



CANS Comprehensive Assessment – Job Aid

After the *CANS/ANSA Overview* screen is completed and saved, the remaining tabs of the *CANS Comprehensive Assessment* become active and are able to be completed. The CANS Assessment is a dynamic form, meaning, specific responses will cause additional mandatory fields to be displayed.

Many of the fields on the current assessment may be populated by answers and selections that were made on the client's last approved assessment. **The selections and responses made on a ShortForm Assessment will carry over to the client's Comprehensive Assessment within the same Assessment Provider Involvement. The selections and responses documented on a Comprehensive Assessment will populate on the client's next Comprehensive Assessment within the same Assessment Providers Involvement.**

CANS Comprehensive Assessment

Department of Human Services
Allegheny County, Pennsylvania

DHS Assessment Tool

Client Information
Assessment Date: *
Assessment Status: Active
Provider: *
Assessor: *
Assessment Type: Initial

Child Information
Name: *
DOB: 8/18/2003
Gender: Male
Ethnicity: *
Race: *

CANS Threshold
Threshold Level: *
Threshold Adjustment? Yes No
Adjustment Justification: *

Decision Model
How old is the youth?
Has the youth received intensive community based services prior to this assessment?
Is the youth currently in RTF, out of home placement or inpatient care?
Is the child at risk for out of home placement?
Is the youth at risk of aging out of services within the next 18 months?
Is the youth pregnant or parenting?
Is the youth using tobacco products?

Transition Age
0 = No Evidence Of Problems 1 = Let's Watch, Mild 2 = Help Needed, Moderate 3 = Immediate Help, Severe
Independent Living Skills
Residential Stability
Transportation
Peer/Social Experiences
Health Management & Maintenance
Self-Care
Educational Attainment
Resiliency
Resourcefulness
Financial Resources
Caring Role
Military Transition
Notes: *

CANS Respondent
Respondent List
First Name Last Name Gender Relationship
Test CANS Unknown Biological Mom
Respondent Relation
Respondent Information
First Name Last Name Gender
Potential Respondents
Click the Include button to add selected individuals to the Respondent List, if applicable.
First Name Last Name Birth Date Age Gender Relationship Include?
06/20/1956 57 Unknown Biological Dad
Include

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.
8. Navigate to the *Assessment Provider Involvement* screen.
 - a. **Assessment > CANS/ANSA**
 - i. *TIP: The placement child will be in focus.*
 - ii. *TIP: As a CYF Provider you will not be able to document an assessment for a child that you do not have an active placement service episode for.*
9. In the *Assessment List* section click the **[New]** button to create a new assessment or click the **[Show]** button to display the highlighted assessment record.
 - i. *TIP: Please refer to the CYF Assessment Provider Involvement Job Aid for the steps to create a new Assessment Provider Involvement record.*
10. Complete the required and applicable fields on all of the tabs.
11. Click the **[Save]** button located at the bottom of the screen to save the assessment.
12. Click the **[Approval]** button located at the bottom of the screen to request supervisor approval.
13. Click the **[Preview]** button located at the bottom of the screen to generate the *Child and Adolescent Needs and Strengths (CANS) Assessment* form.

Completing the CANS Comprehensive Assessment – Overview tab (A)

1. Complete the required and applicable fields on the *Overview* tab, if not previously completed.
 - i. *TIP: The Overview tab will populate with selections made on the client's last assessment that occurred in the current Assessment Provider Involvement.*
 - ii. *TIP: The **[Reset]** button, located at the top of the screen, will clear the populated fields, except for the Respondent section, allowing for different responses, if applicable.*
 - iii. *TIP: If the Respondent for the current assessment differs from the prior assessment, the Respondent can be deleted by selecting the respondent to be deleted and clicking the **[Delete]** button. Be sure to click the **[New]** button to add a Respondent.*
 - iv. *TIP: Additional extension modules may be displayed based upon selections made on the Overview tab.*
2. Click the **[Save]** button to save the *Overview* tab selections.
3. The *CANS Threshold* area is displayed once the assessment is completed and saved. The CYF Placement Provider will not use this area.

Please Refer to the CANS/ANSA Overview Screen Job Aid for the CYF Provider for detailed instructions on how to complete this screen.

