

CANS Admin Console: User's Guide

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Update and revised *CANS Admin Console: User's Guide* scheduled for October 15, 2015. For MCS related questions, please call CANS Hotline 406-444-7394.

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ADMIN INTRODUCTION

The CANS Admin system is designed to allow administrative users the ability to setup and maintain users and tables in the MT CANS System (MCS). Administrative users are known as Provider Administrators or Provider Admins. Each Provider agency should have one Provider admin. The CANS admin console is divided into following sections:

- 1 User Setup and Maintenance
- 1 Provider Setup and Maintenance
- 1 ICM Maintenance Tables

Admin Console
* Required to perform a search

User Setup and Maintenance

Search Users
* Last Name:
First Name:
Middle Name:
[Browse Users](#)

Provider Setup and Maintenance

Search Providers
* Name:
Provider ID:
[Browse Providers](#)

ICM Maintenance Tables

Security
[Roles](#)
[Permissions/Roles](#)

Utility
[Import Service Console](#)

Maintenance
[Assessment Form](#)
[Assessment Items](#)
[LOC/Service Types](#)
[Log On Message](#)
[Resource Heading](#)
[Resource Link](#)
[Report Items](#)

User Search Results 21 Records Found

Log In Username	Last Name	First Name	Middle Name	Phone	Provider Agency	Status
cwallier	Waller	Chuck	M.	(603) 271-6260	Hospital 1	Active
cward	Ward	Courtney	Vashawn	(360) 562-6077	Hospital 1	Active
cwilliams	Williams	Carolyn	G.	(360) 562-6082	Clinic 1	Active
cwinters	Winters	Carl	Thomas	(360) 562-6075	Hospital 1	Active
dlee	Lee	Diana		(314) 744-7347	The Agency	Active
qappleton	Appleton	Quinn		(360) 562-6083	Hospital 1	Active
sadams	Adams	Susie		(360) 562-6076	Hospital 1	Active
sclark	Clark	Sally	B.	(360) 562-6074	Hospital 1	Active
ssmith	Smith	Stacy	Jo	(360) 562-6079	Hospital 1	Active
sstevens	Stevens	Sherry	Lynn	(360) 562-6078	Hospital 1	Active

1 2 3 Next

User Setup and Maintenance: This section shows all the users of the providers registered with the MT CANS System (MCS). For the existing users, perform the search operation to find them. The search results are displayed in the same window. To register new users for the providers, browse the **New User** link.

Provider Setup and Maintenance: This section shows all the providers registered with the MT CANS System (MCS). For the existing providers, perform the search operation to find them. The search results are displayed in the same window. To register new providers, browse the **New Provider** link.

ICM Maintenance Tables: This section is divided into following sub sections:

- 1 Security
- 1 Utility

- 1 Maintenance

Security: The provider admin can set up roles and permission for the users as required. This section has following sub sections:

- 1 Roles
- 1 Permission/Roles

Utility: The provider admin can import the service console.

Maintenance: In this section, there are multiple forms. The admin can add or change the order of the items listed within each form. For more information, see the following links:

- o [Assessment Form](#)
- o [Assessment Item](#)
- o [LOC /Service Types](#)
- o [Log On Message](#)
- o [Resource Heading](#)
- o [Resource Link](#)
- o [Report Items](#)

Logging-On

To access the MCS system, the users must have the ePass logon credentials. The users must share their ePass username (not the password, just the username) with their MCS provider administrator.

Login Page Labels and Input

Label	Input Type	Input
Login ID	free form text box	The Administrator- assigned Staff Member ID.ePass Username.
Password	masked free form text box	The Staff Member's password.ePass Password.

Table 1: Logging-On

Login Page Command Button(s) Descriptions

Command Button	Description
Login	Command button used to Logon to the CANSCase Management program.Command button used to login to the MCS program.

Table 2: Login Page Command Button(s) Descriptions

Follow these steps to log on to the MCS system ePass home page:

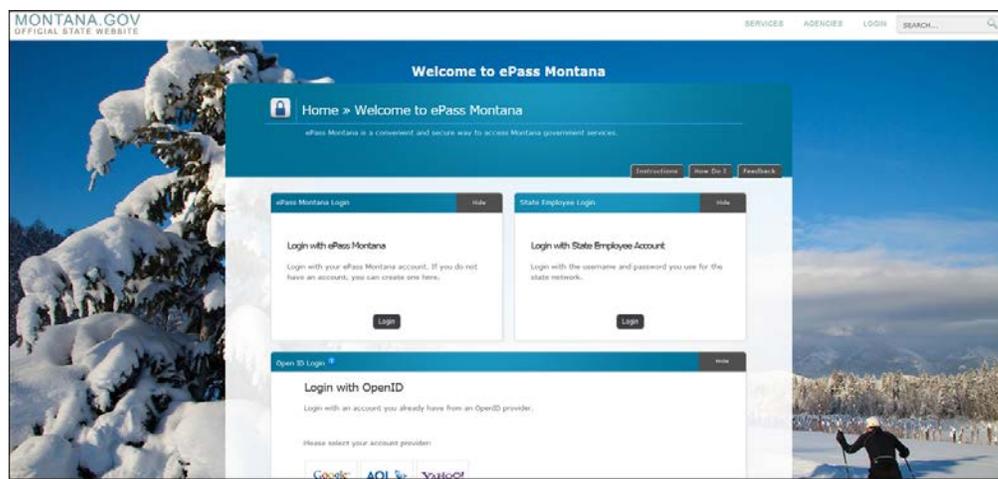


Figure 1: Montana ePass Home Page

1. Click **Login**.

The **ePass Montana Logon** page is displayed.

