

CARES-Live CANS Reassessment Job Aid

Purpose

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

- Add a CANS Reassessment
 - Start New
 - Use previous ratings
 - Compare over time assessments
 - Delete a CANS Reassessment
 - Print reassessments
-



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 Reassessment 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.

To perform a CANS Reassessment there must be an existing CANS assessment with status of Completed. Reassessments are required every 6 months and Reassessment Reminder Date displays on Client List page. Reassessments will only pull previous ratings from the last completed assessment. It will not pull over any previous comments.




CANS Reassessment Form Page Elements:

Click Client Name from CANS Client List or from search results on the CANS application to display the Assessment History card.

CWS-CARES-Live Anna S 

CANS Assessment Application

 CLIENT SEARCH

Dashboard > Client List > A, See K

Client Information


| | | | |
|-----------------------------|-------------------------|-------------------------------------|--------|
| First Name See | Middle Name K | Last Name A | Suffix |
| Date of Birth 08/14/2005 | County Madera | Client Id 0603-9385-0313-2002051 | |

2
3
4


Assessment History

1


2
3
4

 **In Progress**



[04/10/2019 CANS](#)
Saved on 04/17/2019
by Anna S
Referral #: 0665-2491-6128-2002051
County: Madera

 **Completed**

[04/10/2019 CANS](#)
Completed on 04/10/2019
by Anna S
Referral #: 0665-2491-6128-2002051
County: Madera

 **Completed**

[04/07/2019 CANS](#)
Completed on 04/16/2019
by Anna S
Referral #: 0665-2491-6128-2002051
County: Madera

| Status | Assessment Date | Case/Referral Number | County | Last Updated | Updated By |
|---|----------------------------|------------------------|--------|--------------|------------|
|  | 04/07/2019 | 0665-2491-6128-2002051 | Madera | 04/07/2019 | Anna S |
|  | 04/05/2019 | 0665-2491-6128-2002051 | Madera | 04/05/2019 | Anna S |

How would you like to begin this CANS Reassessment?

Would you prefer to start with or without the most recently completed CANS ratings?

5
6

Start new
Use previous ratings

| # | Description |
|----------|---|
| 1 | This icon provides the option to View CANS Change Log or Delete CANS. |
| 2 | This icon shows List view of Assessment History . |

| # | Description |
|---|---|
| 3 | Clicking this icon shows Assessment Comparison view of previous assessments over time. |
| 4 | Clicking Add reassessment allows you to begin a CANS reassessment |
| 5 | Clicking Start new will start reassessment without ratings from the last completed assessment. |
| 6 | Clicking Use previous ratings will start reassessment with ratings from the last completed assessment. |

Navigation Warning

If you navigate away from the reassessment via the breadcrumbs or browser back button without saving, a 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**.



To Add a CANS Reassessment:

| Step | Action | Result |
|------|--|---|
| 1 | Click Client Name on the Client List page or Client Search results and select Add reassessment . | Popup display with CANS Reassessment prompt to Start new or Use previous ratings . |
| 2 | Click Use previous ratings . | CANS Reassessment Form displays with ratings from last completed assessment. |
| 3 | If needed, change the Assessment Date manually (mm/dd/yyyy) or select it from the calendar. | The date displays in the Assessment Date field. |

| Step | Action | Result |
|-------------|---|--|
| 4 | Review the defaulted CANS Template AGE: 0-5 or AGE: 6-21 to determine if a change is needed. | The corresponding CANS Template displays. If a child turned 6 since the last assessment only the common ratings will carry over. |
| 5 | Enter the name of the individual and role that conducted the assessment into the Assessment Conducted by field. | Name displays. |
| 6 | Select either Yes or No for Child/Youth has Caregiver? | Yes or No is selected. |
| 7 | Select either Yes or No for Authorization for release of information on file? | Yes or No is selected. |
| 8 | Open to review each domain. Keep existing rating or enter a new rating for the item. This can be accomplished by either selecting a rating from the radio buttons to right of the item or expanding item and then selecting the radio button that corresponds to the rating number of your choice. | The previous rating displays with gray background and radio button selected. |
| 9 | Select the N/A checkbox, if appropriate within the domains. | N/A checkbox is selected. |
| 10 | Select the Discretion Needed checkbox for non-SUD items, if appropriate. | Discretion Needed checkbox is selected as appropriate. |

| Step | Action | Result |
|------|--|---|
| 11 | Enter any comments into the Comment fields within expanded items and domains. | Comments are entered. |
| 12 | Select check box to confirm that you reviewed reassessment ratings and made necessary adjustments to ensure that all domains have been reviewed and correct for the child. | Complete button becomes enabled. |
| 13 | Select check box to confirm that you reviewed reassessment ratings and made necessary adjustments to ensure that all domains have been reviewed and correct for the child. | Complete button becomes enabled. |
| 14 | Click Complete . | Popup displays Confirm CANS completion with two options, Save changes and return to the assessment and Save changes and mark as "complete" |
| 15 | Click Save changes and mark as "completed" . | Alert displays for 8 seconds and reads, " Success! CANS assessment has been completed " In addition, the CANS Summary card now displays. |



Note:

Once you have confirmed complete, you have 7 calendar days to make edits but cannot delete the assessment. After 7 calendar days the completed assessment will become read-only. If you need to edit the reassessment within the 7 days, refer to CARES-CANS-Add-edit-and-delete-a-CANS-Assessment-Job-Aid.



