

CARES-Live Add, Edit, and Delete a CANS Assessment Job Aid

Purpose

The purpose of this job aid is to show you how to:

- Add a CANS Assessment
 - Add a Caregiver
 - Remove a Caregiver
 - Edit a CANS Assessment
 - Delete a CANS Assessment
-



Policy and Procedure Disclaimer:

CARES-Live training materials are designed to teach you how the system works. They do not cover policies and procedures specific to your organization, or general policy from the State about child welfare practice.

CANS Overview

CANS (Child and Adolescent Needs and Strengths) is an assessment tool that provides a variety of actionable assessment items to support decision making, case planning and level of care.



Note:

After 4 hours of inactivity, you will be timed out and redirected to the CARES-Live Log In page. After signing in again you will be redirected to the page you were working on previously. Any unsaved work prior to the time out will be lost.

A session timeout popup will display 5 minutes before you are timed out that says, "Due to inactivity your session is about to timeout. Any unsaved work will be lost. Would you like to continue?" Click STAY LOGGED IN to extend your session for another 4 hours. Click LOGOUT to logout of CARES-Live.



CANS Assessment Form Page Elements:

Click ADD CANS on the Client Information page to display the CANS Assessment Form page.

#	Description
1	Clicking SAVE allows you to save your work. You can return later to complete the assessment.
2	Clicking PRINT allows you to print the CANS assessment. Information must be saved in order for it to display on the print version. The URL will display on the print version, unless you change your browser settings.

#	Description
3	The child/ youth's name, age, and DOB are listed at the top left of the assessment based on the child/youth you selected. The child/youth's county and Case Number or Referral Number are listed at the top right of the assessment. All listed fields are auto-populated from CWS/CMS and you cannot edit the child/youth's information on this page.
4	The Assessment Date field is auto-filled with the current date, but you can edit the date if needed.
5	Select the CANS template that matches the age of the client, either 0-5 or 6-21 . Once you make your selection, the corresponding assessment items will display below. If you begin completing the ratings and later realize that you should have selected the other age range, the system will retain all selections that are common between the two age ranges.
6	Enter the first and last name of the individual that conducted the assessment into the Assessment Conducted by fields.
7	Select the role from the Select Role drop-down menu.
8	<p>The Child/Youth has Caregiver? radio buttons default to Yes. Select either Yes or No for Child/Youth has Caregiver?</p> <p>If you select No, a Warning popup displays that says, "You are about to remove the CAREGIVER from this Assessment. This may effect some of your entries."</p> <p>Click CANCEL if you do not want to remove the caregiver.</p> <p>Clicking REMOVE removes the CAREGIVER RESOURCES AND NEEDS DOMAIN from the list of items for which you must give a rating.</p>
9	<p>The Authorization for release of information on file? radio buttons default to No. Select either Yes or No for Authorization for release of information on file?</p> <p>If you select No (age 0-5), item number EC41 (Substance Use Disorder Items) is selected as Confidential and will be redacted when printed. If you select No (age 6-21), item numbers 8 and</p>

#	Description
	<p>48 (Substance Use Disorder Items) are selected as Confidential and will be redacted when printed.</p> <p>If you select Yes, you are able to deselect those item numbers as Confidential, but they will not automatically be deselected.</p>
10	<p>Clicking EXPAND ALL will expand all domains. Clicking COLLAPSE ALL will collapse all domains.</p>
11	<p>Hover your mouse over any of the information icons to read a short description of that domain.</p>
12	<p>Comment icons display in blue only when comments have been entered. The character limit on domain-level comments is 2500 characters and item-level comments is 250 characters.</p>
13	<p>The progress bar shows how many total assessment items have been completed for that domain. Before any ratings are entered, progress bars display in light blue. As ratings are entered, progress bars display in incrementally longer dark blue segments.</p>
14	<p>The Domain Total number that displays on the domain header is the sum of all ratings within that domain. The Domain Total will not display on a printed assessment if there are any Confidential and/or Discretion Needed items within the domain – “Confidential” will display in its place.</p>
15	<p>Clicking COMPLETE displays the CANS Summary card on this page.</p> <p>An alert displays for 8 seconds and says, “Success! CANS assessment has been completed.”</p>

Add a CANS Assessment

The CANS Assessment covers several domains of information about the needs and strengths of the child/youth. Each domain contains several items for which you will give a rating. If the child/youth has a caregiver, you will also rate their resources and needs.

Substance Use Disorder (SUD) Items

Assessment items can be divided into either SUD items or non-SUD items.