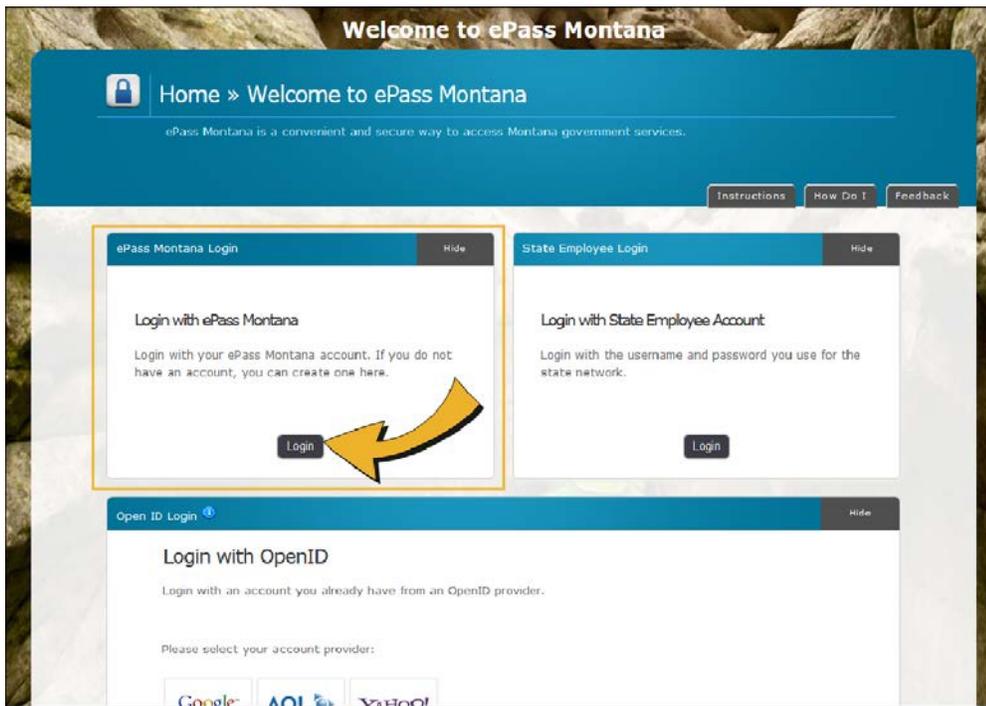


Figure 2: Montana ePass Login Command Button

Note: If you have logon id and password, type the details in the **Existing User** section.

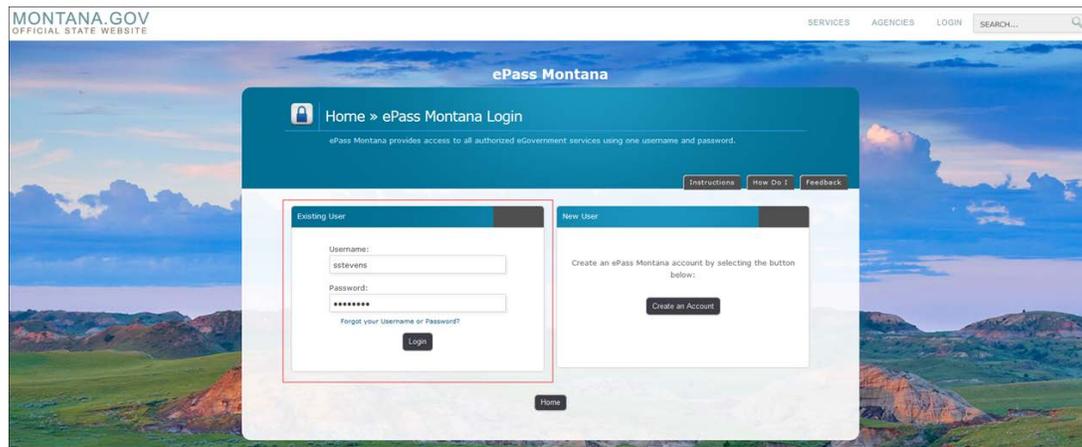


Figure 3: Montana ePass Login

2. Type the username and password in the **Username** and **Password** boxes respectively.
3. Click **Login**.

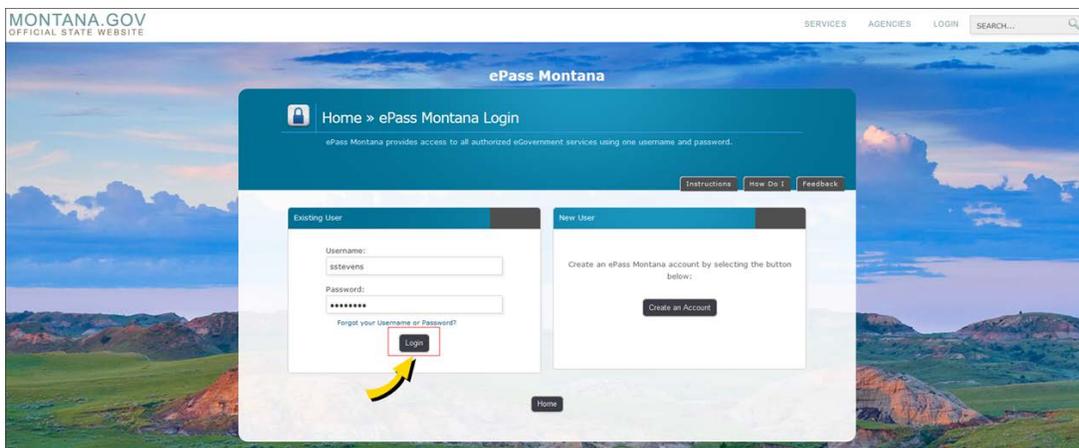
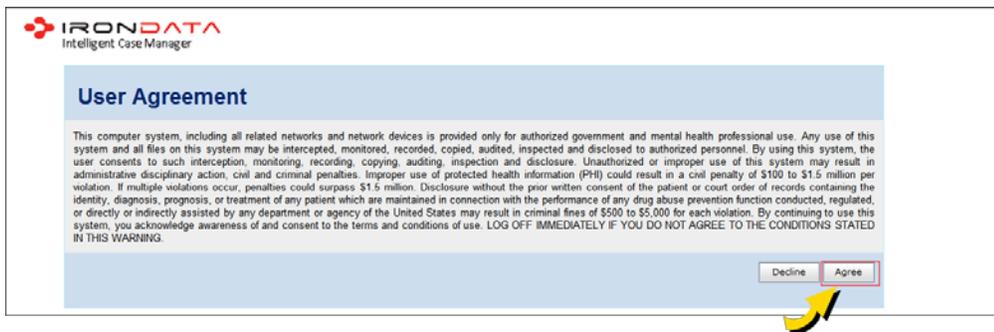


Figure 4: ePass Montana Login Command Button

Note: After logging onto ePass, choose the desired DPHHS CANS application from "Your Services." It may be necessary to add the DPHHS CANS application to "Your Services" from the "Add a Service" column.

