



CANS/ANSA Overview screen – Job Aid

The *CANS/ANSA Overview* screen is the first screen completed by the CYF Provider for any assessment. The selections made on this screen will determine the additional fields and tabs that will need to be completed for the assessment that is being entered.

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 active Provider Involvement.

CANS/ANSA Overview screen

Department of Human Services
Allegheny County, Pennsylvania

DHS Assessment Tool

Client | **Assessment** | Admin

Assessment | FAST | **CANS/ANSA** | Assessment History | Reports

Organizer | Focus | History

In Focus

User Name:
Ursula Cameron Small-PAD

Entity Type:
Client

Entity Name:

Entity ID:

Entity Type:
Kids

Entity Name:

Entity ID:

CANS/ANSA Overview

* Denotes Mandatory Fields

Overview

Assessment Date: *
Assessment Version: *
Provider: *

Assessor: *
Assessment Type:

Client Information

Name: *
DOB: *
Sex: *
Gender: *
Race: *
Ethnicity: *

Description: *
Current Living Situation: *
Sexual Orientation: *
Description: *

Does the Individual have Medicaid? ☐ Yes ☐ No Medicaid Number: *

Does the Individual have another form of health insurance? ☐ Yes ☐ No If yes, specify: *

Decision Model

N/A No Yes

CANS/ANSA Respondent

Respondent List

First Name	Last Name	Gender	Relationship

Respondent Relation

Relation: *

Respondent Information

First Name: *
Last Name: *
Gender: *

Potential Respondents

Click the Include button to add selected individuals to the Respondent List, if applicable.

First Name	Last Name	Birth Date	Age	Gender	Relationship	Include?
			38	Unknown	Biological Mom	<input type="checkbox"/>
		06/20/1956	57	Unknown	Biological Dad	<input type="checkbox"/>

Include

New Delete Add/Update

Save Cancel

1. Log on to the KIDS Application.
 - a. <https://kids.county.allegheny.pa.us/kids>
2. Click on the **My Active Services** link on the *Left Pane* > *Organizer* tab.
3. Click on the *Placement* tab to view assigned Placement services.

4. Select a case in the *Cases* grid.
5. Click the **[Show]** button to bring the case in to focus.
6. Navigate to the CANS/ANSA portal.
 - a. **Case > Case Plan > Assessment > CANS/ANSA**
7. The splash screen of the DHS Assessment Tool application will be displayed in a new window.
8. Navigate to the *Assessment Provider Involvement* screen.
 - a. **Assessment > CANS/ANSA**
 - i. *TIP: The placement child will be in focus.*
 - ii. *TIP: As a CYF Provider, you will not be able to document an assessment for a child that you do not have an active placement service episode for.*
9. In the *Assessment List* section, click the **[New]** button to create a new assessment.
 - i. *TIP: Please refer to the CYF Assessment Provider Involvement Job Aid for the steps to create a new Assessment Provider Involvement record.*
10. The *CANS/ANSA Overview* screen will be displayed.
11. Complete the required and applicable fields on the screen.
12. Click the **[Save]** button to save the entries.
13. The **[Preview]** button is clicked to generate the CANS Assessment form.
 - i. *TIP: The **[Preview]** button is displayed after the Overview tab is saved.*

Overview tab (A)

1. Enter the *Assessment Date*.
2. Select the *Version*.
 - i. *TIP: The selection of the Version will determine the Domains that must be completed.*
 - ii. *TIP: The Version selections that are available will be determined by the age of the client.*
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 CANS Shortform, the type will default to 'Initial' and cannot be changed.*
 - ii. *TIP: When the Version field reflects CANS Comprehensive, the type will default to 'Initial' when the assessment being documented is the first Comprehensive CANS in the Provider Involvement.*
 - iii. *TIP: If documenting subsequent Comprehensive Assessments in the same Provider Involvement, the field will be active. Select the reason for new CANS Assessment.*
5. The Child demographics fields in the *Child Information* area are populated from the *Client* module of KIDS.
 - i. *TIP: Contact the CYF Caseworker to update or correct the Child's Demographic information. Only the Address of the child can be updated in the DHS Assessment Tool Application.*
6. Select the *Current Living Situation* located in the *Child Information* area.
 - i. *TIP: The selection of Residential Treatment Facility will open the RTF Extension module when the CANS Overview screen is saved. Completion of all fields in this module is required prior to requesting approval of the assessment.*
7. The *CANS Threshold* area is displayed once the assessment is completed and saved. The CYF Placement Provider will not use this area.

Decision Model area (B)

1. Complete the required and applicable fields of the *Decision Model* area.
 - a. The question *How old is the youth?* is answered by the application and is based upon the date of birth of the child.
 - b. Click the appropriate radio button to respond to the questions in the area.
 - i. *TIP: The Vocational and Transition Age extension modules will open when the child is 14*

- years old or older. Completion of all fields in this module is required prior to requesting approval of the assessment.
- ii. *TIP: The Overview tab will populate with selections made on the client's last assessment, when more than one Assessment has been documented with in the same Assessment Provider Involvement period.*
 - iii. *TIP: A pop-up message is displayed asking if you wish to copy an assessment when an Assessment Provider Involvement period has closed and opened with a new provider.*
 - iv. *TIP: The **[Reset]** button will clear the populated fields, except for the Respondent section, allowing for different responses, if applicable.*

CANS Respondent section (C)

1. Selection the *Respondent Relation*.
 - i. *TIP: Selecting "SELF" in the Respondent Relation field will populate the Name fields with the name of the child 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.
6. To add a *Potential Respondent*, click the *Include* checkbox. Multiple selections can be made.
7. Click the **[Include]** button to add to the selection to the *Respondent List*.
8. Click the **[Add/Update]** button to save the Respondent selections.
 - i. *TIP: The Potential Respondents area will display any clients in the KIDS case that are over the age of 15.*
9. 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.*
10. 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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.