To Start a new CANS Reassessment without prior ratings:

| Step | Action | Result |
|------|---|--|
| 1 | Click Reassessment and select Start new on the popup window. | CANS Reassessment Form page displays. |
| 2 | Follow steps in CARES-CANS-Add-edit-and-delete-a-CANS-Assessment-Job-Aid to Add a new assessment. | New reassessment is created. |



To Compare Over Time Assessments:

| Step | Action | Result |
|------|--|--|
| 1 | Click compare previous assessments over time icon on Assessment History page. | Assessment Comparison page displays a list of completed assessments with a graph at bottom of page. |
| 2 | Click left chevron on each domain. | List of domain item ratings display with up and down arrows showing which ratings have changed. |



Note:

Compare ratings overtime table/graph will display the last 5 completed assessments. To view and compare ratings there must be at least 2 completed CANS assessments. Assessment comparison page may also be printed.



CANS Summary Card Elements:

The CANS Summary card displays once all ratings and required fields have been filled and the user clicks save or complete. Based on the ratings

entered, assessment items will be grouped as Strengths, Action Required, Immediate Action Required, or Trauma.

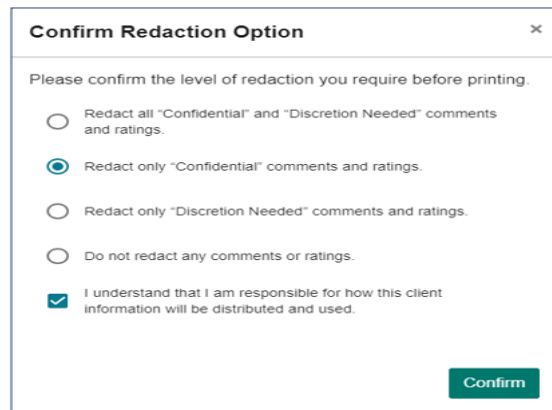
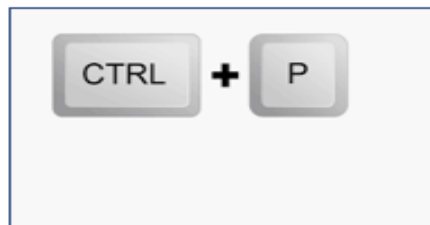
CANS Summary

| 1 Strengths ⓘ | 2 Action Required ⓘ | 3 Immediate Action Required ⓘ | 4 Trauma ⓘ |
|----------------------------|------------------------------------|----------------------------------|-------------------------------------|
| Family Strengths | Depression | Labor and Delivery | Emotional Abuse |
| Natural Supports | Oppositional (Non-compliance wi... | | Witness to Family Violence |
| Relationship Permanence | Attachment Difficulties | | Witness to Community/School Vi... |
| Family Spiritual/Religious | Regulatory | | Victim/Witness to Criminal Activity |
| | Sleep | | Disruptions in Caregiving/Attach... |
| | Early Education | | Parental Criminal Behaviors |
| | Developmental/Intellectual | | |
| | Prenatal Care | | |
| | Failure to Thrive | | |
| | Traditions and Rituals | | |
| | Caregiver Adj to Trauma Exp | | |

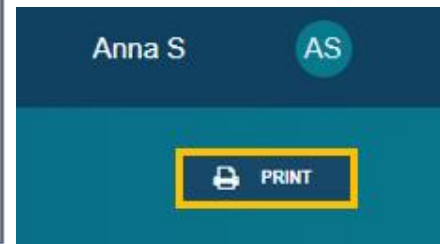
| # | Description |
|----------|---|
| 1 | Hovering over the Strengths information icon displays the following information: Ratings of 0 or 1 in the Strengths Domain. These are central or useful in planning. |
| 2 | Hovering over the Action Required information icon displays the following information: Ratings 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 a Reassessment

When you print an assessment, click PRINT in the page header or use control + P shortcut. A **Confirm Redaction Option** popup displays to ensure that Confidential items are redacted base on radio button selection.

A screenshot of a "Confirm Redaction Option" popup dialog. The dialog has a title bar with a close button (X). The main text reads "Please confirm the level of redaction you require before printing." Below this are five radio button options:

- 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.

At the bottom right of the dialog is a green "Confirm" button.

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.



Note:

When attempting to print using Google Chrome and Edge browsers, you may occasionally encounter a "page unresponsive window" popup. If this happens click the "**wait**" button within this popup window to continue printing. Do not click "**exit page**" because you will receive an "**Aw Snap**" error and will need to click "**reload**" to be taken back to the assessment.

Delete a CANS Reassessment

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



To Delete a CANS Assessment:

| Step | Action | Result |
|------|--|---|
| 1 | Click the kebab icon (three dots) next to the assessment you want to delete on the Client Information page. | 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).