Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

ANSA Comprehensive Assessment – Job Aid

After the *CANS/ANSA Overview* screen is completed and saved, the remaining tabs of the *ANSA Comprehensive Assessment* become active and are completed by the ANSA assessor. The ANSA Assessment is a dynamic form, meaning that specific responses cause additional mandatory fields to be displayed.

Many of the fields on the current assessment may be populated by answers and selections that were made on the client's last approved assessment. **The selections and responses documented on a Comprehensive Assessment will populate on the client's next Comprehensive Assessment within the same Assessment Providers Involvement.**

ANSA Comprehensive Assessment

1. Log on to the KIDS Application using the user credentials supplied by DHS.
   a. https://kids.county.allegheny.pa.us/kids
2. Click on the *CANS/ANSA* menu button.
3. The *Splash* screen of the DHS Assessment Tool application displays in a new window.
4. Bring an existing client into focus.
   a. **Organizer tab > My Assignments**
   b. **Click on the Client's name.**
      i. *TIP: If this is a new client, please refer to the Client Registration job aid for assistance with registering a new client.*
5. The *Assessment Provider Involvement* screen is displayed.
   a. **Assessment > CANS/ANSA**
6. In the *Assessment List* section click the **[New]** button to create a new assessment or click the **[Show]** button to display the highlighted assessment record.
   i. *TIP: Please refer to the OBH DHS Assessment Provider Involvement Job Aid for the steps to create a new Assessment Provider Involvement record.*
   ii. *TIP: The last assessment completed in a prior Assessment Provider Involvement can be copied by clicking [YES] on the Copy confirmation pop-up. The prior assessment must have been completed in the last 8 months.*
7. Complete the required and applicable fields on all of the tabs.
   i. *TIP: The CANS/ANSA Overview screen must be completed and saved to enable all the tabs of the ANSA Comprehensive Assessment.*
8. Click the **[Save]** button located at the bottom of the screen to save the assessment.
9. Click the **[Approval]** button located at the bottom of the screen to request supervisor approval.
10. Click the **[Preview]** button located at the bottom of the screen to generate a PDF version of the completed Adult Needs and Strengths Assessment (ANSA) form.

Completing the ANSA Comprehensive Assessment – Overview tab (A)

1. Complete the required and applicable fields on the *Overview* tab, if not previously completed.
   i. *TIP: The Overview tab will populate with selections made on the client's last approved assessment that occurred in the current Assessment Provider Involvement.*
   ii. *TIP: The [Reset] button located at the top of the screen clears the populated fields, except for the Respondent section, allowing for different responses, if applicable.*
   iii. *TIP: If the Respondent for the current assessment differs from the prior assessment, the Respondent can be deleted by selecting the respondent to be deleted and clicking the [Delete] button. Be sure to click the [New] button to add a Respondent.*
   iv. *TIP: Additional extension modules may be displayed based upon selections made on the Overview tab.*
2. Click the **[Save]** button to save the *Overview* tab selections.
3. The *ANSA Threshold* area will be displayed and can be adjusted, if applicable, after the assessment is fully documented and saved.
   i. *TIP: The ANSA Threshold section is displayed after the assessment saved. The Threshold may change as the additional tabs of the assessment are completed and saved.*

Note: Please Refer to the ANSA Overview Screen Job Aid for the DHS Provider for detailed instructions on how to complete this screen.

Completing the ANSA Comprehensive Assessment – Strengths tab (B)

1. Click on the *Strengths* tab. If the information has been pre-populated, please review the information and make necessary changes.
2. Rate all items.
3. An item's justification field becomes required when an item has a rating of **0** or **1**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
   i. *TIP: Previous justification comments can be edited.*
   ii. *TIP: Clicking the [Reset] button located at the top of the screen removes ALL ratings and comments on this tab.*

Completing the ANSA Comprehensive Assessment – Culture tab (C)

1. Click on the *Culture* tab. If the information has been pre-populated, please review the information and make necessary changes.
2. Rate all items.
3. An item's justification field will become required when an item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
    i. *TIP: Previous justification comments can be edited.*
    ii. *TIP: Clicking the [Reset] button located at the top of the screen removes ALL ratings and comments on this tab.*

Completing the ANSA Comprehensive Assessment – Life Functioning tab (D)

1. Click on the *Life Functioning* tab. If the information has been pre-populated, please review the information and make necessary changes.
2. Rate all items.
3. An item's justification field becomes required when an item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
    i. *TIP: A rating of 2 or 3 for Employment and Intellectual/Developmental will open corresponding extension modules.*
    ii. *TIP: All extension modules must be completed prior to requesting supervisor approval.*
    iii. *TIP: Previous justification comments can be edited.*
    iv. *TIP: Clicking the [Reset] button located at the top of the screen removes ALL ratings and comments on this tab.*