- SUD Items
 - Items 8, 48, and EC41 are SUD items
 - A Confidential checkbox displays on these items
 - The Confidential checkboxes will be selected if there is no authorization for release of information on file – these items will be redacted when printed
 - If there is an authorization for release of information on file – these items will automatically be deselected
- Non-SUD Items
 - All other items are non-SUD items
 - A Discretion needed checkbox displays on these items
 - You can select the Discretion needed checkboxes on any item, however, follow your organization’s policies and procedures to know when to do so

Not Applicable (N/A) Checkboxes

The only assessment items that display an N/A checkbox are listed below. Select as appropriate according to your organization’s policies and procedures.

- AGE: 0-5 CANS Template
 - Item 9 (SLEEP)
 - Item 15 (SELF-HARM)
- AGE: 6-21 CANS Template
 - Item 34 (EDUCATIONAL SETTING)

Assessments from Other Counties


If the child/youth has moved from one county jurisdiction to another, they may have CANS assessments from different counties listed within their Assessment History card.

You are able to view assessments that were initiated outside of your county, but you are not able to make any changes to those assessments. In this case, an alert displays at the top of the completed assessment page that says, “This CANS is under the jurisdiction of another county. Available for view only.”

Navigation Warning

If you attempt to navigate away from the assessment by clicking the browser back button or breadcrumb navigation without saving, a warning popup with three options will display to warn you there are unsaved changes. Your options are **Return to the Assessment**, **Save Changes and Continue**, and **Discard Changes and Continue**.

Navigation Warning


You have unsaved changes that will be lost if you leave this page now.

What would you like to do?

Return to the Assessment

Save Changes and Continue

Discard Changes and Continue

If you attempt to navigate away from the assessment by closing your browser tab or window without saving, a warning popup will not display.



Note:

Remember to **SAVE** the CANS Assessment Form early and often to avoid losing any information entered.



To Add a CANS Assessment:

Step	Action	Result
1	Click ADD CANS on the Client Information page.	The CANS Assessment Form page displays.
2	If needed, change Assessment Date manually (mm/dd/yyyy) or select it from the calendar.	The date displays in the Assessment Date field.

Step	Action	Result
3	Select either AGE: 0-5 or AGE: 6-21 for the CANS Template.	The corresponding CANS Template displays.
4	Enter name and select role of individual that conducted the assessment into the Assessment Conducted by field.	Name and role display.
5	Select either Yes or No for Child/Youth has Caregiver?	Yes or No is selected.
6	Select either Yes or No for Authorization for release of information on file?	Yes or No is selected.
7	Select N/A checkbox(es), if appropriate.	N/A checkbox(es) are selected, as appropriate.
8	Select Discretion needed checkbox(es) for non-SUD items, if appropriate.	The Confidential checkbox(es) are selected, as appropriate.
9	Enter a rating for the item. This can be accomplished by either selecting a rating from the radio buttons on the item header or expanding the item and then selecting the radio button that corresponds to the rating number of your choice.	The rating displays.
10	From within expanded items and domains, enter any comments into the Comment fields.	Comments are entered.
11	Click COMPLETE .	An alert displays for 8 seconds and says, " Success! CANS assessment has been completed. " In addition, the CANS Summary card now displays.

Note:



You cannot make any changes to completed assessments unless it is within the seven calendar days edit window. After 14 calendar days the completed assessment will become read-only. An alert will display at the top of the completed assessment page that says, "This assessment was completed and is available for view only."

Add a Caregiver

When you select Yes for Child/Youth has Caregiver?, the CAREGIVER RESOURCES AND NEEDS DOMAIN displays for you to enter ratings. The caregiver name with role/relationship is a required field.



To Add a Caregiver:

Step	Action	Result
1	From within the CAREGIVER RESOURCES AND NEEDS DOMAIN, enter required Caregiver Name and role/relationship.	Caregiver Name displays in the entry field and the CAREGIVER RESOURCES AND NEEDS DOMAIN header.
2	To add another caregiver, click + ADD CAREGIVER.	Another CAREGIVER RESOURCES AND NEEDS DOMAIN is added.

Remove a Caregiver

Follow the steps below to remove a caregiver from the CANS assessment.



To Remove a Caregiver:

Step	Action	Result
1	Click – REMOVE CAREGIVER from within the CAREGIVER RESOURCES AND NEEDS DOMAIN that corresponds to the caregiver you wish to remove.	A warning popup will display that says, “ You are about to remove the CAREGIVER from this Assessment. This may effect some of your entries. ”
2	Click REMOVE .	The corresponding CAREGIVER RESOURCES AND NEEDS DOMAIN is removed. When all caregivers are removed from the assessment, the Child/Youth has Caregiver? radio button defaults to No .

Edit a CANS Assessment

The steps below will show you how to edit a saved assessment before completing.



Note:

If you save the assessment and return to complete it on another day the Assessment Date will still display the original date entered and will not auto-update to the current date.



