



CYF Provider CANS Access – Job Aid

CYF service providers will be completing CANS (Child Adolescent Needs and Strengths) Assessments on the children that are entering placement in their facilities. Within the KIDS application is a portal to the DHS Assessment Tool, where the CANS Assessment is documented.

Accessing CANS from KIDS

The screenshot shows the 'Placement Entry' form in the KIDS application. The form is divided into several sections: 'Case Information' (Case ID, Provider ID, Provider Name), 'Entry Details' (Creation Date, Entry Time, Last Updated By, Last Updated Date), 'Caseworker' (Date Child Entered Placement, Entry Time, Last Updated By, Last Updated Date), 'Provider' (Date Child Entered Placement, Entry Time, Last Updated By, Last Updated Date), and 'Placement Unit' (Date Child Entered Placement, Entry Time, Last Updated By, Last Updated Date). The form also includes dropdown menus for 'Medicaid Paid Placement', 'Type of Care', 'Foster Parent Signed Letter of Intent to Adopt', and 'Petition for Adoption Filed'. A sidebar on the left shows the navigation menu with 'Case' selected. The top header displays the Department of Human Services logo and the 'kids' logo.

- Log on to the KIDS Application.
 - <https://KIDS.county.allegheny.pa.us/kids>
- Click on the **My Active Services** link on the *Left Pane > Organizer* tab.
- Click on the *Placement* tab to view assigned Placement services.
- Select a case in the *Cases* grid.
- Click the **[Show]** button to bring the case in to focus.
- Navigate to the **CANS/ANSA** portal.
 - Case > Case Plan > Assessment > CANS/ANSA**
- The splash screen of the DHS Assessment Tool application will be displayed in a new window. The CANS Assessment for the child can be documented.

NOTE: Please refer to *DHS Assessment Tool* and *CANS/ANSA job aids* for the steps to document a CANS/ANSA 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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.html>.