- 4. The user has to **Accept** the disclaimer that populates after logon.



The ICM-CANS **Work Console** page is displayed.

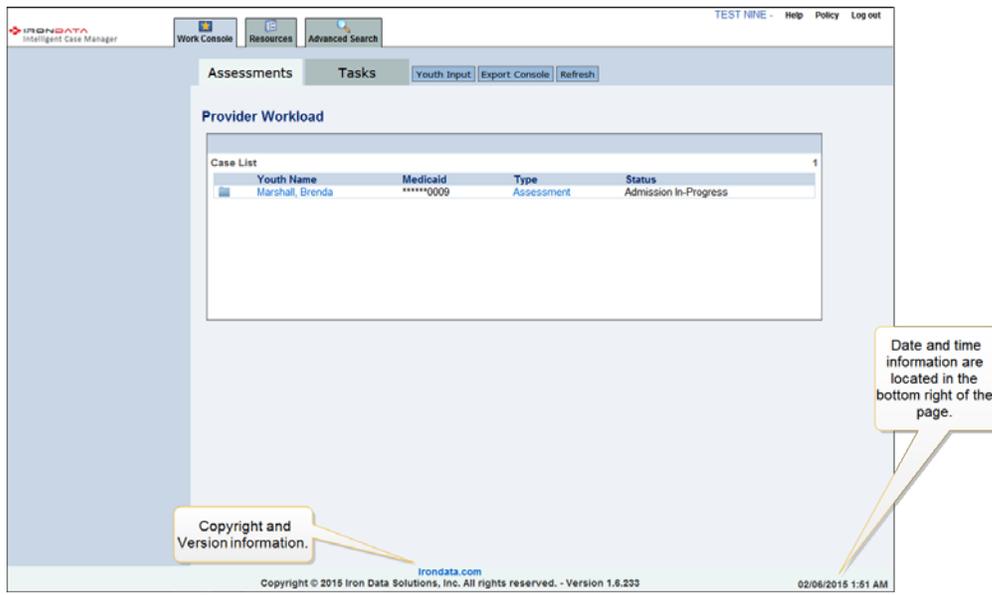


Figure 5: Work Console Screen

NAVIGATING THE ADMIN CONSOLE

Most Administrative work can be handled through the Admin Console page. Provider Administrators can search for users and providers as well as create and manage profiles.

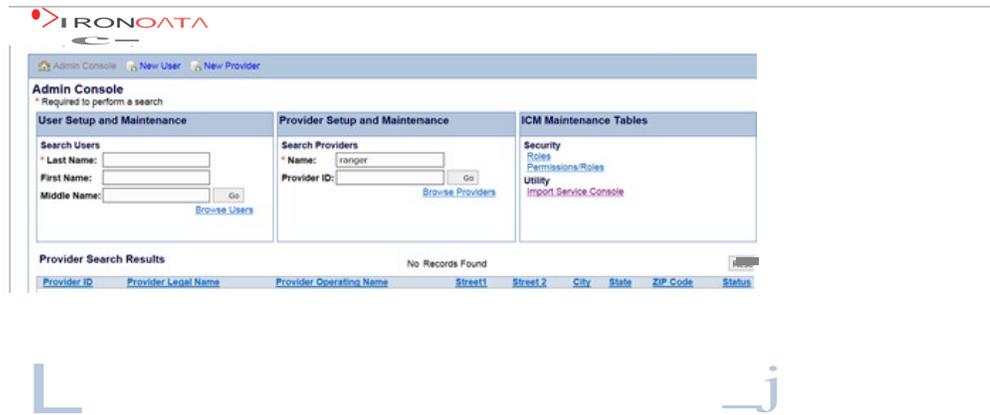


Figure 6: Admin Console

USER SETUP AND MAINTENANCE

Using the User Setup and Maintenance search directory, administrators can create new user records and change existing records.

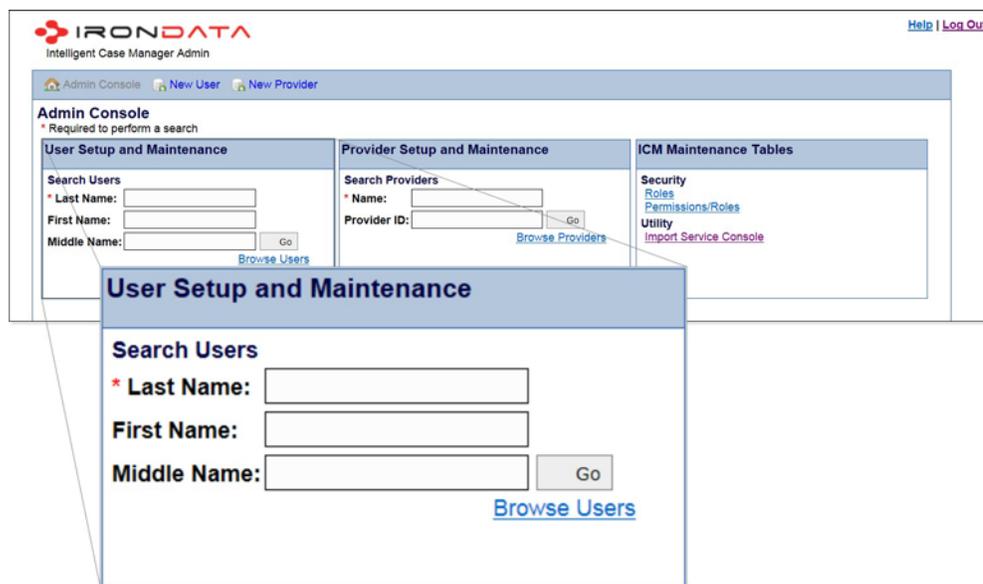


Figure 7: User Setup and Maintenance Search Directory

User Setup and Maintenance Labels and Input

Label	Input Type	Input
<i>**Fields with a red asterisk (*) to the left of the field name are required fields.</i>		
Last Name	free form text box	Required field. The last name of the user for whom the administrator is searching.
First Name	free form text box	The first name of the user for whom the administrator is searching.
Middle Name	free form text box	The middle name of the user for whom the administrator is searching.