Note:

CWS/CMS Case Closure

In-Progress CANS Assessment: In the event that a CANS assessment is “In Progress” when a child welfare case is being closed in CWS/CMS, it is highly recommended that the caseworker login into the CARES-Live system and “Complete” the CANS. A CANS assessment left “In Progress” may lead to future data quality issues such as inadvertent modification of the CANS or incorrect reporting numbers



To Edit a CANS Assessment:

Step	Action	Result
1	From the Client Information page, click the saved assessment you want to edit.	The CANS Assessment Form page displays.
2	Make needed edits.	Edited information displays.
3	Click COMPLETE.	An alert displays for 8 seconds and says, "Success! CANS assessment has been completed." In addition, the CANS Summary card now displays.



Note:

The COMPLETE button is disabled, and you are unable to click it until the Assessment Date, Assessment Conducted By, and all assessment ratings for the child/youth and applicable caregiver(s) have been completed. Once completed, the COMPLETE button is enabled and you can click it.



CANS Summary Card Elements:

The CANS Summary card displays within completed assessments. Based on the ratings entered, assessment items will be grouped as Strengths, Action Required, Immediate Action Required, or Trauma.

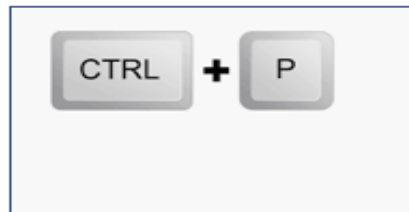
CANS Summary			
1	2	3	4
Strengths	Action Required	Immediate Action Required	Trauma
Interpersonal	Family Functioning	Supervision	Neglect
Natural Supports	Prenatal Care	Involvement with Care	Disruptions in Caregiving/Attachment Losses
Resiliency	Exposure	Resident Stability	Parental Criminal Behaviors
Playfulness	Birth Weight	Substance Use	
Family Spiritual/Religious	Caregiver Emotional Responsiveness	Family Relationship to the System	
	Caregiver Adj to Trauma Exp	Legal Involvement	
	Social Resources		
	Medical/Physical		
	Mental Health		
	Safety		
	Organization		

#	Description
1	Hovering over the Strengths information icon displays the following information: Ratings of 0 or 1 in the Strengths Domain. These are central or useful in planning.
2	Hovering over the Action Required information icon displays the following information: Includes a rating of 1 from the Behavioral/Emotional domain and ratings of 2 from all needs domains. These ratings indicate that this need interferes with functioning.
3	Hovering over the Immediate Action Required information icon displays the following information: Ratings of 3 from all domains except Strengths. This rating indicates that the need is dangerous or disabling.
4	Hovering over the Trauma information icon displays the following information: Includes all "Yes" ratings from the Potentially Traumatic/Adverse Childhood Experiences module.

Print an Assessment

When you print an assessment, it's important that you click PRINT in the page header or use Ctrl + P shortcut on your keyboard. Clicking PRINT in the page header ensures that Confidential items will be redacted, the Domain Total will not display for domains with Confidential items, and that the print will be formatted correctly.

A **Confirm Redaction Option** popup displays if there are confidential or discretion needed items marked on the assessment. This ensures that Confidential items are redacted based on radio button selection.



Confirm Redaction Option ×

Please confirm the level of redaction you require before printing.

- Redact all "Confidential" and "Discretion Needed" comments and ratings.
- Redact only "Confidential" comments and ratings.
- Redact only "Discretion Needed" comments and ratings.
- Do not redact any comments or ratings.

I understand that I am responsible for how this client information will be distributed and used.

Confirm

All CANS printouts will include page numbers however, if using Edge browser additional steps are required. By choosing the "On" option for "Headers and Footers" in the print preview window page numbers will print on each page. Additionally, choose to have narrow margins to avoid thick margins and wasted space. With this selection Edge printouts will have the same format as other browsers printout.

Delete a CANS Assessment

You can delete In Progress assessments in your county by following the steps below.



To Delete a CANS Assessment:

Step	Action	Result
1.	From the Client Information page, click the kebab icon (three dots) next to the assessment you want to delete.	A dropdown menu displays.
2.	Select Delete CANS .	Delete CANS Assessment popup displays with Reason for deleting
3.	Choose Reason for deleting and click DELETE CANS .	The assesment now displays as Deleted within the Assessment History card.

On Demand Training

Continue your learning experience by choosing from the CARES-Live training materials available to you on demand!

Watch it!



Add, Edit, and Delete a CANS Assessment Demo Video

Access this video to watch processes in action!

Do it!



Complete a CANS Assessment Web-based Training (WBT)

Access this WBT for a hands-on experience!

CARES-Live Support

If you need help using CARES-Live, follow your organization's process for requesting assistance.

Is This Job Aid Helpful?

If you have questions or suggestions regarding this Job Aid please [send an e-mail to CWDS Implementation Training \(osicwdstraining@osi.ca.gov\)](mailto:osicwdstraining@osi.ca.gov).