CANS ShortForm Assessment – Job Aid

After the *CANS/ANSA Overview* screen is completed and saved, the remaining tabs of the *CANS Shortform Assessment* are displayed and able to be completed.

The selections and responses that are documented on a ShortForm Assessment will carry over to the client's Comprehensive Assessment, which must be completed within 45 days, or the Assessment Provider Involvement will close. Only one ShortForm Assessment can be documented for a client in an active Assessment Provider Involvement period.

CANS ShortForm Assessment

1. Log in 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, at the bottom of the screen, to save the assessment.
12. Click the **[Approval]** button, at the bottom of the screen, to request supervisor approval.
13. Click the **[Preview]** button, at the bottom of the screen, to generate the *Child and Adolescent Needs and Strengths (CANS) Assessment* form.

Completing the CANS ShortForm Assessment – Overview tab (A)

1. Completed the required and applicable fields 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.

NOTE: *Please Refer to the CANS/ANSA Overview screen Job Aid for more detailed instructions on how to complete this screen.*

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

1. Click on the *Life Functioning* tab and complete all ratings.
   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.

Completing the CANS ShortForm Assessment – Youth BH Needs tab (C)

1. Click on the *Youth BH Needs* tab and compete all ratings.
   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.

Completing the CANS ShortForm Assessment – Youth Risk Behaviors tab (D)

1. Click on the *Youth Risk Behaviors* tab and complete all ratings.
   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**.
   a. You can click on the *Magnifying Glass* icon to open the ZoomBox, which has spell check.

Completing the CANS ShortForm Assessment – Caregiver Strengths and Needs tab (E)

1. Click on the *Caregiver Strengths and Needs* tab and complete all the ratings.
2. The *Not Applicable – No Caregiver Identified* checkbox is marked if the child does not have a caregiver. Checking this box will disable the rest of this tab.
3. Create the first Caregiver record.
   a. Select the *Relation* in the *Type of Caregiver* area.
   b. Enter the *Names of the Caregivers within the 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 the above steps.
      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.
   i. *TIP: When there are multiple Caregivers, the Caregiver Strengths & Needs area must be completed for each caregiver.*
   i. *TIP: The first 5 items (as indicated with a + sign) can also be a <u>Strength</u> for the caregiver. Selecting a rating of 0 (zero) will make the justification field become active and required for Strength comments.*
5. Complete the *Caregiver Strengths & Needs* area for the highlighted caregiver.
   i. *TIP: The first 5 items (as indicated with at + 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.*
   a. Rate all items.
   b. A *NEEDS* 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.
6. Click the **[Save]** button to save the tab for the selected Caregiver.
7. If applicable, select another caregiver from the *Caregiver List* grid and select a rating for all items.
8. Repeat these steps until all caregivers have been addressed.

Completing the CANS ShortForm Assessment - Notes tab (F)

1. Click on the *Notes* tab and compete both of the narrative text fields.
   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 *ShortForm Assessment*.
   c. Click the **[Preview]** button to generate the *Child and Adolescent Need and Strengths (CANS) Assessment* form.
   d. Click the **[Approval]** button to request supervisor approval.
      a. On the *Approval* pop-up, click the *Request* check box.
      b. Select the name of the approving worker from the *Approving Worker* drop list.
      c. Enter *Request for Approval* comments in the mandatory text box.
      d. Click the **[OK]** button.
      e. A pop-up message stating "Your approval request has been sent" will be displayed.
      f. 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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.