Table 3: User Setup and Maintenance Labels and Input

User Setup and Maintenance Command Button

Command Button	Description
Go	Click to initiate search.

Table 4: User Setup and Maintenance Command Button

Searching for an MCS User

1. Enter the last name of the user in the Last Name free form text box. Provider Administrators can enter any other information as needed or known

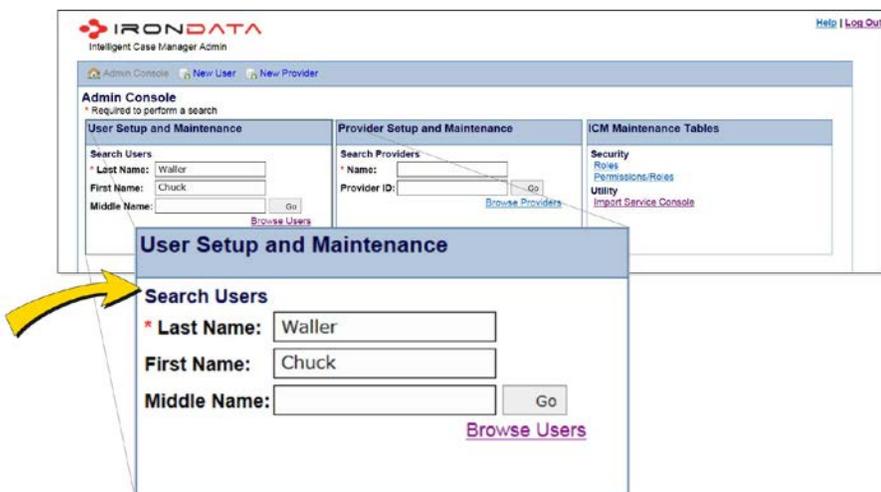


Figure 8: User Setup and Maintenance Search Fields

2. Click the Go command button.

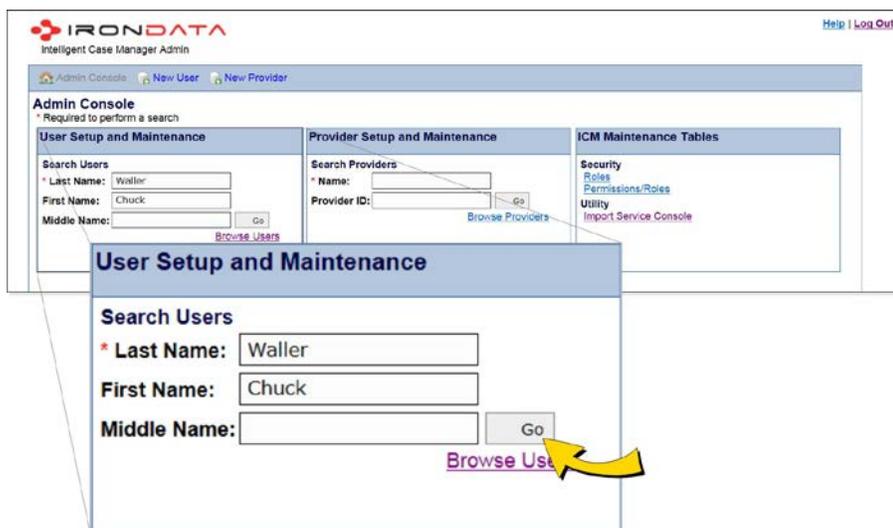


Figure 9: User Setup and Maintenance - Go Command Button

3. Matching users display in the User Search Results pane.

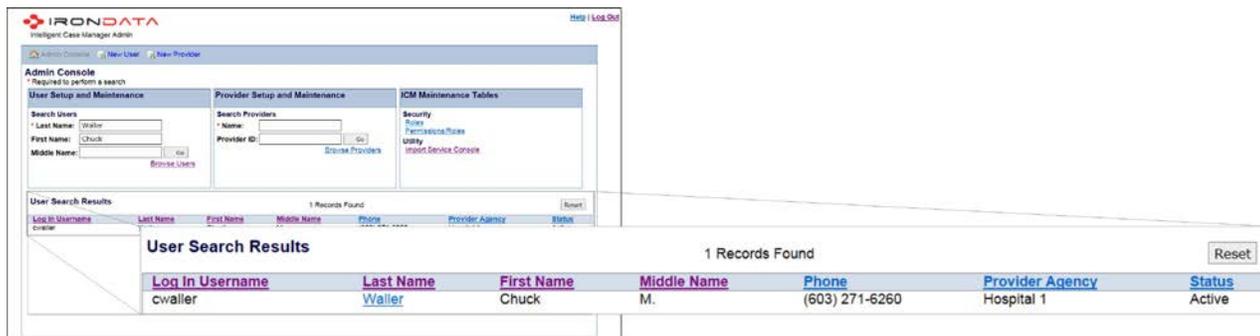


Figure 10: User Setup and Maintenance - User Search Results

4. Click the Last Name link to view the record for the user.

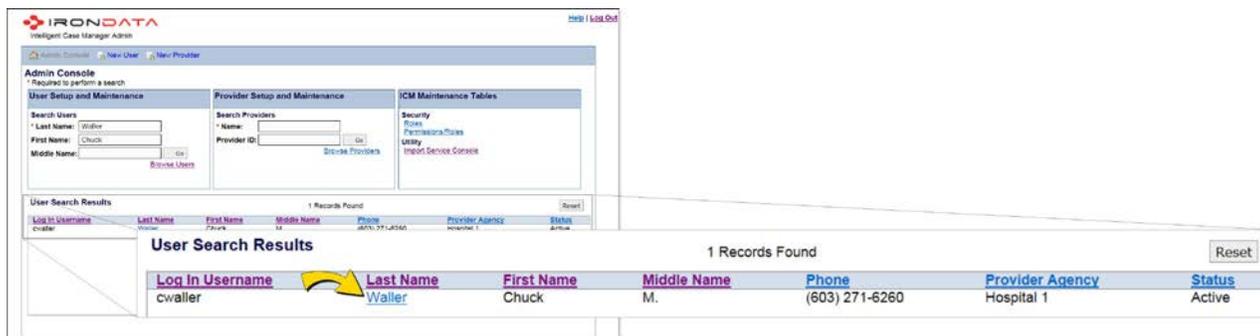


Figure 11: User Search Results - Select Search Result

User Search Results

Search results display in the bottom pane of the Admin Console. Provider Administrators can use any of the heading labels to sort results.

User Search Results						
Log In Username	Last Name	First Name	Middle Name	Phone	Provider Agency	Status
cwaller	Waller	Chuck	M.	(603) 271-6260	Hospital 1	Active
cward	Ward	Courtney	Vashawn	(360) 562-6077	Hospital 1	Active
