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

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. 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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.