CANS/ANSA Overview - CANS Assessment – Job Aid

The *CANS/ANSA Overview* screen is the first screen 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 a CANS 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.*
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. Click the **[Preview]** button 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 older than the date you are entering the information.*
2. Select the *Assessment 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.*
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 'Shortform 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 demographics fields in the *Client Information* area are populated from the *Client Info* screen.
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 CANS Assessment is completed and saved. The threshold can be adjusted, if applicable.
    a. Click the 'Yes' radio button for *Threshold Adjustment*.
    b. Select the new *Threshold Level*.
    c. Enter *Adjustment Justification* comments.

d. Click the **[Save]** button located at the bottom of the screen to save the threshold change.

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

1. Select the appropriate response for the questions in the *Decision Model* area.
   a. *How old is the youth?* response is selected by the application and is based upon the child's Date of Birth at the date the assessment was completed. This selection cannot be changed.
   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. The Transition Age extension module is displayed when a child has been identified as 'pregnant or parenting. Completion of all fields in this module is required prior to requesting approval of the assessment.*

CANS Overview screen – 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. 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 added.*
   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.

Note: *If the child is a client in a CYF case, either active or closed, the Potential Respondent area will be displayed. This section will display any client(s) from the CYF case that are over the age of 14.*

Complete the following steps to select a person from the Potential Respondent area:

1. Mark the *Include* checkbox. Multiple persons can be selected.
2. Click the **[Include]** button.
3. The Person(s) selected will be added to the *Respondent List* grid.
4. Click the **[Add/Update]** button to save the Respondent selections.

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.