



OBH CANS ShortForm Assessment – Job Aid

After the *CANS Overview* screen is completed and saved, the remaining tabs of the *CANS Shortform Assessment* become active and are able to be completed by the OBH Provider.

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.

CANS ShortForm Assessment

Department of Human Services
Allegheny County, Pennsylvania

DHS Assessment Tool

Client | **Assessment** | Admin

Assessment | **CANS** | Assessment History | Reports

Organizer | Focus | History

In Focus

User Name: Chelsey Mendell Neville-PCW

Entity Type: Client

Entity Name: Blue Shoes

Entity ID: 1000464786

CANS ShortForm

* Denotes Mandatory Fields

Overview | Life Functioning | Youth BH Needs | Youth Risk Behaviors | Caregiver Strengths & Needs | Notes

*Assessment Date: 04/16/2012 | Assessment Status: Active | Provider: BH Provider 1 | Assessor: Chelsey Neville-PCW

Assessment Type: ShortForm Initial

Child Information

Name: blue Shoes | DOB: 8/16/2001 | Gender: Male

Ethnicity: | Current Living Situation: Home w/biological parent(s)

Race:

CANS Threshold

Threshold Level: | Threshold Adjustment: Yes No | Adjustment Justification:

Decision Model

	0 to 5	5 to 11	12 to 13	14 or older
How old is the youth?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the youth received intensive community based services prior to this assessment?		N/A	No	Yes
Is the youth currently in RTF, out of home placement or inpatient care?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the child at risk for out of home placement?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the youth at risk of aging out of services within the next 18 months?		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the youth pregnant or parenting?			<input type="radio"/>	<input type="radio"/>

CANS Respondent

Respondent List

First Name	Last Name	Gender	Relationship
blue	Shoes	Male	Self

Respondent Relation

Relation: Self

Respondent Information

First Name: blue | Last Name: Shoes | Gender: Male

New | Delete | Add/Update

Save | Approval | Preview | Cancel

- Log on to the KIDS application.
 - <http://kids.county.allegheny.pa.us/kids>
- Click on the **CANS** menu button.
- The splash screen of the DHS Assessment Tool application will be displayed in a new window.
- Bring an existing client into focus.

- a. **Organizer tab > My Assignments**
- b. **Click on the Client's name.**
 - i. *TIP: If this happens to be a new client, please refer to the OBH Client Registration job aid for assistance with registering a new client.*
5. The *Assessment Provider Involvement* screen is displayed.
 - a. **Assessment > CANS**
6. In the *Assessment List* section click the **[New]** button to enter a new assessment or, click the **[Show]** button to view the highlighted assessment record.
 - i. *TIP: Please refer to the OBH Assessment Provider Involvement Job Aid for the steps to create a new Assessment Provider Involvement record.*
7. Complete the required and applicable fields on all of the tabs.
8. Click the **[Save]** button, at the bottom of the screen, to save the assessment.
9. Click the **[Approval]** button, at the bottom of the screen, to request supervisor approval.
10. Click the **[Preview]** button, at the bottom of the screen, to generate a PDF version of the completed Child and Adolescent Needs and Strengths (CANS) Assessment form. (Please Note: Information from text boxes is not included in this PDF version)

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 will be displayed and can be overridden, if applicable, after the assessment is fully documented and saved.
 - i. *TIP: The CANS Threshold section is displayed after the assessment is fully documented and saved.*

Please Refer to the OBH CANS 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.
2. Select a rating for all items.
3. An item's justification field will become active and required when that item has a ranking of **2** or **3**. Clicking the Magnifying Glass icon will 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.
2. Select a rating for all items.
3. An item's justification field will become active and required when that item has a ranking of **2** or **3**. Clicking the Magnifying Glass icon will 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.
2. Select a rating for all items.
3. An item's justification field will become active and required when that item has a ranking of **2** or **3**. Clicking the Magnifying Glass icon will 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.
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.

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- 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.
 4. 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.*
 5. 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.*
 6. 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.*
 7. A *NEEDS* item's justification field will become active and required when that item has a ranking of 2 or 3. Clicking the Magnifying Glass icon will open the ZoomBox, which has spell check.
 8. Click the **[Save]** button to save the tab for the selected Caregiver.
 9. If applicable, select another caregiver from the Caregiver List grid and select a rating for all items.
 10. Complete steps 5 to 8 until all caregivers have been addressed.

Completing the CANS ShortForm Assessment - Notes tab (F)

1. Click on the *Notes* tab and complete 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...

If additional assistance is needed, please contact the Bureau of Information Systems Management HelpDesk at 412-350-HELP (412-350-4357), option 2, or by email at [Helpdesk-dhs@alleghenycounty.us](mailto:dhs@alleghenycounty.us).