Completing the CANS Comprehensive Assessment – Life Functioning tab (B)

1. Click on the *Life Functioning* tab and select an item's rating, if not previously completed.
2. Rate all items.
3. An item's justification field will become active and required when that item has a rating of **2** or **3**. Click the *Magnifying Glass* icon to open the ZoomBox, which has spell check.
 - i. *TIP: A rating of 2 or 3 for Family Functioning, School, Intellectual/Developmental, Employment/Vocational and Legal will open corresponding extension modules.*
 - ii. *TIP: All extension modules must be completed prior to requesting supervisor approval.*
 - iii. *TIP: Clicking the **[Reset]** button, located at the top of the screen, will remove ALL ratings on this tab. The associated justification comments can be edited when a new rating of 2 or 3 is selected.*

Completing the CANS Comprehensive Assessment – Strengths tab (C)

1. Click on the *Strengths* tab and compete all of the ratings, if not previously completed.
 - a. Rate all items.
 - b. An item's justification field will become active and required when that item has a rating of **0** or **1**.
 - c. You can click on the *Magnifying Glass* icon to open the ZoomBox, which has spell check.
 - i. *TIP: Clicking the **[Reset]** button, located at the top of the screen, will remove ALL ratings on this tab. The associated justification comments can be edited when a new rating of 0 or 1 is selected.*

Completing the CANS Comprehensive Assessment – Caregiver Strengths and Needs tab (D)

CANS Comprehensive
 * Denotes Mandatory Fields

Overview Life Functioning Strengths **Caregiver Strengths & Needs** Culture BH Needs Risk Behaviors Trauma Notes

Caregiver Strengths & Needs Reset

☐ Not Applicable - No Caregiver Identified

Caregivers

Be sure to Click Save after each Caregiver Strengths & Needs section is completed.

Caregivers List

#	Type of Caregiver	Names of Caregivers within this Relation
Family 1	Biological Parents	test

Type of Caregiver

Relation*
 Biological Parents

Names of Caregivers within this Relation
 test

New Delete Add/Update

Caregiver Strengths & Needs

0 = No Evidence of Problems OR This may be a Strength 1 = Let's Watch, Mild
 2 = Help Needed, Moderate 3 = Severe Needs

	0	1	2	3	Missing	
Supervision*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Involvement with Care*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Knowledge*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Organization*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Social Resources*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Residential Stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Intellectual/Developmental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Family Stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Cultural Stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Employment/Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Emotional Response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Legal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Financial Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Military Transitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Posttraumatic Reactions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Be sure to Click Save after each Caregiver Strengths & Needs section is completed.

Save Approval Preview Cancel

1. Click on the *Caregiver Strengths and Needs* tab and complete the tab, if not previously completed.
2. The *Not Applicable – No Caregiver Identified* checkbox is marked if no caregiver can be identified for that child. Checking this box will disable the rest of this tab.
 - i. *TIP: If the Not Applicable – No Caregiver Identified checkbox is marked when completing a reassessment, the identified caregiver(s) will be deleted.*
3. Create the first Caregiver record.
 - a. Select the *Relation* in the *Type of Caregiver* area.
 - b. Enter the name of the *Caregivers within this Relation*.
 - c. Click the **[Add/Update]** button to save the caregiver record to the *Caregiver List* grid.
 - d. Additional Caregivers are added by clicking the **[New]** button and completing steps a, b and c.
 - i. *TIP: A caregiver can be deleted by highlighting the person in the Caregiver List grid and clicking the [Delete] button.*
4. Select a Caregiver from the *Caregiver List* grid. Complete the *Caregiver Strengths & Needs* area for the highlighted caregiver.
 - i. *TIP: When there are multiple Caregivers, the Caregiver Strengths & Needs area must be completed for each caregiver.*
5. Select a rating for all items.
 - i. *TIP: The first 5 items (as indicated with a + sign) can also be a strength for the caregiver. Selecting a rating of 0 (zero) will make the justification field become active and required for Strength comments.*
6. A *NEEDS* item's justification field will become active and required when that item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
 - i. *TIP: A rating of 2 or 3 for Health and Posttraumatic Reactions will open corresponding extension modules.*
 - ii. *TIP: All extension modules must be completed prior to requesting supervisor approval.*
 - iii. *TIP: Clicking the [Reset] button, located at the top of the screen, will remove ALL ratings on this tab. The associated justification comments can be edited when a new rating of 2 or 3 is selected.*
7. Click the **[Save]** button to save the tab for the selected Caregiver.
8. If applicable, select another caregiver from the *Caregiver List* grid and select a rating for all items.
9. Completed steps 5 to 8 until all caregivers have been addressed.
 - i. *TIP: Clicking the [Reset] button, located at the top of the screen, will remove ALL ratings on this tab. The associated justification comments can be edited when a new rating of 0, 2 or 3 is selected for the items that can be a Strength or Need, or, 2 or 3 is selected for Needs items.*