cwilliams	Williams	Carolyn	G.	(360) 562-6082	Hospital 1	Active
cwinters	Winters	Carl	Thomas	(360) 562-6075	Hospital 1	Active

Figure 12: User Search Results Pane

User Search Results Column Labels and Descriptions

Label	Description
Log In Username	Name used to log in to MT CANS.
Last Name	Last name of the user.
First Name	First name of the user.
Middle Name	Middle name of the user.
Phone	User's phone number.
Provider Agency	Agency by which the user is employed.
Status	User's current status. Options: <ul style="list-style-type: none"> 1 Active 1 Inactive

Table 5: User Search Results Column Labels and Descriptions

User Search Results Command Button

Command Button	Description
Reset	Clears the current search results from the User Search Results pane.

Table 6: User Search Results Command Button

Browse MCS Users

Administrative users can use the Browse Users link to view all users in the MT CANS system.

Click the Browse Users link.

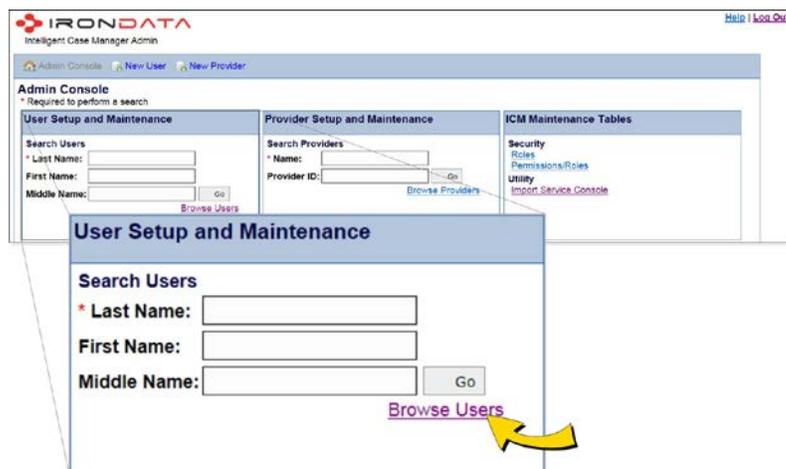


Figure 13: User Setup and Maintenance - Browse Users Link

All users display in the User Search Results pane.

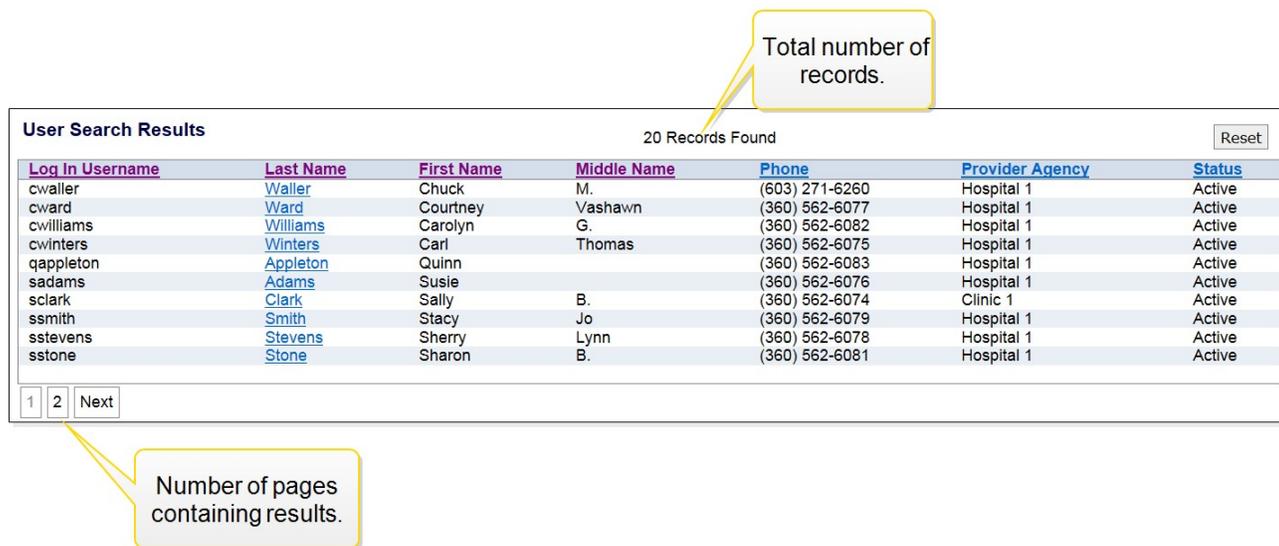


Figure 14: Browse Users Search Results

User Search Resuns Command Button

<i>Command Button</i>	<i>Description</i>
Reset	Clears the current search results from the User Search Results pane.

