



Supervisor Date Changes – Job Aid

Supervisors have the ability to change start date of an *Assessment Provider Involvement* as well as change the date of a CANS or ANSA assessment, prior to approval. This Job Aid will assist a supervisor with changing these dates.

Assessment Provider Involvement Start Date

Department of Human Services
Allegheny County, Pennsylvania

DHS Assessment Tool

Client Assessment Admin Help Close

Assessment FAST CANS/ANSA Assessment History Reports

Organizer Focus History

In Focus

User Name:

Entity Type: Client
Entity Name:
Entity ID:

Entity Type: Kids
Entity Name:
Entity ID:

Assessment Provider Involvement
* Denotes Mandatory Fields

Provider Involvement List

Provider Name	Assessor	Start Date	End Date	Office
		11/25/2013		Children Youth and Family
		10/17/2013	11/18/2013	Children Youth and Family

New Close Edit Start Date History

Assessment List

Assessment Desc	Assessor Name	Assessment Date	Assessment Status	Projected Reassessment Date
CANS Comprehensive		11/25/2013	Active	5/24/2014
CANS ShortForm		11/25/2013	Complete	

New Show Cancel

1. Log in to the KIDS application.
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 with the selected client in focus.
8. Navigate to the *Assessment Provider Involvement* screen.
 - a. **Assessment > CANS/ANSA**
9. *Provider Involvement List* section, click the **[Edit Start Date]** button.

Update Start Date

Provider Involvement Start Date:

05/27/2012

Update Start Date Cancel

10. Select the new Provider Involvement start date on the *Update Episode Start Date* pop-up.
11. Click the **[Update Start Date]** button.

Assessment Date

The image shows two overlapping screenshots of assessment forms. The top form is titled 'CANS Comprehensive' and the bottom form is titled 'ANSA Comprehensive'. Both forms have a tabbed interface with 'Overview' selected. In both forms, the 'Assessment Date' field is highlighted with a red box. In the CANS form, the date is 10/04/2012. In the ANSA form, the date is 05/06/2013. Other fields visible include 'Assessment Status' (Active), 'Provider' (BH Provider 2), and 'Assessor' (Alyssa Swartz-PAD). A 'Reset' button is present in the top right of each form's header area.

1. Log in to the KIDS application.
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 with the selected client in focus.
8. Navigate to the *Assessment Provider Involvement* screen.
 - a. **Assessment > CANS/ANSA**
9. In the *Assessment List* section, select the assessment.
10. Click the **[Show]** button.
11. On the *Overview* tab, edit the *Assessment Date*.
12. Click the **[Save]** button to save the changes.
 - i. *TIP: An Assessment Date cannot be edited after the assessment has been approved.*

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>.

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