



CANS/ANSA Assessment Reports – Job Aid

The DHS Assessment Tool is used by all Allegheny County Department of Human Services Program Offices. The two assessments currently available through DHS Assessment tool is CANS and ANSA. CANS stands for Child and Adolescent Needs and Strengths. ANSA is the acronym for Adult Needs and Strengths Assessment. CANS and ANSA reports can be printed from the CANS/ANSA *Assessment Reports* screen.

Accessing the CANS/ANSA Assessment Reports Screen

The screenshot shows the DHS Assessment Tool interface. At the top, there is a header with the Allegheny County Department of Human Services logo and name, and the 'kids' logo with the tagline 'Key Information and Demographics System'. Below the header, there is a navigation bar with tabs for 'Client', 'Assessment', and 'Admin'. The 'Assessment' tab is selected. Under the 'Assessment' tab, there are sub-tabs for 'FAST', 'CANS/ANSA', 'Assessment History', and 'Reports'. The 'Reports' sub-tab is selected. On the left side, there is a sidebar with 'Organizer', 'Focus', and 'History' tabs. The 'Focus' tab is selected, showing fields for 'User Name', 'Entity Type' (set to 'Client'), 'Entity Name', and 'Entity ID'. The main area is titled 'Assessment Reports' and contains a list of reports. The list has a header 'Report Name' and includes the following items: 'ANSA Comparison Report' (highlighted), 'ANSA Summary Detail Report', 'CANS Comparison Report', 'CANS Summary Report', 'CANS Summary Detail Report', 'CANS Count', and 'Caregiver Summary Detail Report'. A legend indicates that an asterisk (*) denotes mandatory fields. At the bottom of the list, there are 'Preview' and 'Cancel' buttons.

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 is displayed in a new window.
4. Navigate to the *Assessment Reports* screen
 - a. **Assessment > Reports**
5. Select the report you wish to generate.
6. Click the **[Preview]** button to generate the report.
7. The report will open in a new window and will be displayed in a non-editable, PDF format.
 - a. Click the Printer icon to print the report
 - i. *TIP: The generation of any Summary Report will require additional selections from the report selection pop-up. This pop-up had different options based upon the report selected.*

Provider Involvement List					
	Assessor Name	Assessor	Start Date	End Date	Office
<input checked="" type="checkbox"/>	Gwen's Girls Inc.	Train12 Train12	4/24/2012	4/26/2012	Office of Children Youth and Family
<input type="checkbox"/>	DHS Screening Unit	Train06 Train06	4/23/2012	4/24/2012	DHS Screening Unit

Assessment List					
	Assessment Desc	Assessor Name	Assessment Date	Assessment Status	Projected Reassessment Date
<input checked="" type="checkbox"/>	CANS Comprehensive	Train12 Train12	4/24/2012	Complete	10/21/2012

Caregiver List		
<input type="checkbox"/> #	Type of Caregiver	Names of Caregivers within this Relation
<input type="checkbox"/> Family 1	Biological Parents	Albet Delong

Ok Cancel

1. To generate the *ANSA Comparison Report*:
 - a. In the *Assessment(s) List* pop-up, mark the assessments you wish to compare by marking the checkbox.
 - b. Click the **[Ok]** button to run the comparison script and generate the report.
 - i. *TIP: You can select up to 3 approved Comprehensive Assessments to compare.*
2. To generate the *ANSA Summary Detail Report*:
 - a. Select the *Assessment Provider Involvement* from the *Provider Involvement List* section.
 - b. Select the assessment from the *Assessment List* section.
 - c. Click the **[Ok]** button to generate the report
3. To generate the *CANS Comparison Report*:
 - a. In the *Assessment(s) List* pop-up, mark the assessments you wish to compare by marking the checkbox.
 - b. Click the **[Ok]** button to run the comparison script and generate the report.
 - i. *TIP: You can select up to 3 approved Comprehensive Assessments to compare.*
4. To generate the *CANS Summary Report* and *CANS Summary Detail Report*:
 - a. Select the *Assessment Provider Involvement* from the *Provider Involvement List* section.
 - b. Select the assessment from the *Assessment List* section
 - c. Select the caregivers that are to appear on Report
 - d. Click the **[Ok]** button to generate the report.
 - i. *TIP: At least one Caregiver must be selected. The Person(s) selected will appear on the generated assessment form.*
5. To generate the *CANS Count*:
 - a. Click the **[Preview]** button to generate the report.
6. To generate the *Caregiver Summary Report* and *Caregiver Summary Detail Report*:
 - a. Select the *Assessment Provider Involvement* from the *Provider Involvement List* section.
 - b. Select the assessment from the *Assessment List* section.
 - c. Click the **[Ok]** button to generate the report.

Report Description

The following table gives a description of the reports that can be generated from the reports menu.

Report Name	Description
ANSA Comparison Report	This report will compare up to 3 ANSA Comprehensive Assessments and report difference in a graph.
ANSA Summary Detail Report*	Report shows all of the Needs items in the assessment have a rating of 2 or 3 as well as the Strengths that have a rating of 0 or 1. This report also displays the justification comments for the rating.
CANS Summary Report	Report shows all of the Needs items in the assessment have a rating of 2 or 3 as well as the Strengths that have a rating of 0 or 1.
CANS Summary Detail Report*	Report shows all of the Needs items in the assessment have a rating of 2 or 3 as well as the Strengths that have a rating of 0 or 1. This report also displays the justification comments for the rating.
Caregiver Summary Report	Report shows all of the Strengths items for the Caregiver that have a rating of 0 or 1 as well as the Needs that are rated 2 or 3.
Caregiver Summary Detail Report*	Report shows all of the Strengths items for the Caregiver that have a rating of 0 or 1 as well as the Needs that are rated 2 or 3. This report also displays the justification comments for the rating.
CANS Comparison Report	This report will compare up to 3 CANS Comprehensive Assessments and report difference in a graph.
CANS Count report	This report displays the number of CANS Assessments documented for each month of the current year and totals for prior year(s).

* These reports give the most detailed information captured on the assessment.

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>.