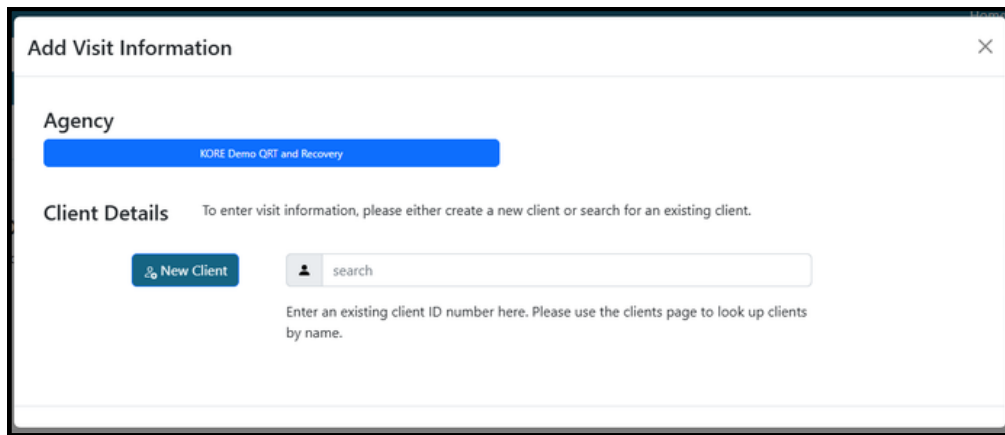
- A pop up box labeled “Add Visit Information” will appear and you will be able to select your program.



- Click the drop-down box to select the appropriate program for the client’s visit.
  - Note: You should only see the programs to which you were assigned.

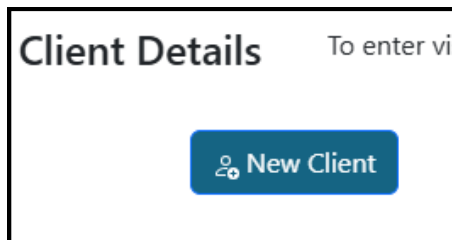


- Once you have selected the appropriate program, you will see “Client Details” appear.

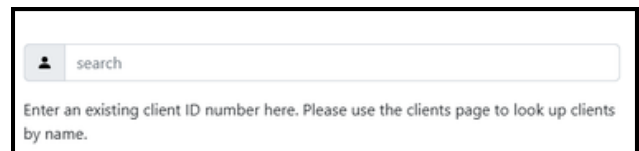


- Here you can select to enter a “New Client” or use the **search bar** to look for an existing client using their client ID.

### Enter a new client



### Search for existing client



 A screenshot of the "Client Information" form. It includes fields for Client Id, First Name, Middle Name, Last Name, Suffix, Date of Birth, Age, Gender, Race, and Hispanic, Latino/a, or of Spanish origin. A green "Random ID" button is circled in red.


 A screenshot of the "Visits" table. The table has columns for Visit Date, Agency Name, Client ID, and Client Name. The "Client ID" column is circled in red.
 

Visit Date	Agency Name	Client ID	Client Name
04/08/2026	KORE Demo Treatment	X0000049653	Will Parts

- Once you have completed each field of the **Client Information** section, then select the **“Add new client information”** button in green.

The screenshot shows the 'Client Information' form. It includes fields for Client ID (with a 'Random ID' button), First Name (filled with 'Ben'), Middle Name, Last Name (filled with 'Quad'), Suffix, Date of Birth (filled with '02/02/1998'), and Age (filled with '28'). There are also buttons for Gender (Male), Race (More than One Race), and Hispanic/Latino/Spanish origin (No). A 'County' dropdown is set to 'Graves'. The green 'Add new client information' button at the bottom right is circled in red.

- The pop-up will expand to include a **Visit Details** section.

The screenshot shows the 'Visit Details' form. It includes a 'Visit Date' field (filled with 'mm/dd/yyyy') and a 'Today' button. The 'Age on Visit Date' field is auto-calculated. There are buttons for 'Pregnancy' (Not Applicable) and 'Substance Use history' (Select One). The 'KORE-Funded Services Associated with this Visit' section includes an 'Accepted referral to MOUD' dropdown (Select One).

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

The screenshot shows the 'Select any referrals that were provided at this visit' section. It includes four rows of checkboxes for 'Recovery coaching or peer support', 'Recovery housing', 'Employment support', and 'Transportation support', all with 'Yes' selected. Below is a 'Visit Notes' section with a disclaimer and a rich text editor. The blue 'Submit' button at the bottom right is circled in red.

- The client's name will now appear in the table at the bottom of the page.



The screenshot shows a web application interface for 'Visits'. At the top, there are navigation links: 'Visits', 'Clients', 'Community Engagement', 'Audit Clients', 'Audit Visits', 'Audit CE Events', and 'FAQs'. Below the navigation, there is a 'Visits' section with a 'New Visit' button and a 'Rows per page' dropdown set to '50'. The main content is a table with the following columns: 'Visit Date', 'Agency Name', 'Client ID', 'Client Name', 'Pregnancy', 'SID History', 'MOUD referral', 'SID Diagnosis', 'Initiated MOUD', 'MOUD type', 'Direct Services', 'Referrals', 'Notes', 'Logs', 'Edit', and 'Delete'. The first row of data has the following values: '04/09/2028', 'KORE Data Care Recovery', '000004883', 'Ben Quail', '28', 'The Applicant', 'Transfered', 'No', 'Strong Yes', 'Strong Yes', 'Strong Yes', 'Recovery coaching or peer support', 'Transportation support', 'Recovery coaching or peer support', 'Recovery coaching or peer support', 'Recovery housing', 'Employment support', 'Transportation support', 'Notes', 'Logs', 'Edit', and 'Delete'. The 'Client Name' cell 'Ben Quail' is circled in red.

Visit Date	Agency Name	Client ID	Client Name	Pregnancy	SID History	MOUD referral	SID Diagnosis	Initiated MOUD	MOUD type	Direct Services	Referrals	Notes	Logs	Edit	Delete		
04/09/2028	KORE Data Care Recovery	000004883	Ben Quail	28	The Applicant	Transfered	No	Strong Yes	Strong Yes	Strong Yes	Recovery coaching or peer support Transportation support	Recovery coaching or peer support Recovery coaching or peer support	Recovery coaching or peer support Recovery housing Employment support	Notes	Logs	Edit	Delete

- If you need additional support or have any questions about the KORE Data Capture System, reach out to your Implementation Specialist, the Data Coordinator, or email us at [KORE@ky.gov](mailto:KORE@ky.gov).