Table 7: User Search Results Command Button

PROVIDER SETUP AND MAINTENANCE

Using the Provider Setup and Maintenance search directory, administrators can create new user records and change existing records.

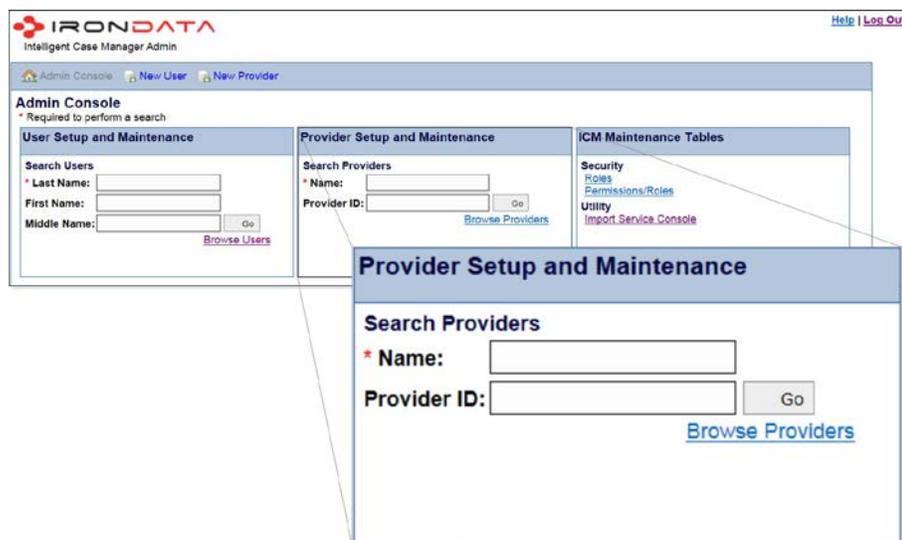


Figure 15: Provider Setup and Maintenance Search Directory

Provider Setup and Maintenance Labels and Input

Label	Input Type	Input
Fields with a red asterisk (*) to the left of the field name are required fields.		
Name	free form text box	Required field. name of the Provider.
Provider ID	free form text box	

Table 8: Provider Setup and Maintenance Labels and Input

Provider Setup and Maintenance Command Button

Command Button	Description
Go	Click to initiate search.

Table 9: Provider Setup and Maintenance Command Button

Searching for a Provider

Enter the name of the provider in the Name free form text box. Provider Administrators can enter the Provider ID if known.

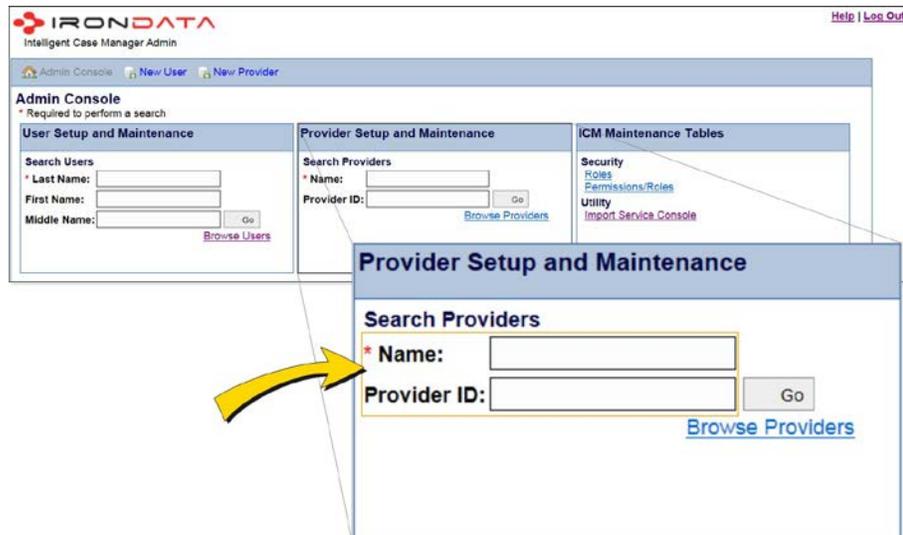


Figure 16: Provider Setup and Maintenance Search Fields

Click the Go command button.

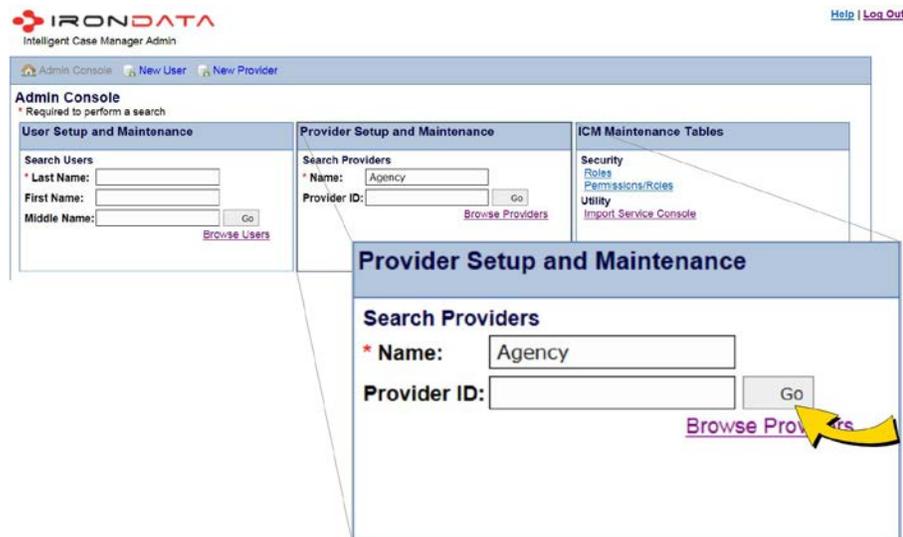


Figure 17: Provider Setup and Maintenance - Go Command Button

Matching providers display in the User Search Results pane.



