CANS/ANSA Overview - ANSA Assessment – Job Aid

The *CANS/ANSA Overview* screen is the first screen to be completed by the DHS Provider for any CANS or ANSA Assessment documented. The selections made on this screen determine the additional fields and tabs completed.

The type of Assessment that can be documented is based upon the age of the client being assessed. A CANS Assessment is the only type of assessment that can be documented when the client is under the age of 18. An ANSA Assessment is the only type of assessment that can be documented when the client is over the age of 25. When the client is between the ages of 18 and 25, a CANS or ANSA Assessment can be documented. Both types of assessments cannot be documented in the same Assessment Provider Involvement episode. This Job Aid will assist you when documenting an ANSA Assessment.

When completing a re-assessment the *CANS/ANSA Overview* tab will populate with selections and responses that were made on the Client's last assessment during the same active Assessment Provider Involvement episode.

CANS/ANSA Overview screen

1. Log on to the KIDS application with 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 the 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.
      i. *TIP: Please refer to the DHS Assessment Provider Involvement Job Aid for the steps to create a new Assessment Provider Involvement record.*
      ii. *TIP: Only one type of assessment can be completed within an Assessment Provider Involvement. If a client has a CANS Assessment documented previously, that Assessment Provider Involvement record must be closed and a new involvement record opened before an ANSA Assessment can be documented.*
      iii. *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. The *CANS/ANSA Overview* screen is displayed.
8. Complete the required and applicable fields on the screen.
      i. *TIP: The fields displayed and completed are dependent on the type of assessment being completed.*
9. Click the **[Save]** button to save the entries.
10. The **[Preview]** button is clicked to generate the CANS/ANSA Assessment form.
      i. *TIP: The* **[Preview]** *button is displayed after the Overview tab is completed and saved.*

CANS/ANSA Overview screen – Overview tab (A)

1. Enter the *Assessment Date*.
      i. *TIP: The assessment cannot pre-date the Provider Involvement start date.*
      ii. *TIP: The assessment date cannot be 60 days prior to the date you are entering the information.*
2. Select the *Version*. This selection determines the fields and tabs that must be completed.
   a. If the client is younger than 18 years old, only a CANS Comprehensive – ShortForm Assessment or CANS Comprehensive Assessment can be documented.
   b. If the client is over the age of 25, only an ANSA Comprehensive Assessment can be documented.
   c. When the client is between the ages of 18 and 25, either a CANS or ANSA Assessment can be completed.
      i. *TIP: The values available for selection are based upon the age of the client.*
      ii. *TIP: Only one type of assessment can be completed within an Assessment Provider Involvement. If a client has a CANS Assessment documented previously, that Assessment Provider Involvement record must be closed and a new involvement record opened before an ANSA Assessment can be documented.*
3. The *Assessor* field will be active for designated clerical staff and Supervisors. For all other users, the field will default to the name of the logged-in user.
      i. *TIP: If documenting an assessment on behalf of an Assessor, select the name of the Assessor.*
4. Select the *Assessment Type*.
      i. *TIP: When the Version field reflects ANSA Comprehensive, the type will default to 'Initial' when the assessment being documented is the first Comprehensive ANSA in the Provider Involvement.*

ii. TIP: If documenting subsequent Comprehensive Assessments in the same Provider Involvement, the field will be active. Select the reason for a new ANSA Assessment.

5. The *Name*, *DOB* and *Sex* fields in the *Client Information* area are populated from the *Client Info* screen.
6. Select the *Current Living Situation*.
7. Select the *Gender*.
   a. If '*Self Describe'* is selected enter description in the *Describe* field.
8. Select the *Sexual Orientation*.
   a. If '*Self Describe'* is selected enter description in the *Describe* field.
9. The Client's *Race(s)* and *Ethnicity* populate from the *Client Info* screen.
10. Select 'Yes' or 'No' for *Does the individual have Medicaid*?
    a. If 'Yes' is selected, enter the *Medicaid Number*.
11. Select 'Yes' or 'No' for *Does the individual have another form of health insurance*?
    a. If 'Yes' is selected, enter the type in the *Specify* field.

CANS/ANSA Overview screen – Decision Model area (B)

1. Select or enter appropriate responses in the *Decision Model* area.
   a. Select 'N/A', 'Yes' or 'No' as response to *Is this individual approaching a life event that will necessitate different services and/or support?*, *Has the individual received an intensive community based service assessment?*, *Is the individual currently in RTF-A, acute care or inpatient care?* and *Is the Individual using tobacco products?*
      1. Enter description in the *If yes, what was prior level of care* field when 'Yes' is selected for *Is the individual currently in RTF-A, acute care or inpatient care*? field.
   b. Mark the check box to indicate if the individual has the additional items that are listed, which may be needed during planning service/support.
      i. TIP: Multiple checkboxes can be marked.
   c. Enter narrative *Comments*.

CANS Overview screen – CANS Respondent section (C)

1. Selection the *Respondent Relation*.
   i. TIP: Selecting 'SELF' in the Respondent Relation field and clicking the **[Add/Update]** button will populate the Name fields with the name of the client that is in focus.
2. Enter the *First Name* of the respondent.
3. Enter the *Last Name* of the respondent.
4. Select the *Gender* of the respondent.
5. Click the **[Add/Update]** button. The added Respondent record will appear in the *Response List* grid.
6. Additional Respondents can be added by clicking the **[New]** button.
   i. TIP: The **[New]** and **[Delete]** buttons will not be active until the first Respondent has been saved.
   ii. TIP: If the Respondent section is populated from a prior assessment but is now a different person, the Respondent can be deleted by selecting the Respondent and clicking the **[Delete]** button. Be sure to click the **[New]** button to add a respondent.
7. A respondent can be removed by selecting the respondent and clicking the **[Delete]** button.

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.