




## CANS/ANSA Assessment Reports – Job Aid

The DHS Assessment Tool is used by all Allegheny County Department of Human Services Program Offices. There are several reports that can be generated from the CANS/ANSA Reports screen.

### CANS/ANSA Reports screen

1. Log in to the KIDS Application.
  - a. <http://kids.county.allegheny.pa.us/kids>
2. Click on the **My Active Services** link in 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 **DHS Assessment Tool** portal.
  - a. **Case > Case Plan > Assessment > CANS/ANSA**
7. When you click on the portal, the splash screen of the DHS Assessment Tool application will be displayed in a new window, with the selected child in focus.
8. Navigate to the *Assessment Reports* screen
  - a. **Assessment > Reports**
9. Select the report you wish to generate.
10. Click the **[Preview]** button to generate the report.
11. 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 has different options based upon the report selected.*

## Report Selection pop-up

Provider Involvement List				
Assessor Name	Assessor	Start Date	End Date	Office
<input checked="" type="checkbox"/> CIRCLE C YOUTH AND FAMILY SERVICES	Belinda Bilos	1/1/2013		Children Youth and Family


  

Assessment List				
Assessment Desc	Assessor Name	Assessment Date	Assessment Status	Projected Reassessment Date
<input checked="" type="checkbox"/> CANS ShortForm	Belinda Bilos	1/10/2013	Active	2/24/2013

Caregiver List				

Ok Cancel

1. 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 the 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.*
2. 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 form 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 screen, mark the assessments you wish to compare by clicking on 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 Count*:
  - a. Click the **[Preview]** button.
  - b. The report will open in a new window and will be displayed in a non-editable, PDF format.
  - c. Click the Printer icon  to print the report.

## Report Description

The following table gives a description of the 5 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 differences in a graph.
ANSA 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 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 differences in a graph.
CANS Count	This report will illustrate the total number of assessments completed by the Assessors in his or her office. These counts are compiled by Month and Year.

\* 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](mailto: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 for DHS users are located on DHS Assist at <http://dhsassist.dhs.allegheny.local/KIDS>.