Figure 18: User Setup and Maintenance - User Search Results

Click the Provider Legal Name link to view the record for the provider.

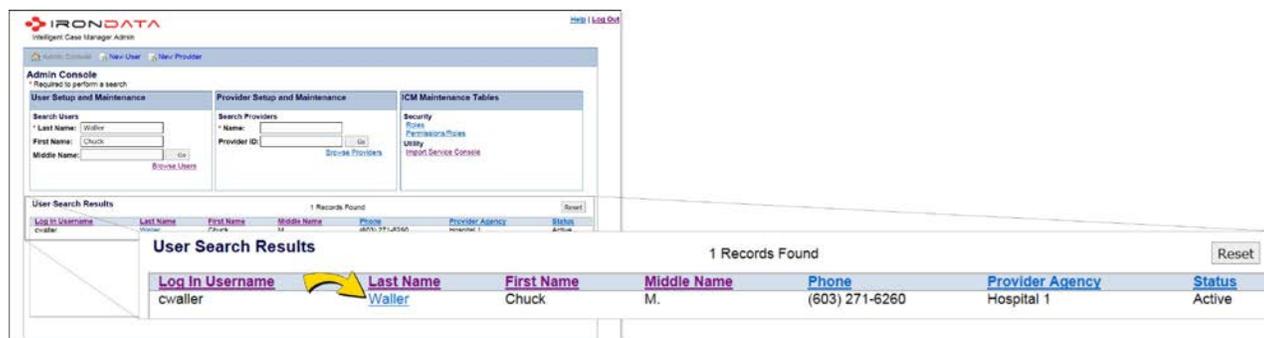


Figure 19: Provider Search Results - Select Search Result

Provider Search Results

Search results display in the bottom pane of the Admin Console. Administrative users can use any of the heading labels to sort results.

Provider Search Results								7 Records Found	Reset
Provider ID	Provider Legal Name	Provider Operating Name	Street1	Street 2	City	State	ZIP Code	Status	
1	Hospital 1	Hospital 1	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active	
2	Clinic 1	Clinic 1	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active	
3	Hospital 2	Hospital 2	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active	
4	Clinic 2	Clinic 2	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active	
5	Hospital 3	Hospital 3	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active	
7	Clinic 3	Clinic 3	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active	
6	The Agency	The Agency	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active	

Figure 20: Provider Search Results Pane

Provider Search Results Column Labels and Descriptions

Label	Description
Provider ID	The agency assigned provider identification number. These numbers are automatically assigned as the new providers are added to the MT CANS system.
Provider Legal Name	Name under which the provider files taxes.
Provider Operator Name	Name under which the provider does business.
Street1	Address of the provider.
Street2	Secondary address of the provider.
City	City associated with the provider's address.
State	State associated with the provider's address.
ZIP Code	ZIP code associated with the provider's address.
Status	User's current status. Options: <ul style="list-style-type: none"> 1 Active 1 Inactive

Table 10: Provider Search Results Column Labels and Descriptions

Provider Search Results Command Button

Command Button	Description
Reset	Clears the current search results from the Provider Search Results pane.

Table 11: Provider Search Results Command Button

Browse Providers

Provider Administrators can use the Browse Users link to view all providers in the MT CANS system.

Click the Browse Providers link.

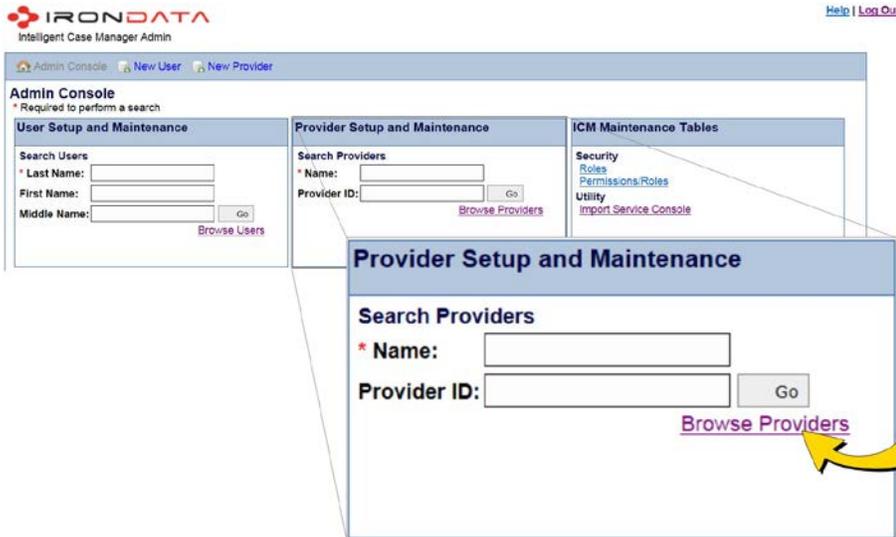


Figure 21: Provider Setup and Maintenance - Browse Providers Link

All providers display in the User Search Results pane.

Total number of records.

Provider ID	Provider Legal Name	Provider Operating Name	Street1	Street 2	City	State	ZIP Code	Status
1	Hospital 1	Hospital 1	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active
2	Clinic 1	Clinic 1	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active
3	Hospital 2	Hospital 2	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active
4	Clinic 2	Clinic 2	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active
5	Hospital 3	Hospital 3	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active
7	Clinic 3	Clinic 3	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active
6	The Agency	The Agency	2121 Rosebud Dr, Ste C		Billings	MT	59102	Active

Figure 22: Browse Providers Search Results

Provider Search Results Command Button	
Command Button	Description
Reset	Clears the current search results from the User Search Results pane.

