



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.

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 using the user credentials supplied by DHS.
 - a. <http://kids.county.allegheny.pa.us/kids>
2. Click on the CANS/ANSA menu button.
3. The *Splash* screen of the DHS Assessment Tool application displays in a new window.
4. Bring an existing client into focus.
 - a. **Organizer tab > My Assignments**
 - b. **Click on the Client's name**
5. Navigate to the *Assessment Provider Involvement* screen.
 - a. **Assessment > CANS/ANSA**
6. *Provider Involvement List* section, click the **[Edit Start Date]** button.

Update Start Date

Provider Involvement Start Date:

05/27/2012

Update Start Date Cancel

7. Select the new *Provider Involvement Start Date* on the *Update Episode Start Date* pop-up.
8. Click the **[Update Start Date]** button.

Assessment Date

CANS Comprehensive
 * Denotes Mandatory Fields
 Overview Life Functioning Strengths Caregiver Strengths & Needs Culture BH Needs Risk Behaviors Trauma Notes
 Assessment Date: 10/04/2012
 Assessment Status: Active
 Provider: BH Provider 2
 Assessor: Alyssa Swartz-PAD
 Reset

ANSA Comprehensive
 * Denotes Mandatory Fields
 Overview Strengths Culture Life Functioning BH Needs Risk Behaviors/Factors Trauma Co-Participant Notes
 Assessment Date: 05/06/2013
 Assessment Status: Active
 Provider: BH Provider 2
 Assessor: Alyssa Swartz-PAD
 Reset

1. Log in to the KIDS application using the user credentials supplied by DHS.
 - a. <http://kids.county.allegheny.pa.us/kids>
2. Click on the *CANS/ANSA* menu button.
3. The *Splash* screen of the DHS Assessment Tool application displays in a new window.
4. Bring an existing client into focus.
 - a. **Organizer tab > My Assignments**
 - b. **Click on the Client's name**
5. Navigate to the *Assessment Provider Involvement* screen.
 - a. **Assessment > CANS/ANSA**
6. In the *Assessment List* section, select the assessment.
7. Click the **[Show]** button.
8. On the *Overview* tab, edit the *Assessment Date*.
9. 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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html>.