

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

Departme	nt of Human Services DH County, Pennsylvania DH	DHS Assessment Tool		
Client Assessment	Admin	Help Close		
Assessment D FAST D CANS	ANSA Assessment History Reports			
Organizer Focus History In Focus User Name: Ursula Cameron Small-PAD	Assessment Reports * Denotes Mandatory Fields Reports			
Entity Type: Client	Report Name	·		
Entity Name:	ANSA Comparison Report			
Entity ID:	ANSA Summary Detail Report	=		
	_ CANS Comparison Report			
Entity Type: Kids Entity Name: Entity ID:	CANS Summary Report			
	CANS Summary Detail Report			
	CANS Count			
	Caregiver Summary Detail Report	*		

- 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.

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- 5. Click the **[Show]** button to bring the case in to focus.
- 6. Navigate to the **DHS Assessment Tool** portal.

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

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 ២ 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.

Assessor Name Assessor Start Date End Date Office Image: CIRCLE C YOUTH AND FAMILY SERVICES Belinda Bilos 1/1/2013 Children Youth and Far Assessment List Assessment List Assessment Date Assessment Status Projected Reassessment Date Assessment Desc Assessor Name Assessment Date Assessment Status Projected Reassessment Date Image: CANS ShortForm Belinda Bilos 1/10/2013 Active 2/24/2013	Assessor Name Assessor Start Date End Date Office Image: CIRCLE C YOUTH AND FAMILY SERVICES Belinda Bilos 1/1/2013 Children Youth and Fa Assessment List Assessment List Assessment Desc Assessor Name Assessment Date Assessment Status Projected Reassessment D Image: Caregiver List Caregiver List Caregiver List Caregiver List Caregiver List	Assessor Name Assessor Start Date End Date Office Image: CIRCLE C YOUTH AND FAMILY SERVICES Belinda Bilos 1/1/2013 Children Youth and Fa Assessment List Assessment Date Assessment Status Projected Reassessment Date Assessment Desc Assessor Name Assessment Date Assessment Status Projected Reassessment Date Image: Caregiver List Caregiver List Caregiver List Caregiver List Caregiver List	Provider Involv	ement List					
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- 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.

 $\boldsymbol{\star}$ These reports give the most detailed information captured on the assessment.

For more information...

For assistance, please contact the Allegheny County Service Desk at <u>servicedesk@alleghenycounty.us</u> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

This Job Aid and additional user materials for DHS users are located on DHS Assist at http://dhsassist.dhs.allegheny.local/KIDS.