



Referral - CANS/ANSA History



MH Residential Job Aid

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

CANS/ANSA History

▼ Assessment History						
Assessment Description	Assessor	Role	Provider Name / Regional Office	Assessment Date	Status	Projected Reassessment Date
Comprehensive - Version 2.0	Tom Michael	C&T Manager	NRO	04/01/2016	Complete	09/28/2016
Show <input type="text" value="10"/> entries						
First Previous <input type="text" value="1"/> Next Last						

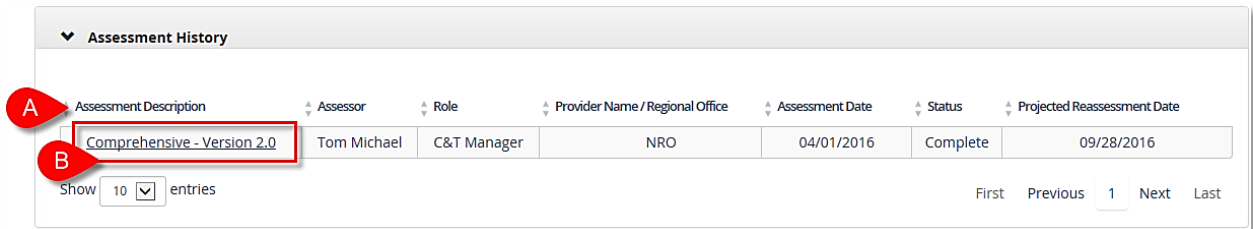
Navigation

- From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **Level of Care** tile.
- The **Previous** and **Next** buttons can be used to navigate up or down one screen within the Left Navigation tiles.
 - CAUTION:** The **Back** button at the top of the screen will navigate the user back to the Dashboard and any unsaved information will be lost. If this button is clicked before a new Referral has been saved for the first time, the user will have to start over again on that Referral.
- Once all of the mandatory fields have been entered, click **Save** at the bottom of the screen to complete this screen.
- The **Accept** button will remain light blue and inactive until all of the mandatory screens have been completed in the Referral.
 - Mandatory screens will have a  next to the Left Navigation tile for that screen.
 - Once a screen has been completed, this icon will change to a  which indicates that the mandatory information for this screen has been entered and saved.



Assessment History

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



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


Show 10 entries

First Previous 1 Next Last

- a. The *Assessment History* grid contains the following information:
- Assessment Description*
 - Assessor* name
 - Role* of the Assessor
 - Provider Name/Regional Office* of the Assessor
 - Assessment Date*
 - Status* of the Assessment
 - 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.

Important Reminder when previewing and printing:

Previews will open in a new window or tab. This window or tab may open in the background and may not be immediately visible. Close all other previews first.

Synergy is **NOT** compatible with Microsoft's Edge  browser.

Use either Internet Explorer  or Chrome .

For more information...

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

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm> or <http://dhsassist.dhs.allegheny.local> for internal users.