Completing the ANSA Comprehensive Assessment – BH Needs tab (E)

1. Click on the *BH Needs* tab. If the information has been pre-populated, please review the information and make necessary changes.
2. Rate all items.
3. An item's justification field becomes required when that item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
    i. *TIP: A rating of 2 or 3 for Adjustment to Trauma and Substance Use will open corresponding extension modules.*
    ii. *TIP: All extension modules must be completed prior to requesting supervisor approval*
    iii. *TIP: Previous justification comments can be edited.*
    iv. *TIP: Clicking the [Reset] button located at the top of the screen removes ALL ratings and comments on this tab.*

Completing the ANSA Comprehensive Assessment - Risk Behaviors/Factors tab (F)

1. Click on the *Risk Behaviors/Factors* tab. If the information has been pre-populated, please review the information and make necessary changes.
2. Rate all items
3. An item's justification field becomes required when an item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
    i. *TIP: A rating of 2 or 3 for Suicide Risk, Danger to Others, Sexual Aggression, and Justice Involved Behavior will open corresponding extension modules.*
    ii. *TIP: All extension modules must be completed prior to requesting supervisor approval*
    iii. *TIP: Previous justification comments can be edited.*
    iv. *TIP: Clicking the [Reset] button located at the top of the screen removes ALL ratings and comments on this tab.*

Completing the ANSA Comprehensive Assessment - Trauma tab (G)

1. Click on the *Trauma* tab. If the information has been pre-populated, please review the information and make necessary changes.
2. Rate all items.
3. An item's justification field becomes required when an item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.

i. *TIP: A rating of 2 or 3 for Sexual Abuse will open the corresponding extension module.*
ii. *TIP: All extension modules must be completed prior to requesting supervisor approval*
iii. *TIP: Previous justification comments can be edited.*
iv. *TIP: Clicking the **[Reset]** button located at the top of the screen removes ALL ratings and comments on this tab.*

Completing the ANSA Comprehensive Assessment – Co-Participant tab (H)

1. Click on the *Co-Participant* tab. If the information has been pre-populated, please review the information and make necessary changes.
2. The *Not Applicable – No Co-Participant Identified* checkbox is marked if no co-participant is identified for the client. Checking this box disables the rest of this tab.
    i. *TIP: If the Not Applicable – No Co-Participant Identified checkbox is marked when completing a reassessment, the Co-Participant(s), if previously identified, will be deleted.*
3. Select a rating for all items.
    i. *TIP: The first 3 items (as indicated with a **[+]** sign) can also be a Strength for the Co-participant. Selecting a rating of 0 (zero) will make the justification field become required for Strength comments.*
4. An item's justification field will become required when that item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
5. Click the **[Save]** button to save your entries.
    i. *TIP: Previous justification comments can be edited.*
    ii. *TIP: Clicking the **[Reset]** button located at the top of the screen removes ALL ratings and comments on this tab.*

Completing the ANSA Comprehensive Assessment - Notes tab (I)

1. Click on the *Notes* tab and compete the narrative text fields.
2. Mark the appropriate *Documented Information* checkbox(es) and enter narrative text.
    a. You can click on the Magnifying Glass icon to open the ZoomBox, which has spell check.
3. Click the **[Save]** button to save your entries.
4. Click the **[Preview]** button to generate the Adult Needs and Strengths Assessment (ANSA) form.
5. Click **[Approval]** to request supervisor approval.
    a. A pop-up message is displayed requesting to have the Threshold level reviewed to ensure it accurately reflects the client's level of need. The threshold level can be adjusted, if needed. A justification for an adjusted threshold is required. Click **[Yes]** to remove the pop-up.
        i. *TIP: When completing a subsequent Comprehensive Assessment, a confirmation message is displayed when there are no modifications made to the original assessment. Click the **[Yes]** button to continue with requesting approval.*
    b. On the *Approval* pop-up, click the *Request* check box.
    c. Select the name of the approving worker from the *Approving Worker* drop-down list.
    d. Enter *Request for Approval* comments in the required text field.
    e. Click the **[OK]** button.
    f. A pop-up message stating "*Your approval request has been sent*" displays.
    g. Click **[OK]** to remove the pop-up.
        i. *TIP: If you do not receive the approval request confirmation message a step may have been missed.*

For more information…

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS).
 To access the Self Service Tool go to http://servicedesk.alleghenycounty.us.

This Job Aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.