



# CANS/ANSA History – ITM Job Aid

The *CANS/ANSA History* screen allows the user to view the Summary report of CANS and/or ANSAs completed for the client within the last 8 months.

## CANS/ANSA History screen

The screenshot shows the 'CANS/ANSA History' interface. On the left is a navigation menu with options: Referral Info, Contact Info, Core Team Feedback, Team Members, Technical Assistance, Meetings, Service Involvement, Employment/Education, CANS/ANSA History (highlighted), Placement History, and Document Folder. The main content area includes a 'Referral Summary - October November' section with filters for Referral Date (04/15/2016), Referral Status (Accepted), Assigned Worker (Jane Smith), Referral Type (-Select-), and Referral ID (1994). Below this is an 'Assessment History' table with columns for Assessment Description, Assessor, Role, Provider Name / Regional Office, Assessment Date, Status, and Projected Reassessment Date. A single entry is shown: Comprehensive - Version 2.0, assessed by Tom Michael (C&T Manager) at NRO on 04/01/2016, with a projected reassessment date of 09/28/2016. The table also includes a 'Show 10 entries' dropdown and pagination controls (First, Previous, 1, Next, Last).

## Navigation

1. From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
  - a. Click on the **CANS/ANSA History** tile.



## Assessment History

1. **Assessment History** pane: This grid contains a list of all the CANS or ANSAs that have been completed for the client within the last 8 months.

Assessment Description	Assessor	Role	Provider Name / Regional Office	Assessment Date	Status	Projected Reassessment Date
<a href="#">Comprehensive - Version 2.0</a>	Tom Michael	C&T Manager	NRO	04/01/2016	Complete	09/28/2016

Show  entries

First Previous 1 Next Last

- a. The *Assessment History* grid contains the following information: the *Assessment Description*, *Assessor* name, *Role* of the Assessor, the *Provider Name/Regional Office* of the Assessor, *Assessment Date*, *Status* of the Assessment, and the *Projected Reassessment Date*.
- b. To view the CANS or ANSA Summary Report click on the *Assessment Description* link of the desired Assessment. The Summary Report will then open in a new window in PDF format.

## For more information...

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>