Completing the CANS Comprehensive Assessment – Culture tab (E)

1. Click on the *Culture* tab and complete all of the ratings, if not previously completed.
 - a. Rate all items.
 - b. An item's justification field will become active and required when that item has a rating of **2** or **3**.
 - c. You can click on the *Magnifying Glass* icon to open the ZoomBox, which has spell check.
 - i. *TIP: Clicking the [Reset] button, located at the top of the screen, will remove ALL ratings on this tab. The associated justification comments can be edited when a new rating of 2 or 3 is selected.*

Completing the CANS Comprehensive Assessment – BH Needs tab (F)

1. Click on the *BH Needs* tab and select an item's rating, if not previously completed.
2. Rate all items.
3. An item's justification field will become active and required when that item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
 - i. *TIP: A rating of 2 or 3 for Adjustment to Trauma and Substance Use will open corresponding extension modules.*
 - ii. *TIP: All extension modules must be completed prior to requesting supervisor approval.*
 - iii. *TIP: Clicking the **[Reset]** button, located at the top of the screen, will remove ALL ratings on this tab. The associated justification comments can be edited when a new rating of 2 or 3 is selected.*

Completing the CANS Comprehensive Assessment - Risk Behaviors tab (G)

1. Click on the *Risk Behaviors* tab and select an item's rating, if not previously completed.
2. Rate all items.
3. An item's justification field will become active and required when that item has a rating of **2** or **3**. Click the Magnifying Glass icon to open the ZoomBox, which has spell check.
 - i. *TIP: A rating of 2 or 3 for Suicide Risk, Runaway and Fire Setting will open corresponding extension modules.*
 - ii. *TIP: All extension modules must be completed prior to requesting supervisor approval.*
 - iii. *TIP: Clicking the **[Reset]** button, located at the top of the screen, will remove ALL ratings on this tab. The associated justification comments can be edited when a new rating of 2 or 3 is selected.*

Completing the CANS Comprehensive Assessment - Trauma tab (H)

1. Click on the *Trauma* tab and complete all of the ratings, if not previously completed.
 - i. *TIP: A rating of 2 or 3 for Sexual Abuse will open the corresponding extension module.*
 - ii. *TIP: All extension modules must be completed prior to requesting supervisor approval.*
2. Rate all items.
3. An item's justification field will become active and required when that item has a rating of **2** or **3**.
4. You can click on the *Magnifying Glass* icon to open the ZoomBox, which has spell check.
 - i. *TIP: Clicking the **[Reset]** button, located at the top of the screen, will remove ALL ratings on this tab. The associated justification comments can be edited when a new rating of 2 or 3 is selected.*

Completing the CANS Comprehensive Assessment - Notes tab (I)

1. Click on the *Notes* tab and complete the four narrative text fields, if not previously completed.
 - a. You can click on the *Magnifying Glass* icon to open the ZoomBox, which has spell check.
 - b. Click the **[Save]** button to save the *Comprehensive Assessment*.
 - c. Click the **[Preview]** button to generate a PDF version of completed the *Child and Adolescent Need and Strengths (CANS) Assessment* form. (Please note: Information from the text boxes is not included in this PDF version.)
 - d. Click the **[Approval]** button to request supervisor approval.
 - i. A pop-up message requesting to have the Threshold level reviewed to ensure it accurately reflects the child's level of need. The threshold level can be adjusted, if needed, and justification comments added. Click the **[Yes]** button to remove the pop-up.
 - i. *TIP: When completing a subsequent Comprehensive Assessment, a confirmation message is displayed when there are no modifications made to the original*

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- assessment. Click the **[Yes]** button to continue with requesting approval.*
- ii. On the *Approval* pop-up, click the *Request* check box.
 - iii. Select the name of the approving worker from the *Approving Worker* drop-down list.
 - iv. Enter *Request for Approval* comments in the required text field.
 - v. Click the **[OK]** button.
 - vi. A pop-up message stating "Your approval request has been sent" will be displayed.
 - vii. Click the **[OK]** button to remove the pop-up.
 - i. *TIP: If you do not receive the approval request confirmation message, a step may have been missed.*

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>.