Table 12: Provider Search Results Command Button

MCS MAINTENANCE TABLES

MCS Maintenance Tables require special permission in order to access the Security tables. Administrative users can upload PRAED files using the Import Service Console link under the Utility heading.



Figure 23: ICM Maintenance Tables - Import Service Console

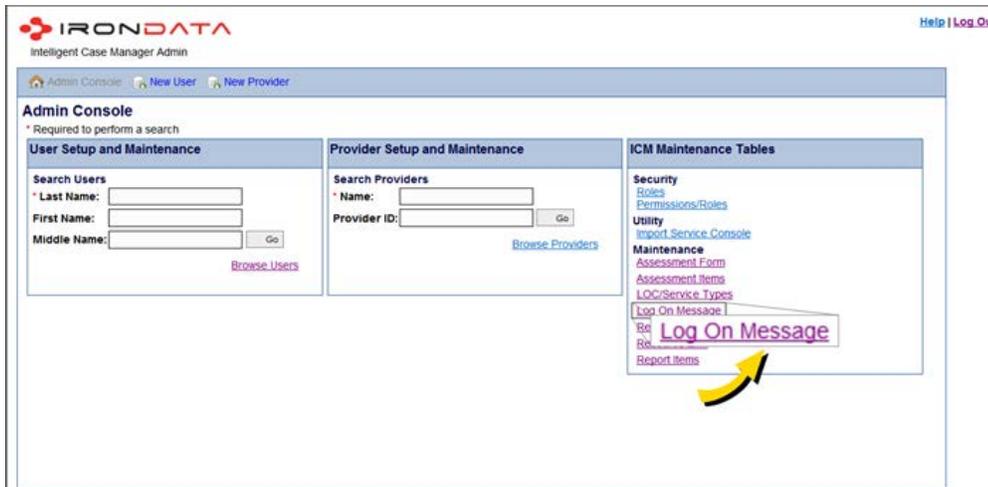
CANS Admin Logon Message

The admin provider can add or edit the disclaimer message a user gets after logging into the user application.

To Add or Edit Logon Message:

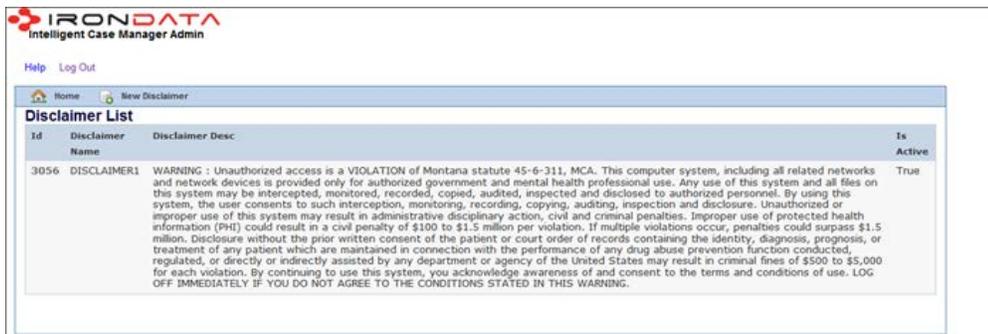
1. Click **Log On Message** under the **Maintenance** table.

The **Disclaimer List** page is displayed.

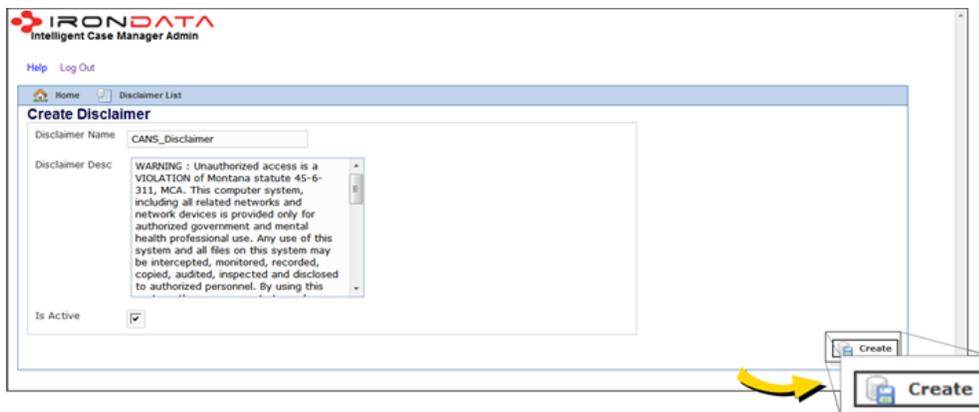


2. Click **New disclaimer**.

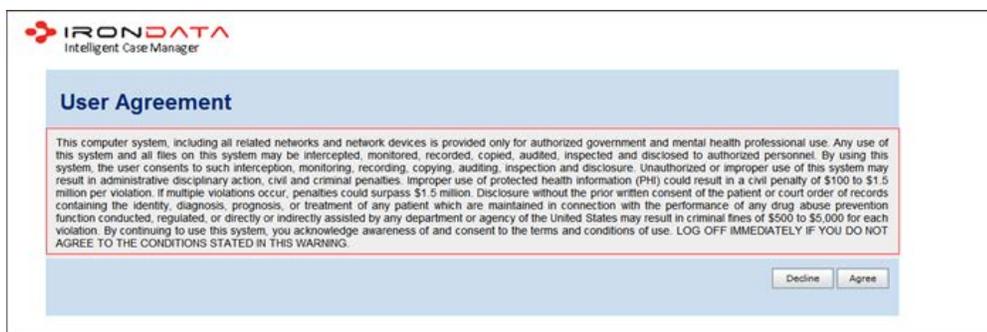
The **Create Disclaimer** page is displayed.



3. Type the details in the following boxes:
 - 1 Disclaimer Name
 - 1 Disclaimer Desc
4. Select the **Is Active** checkbox to activate the disclaimer.
5. Click **Create**.



Note: You can also edit the logon message. The new logon message can be viewed when the user logs into the user application.

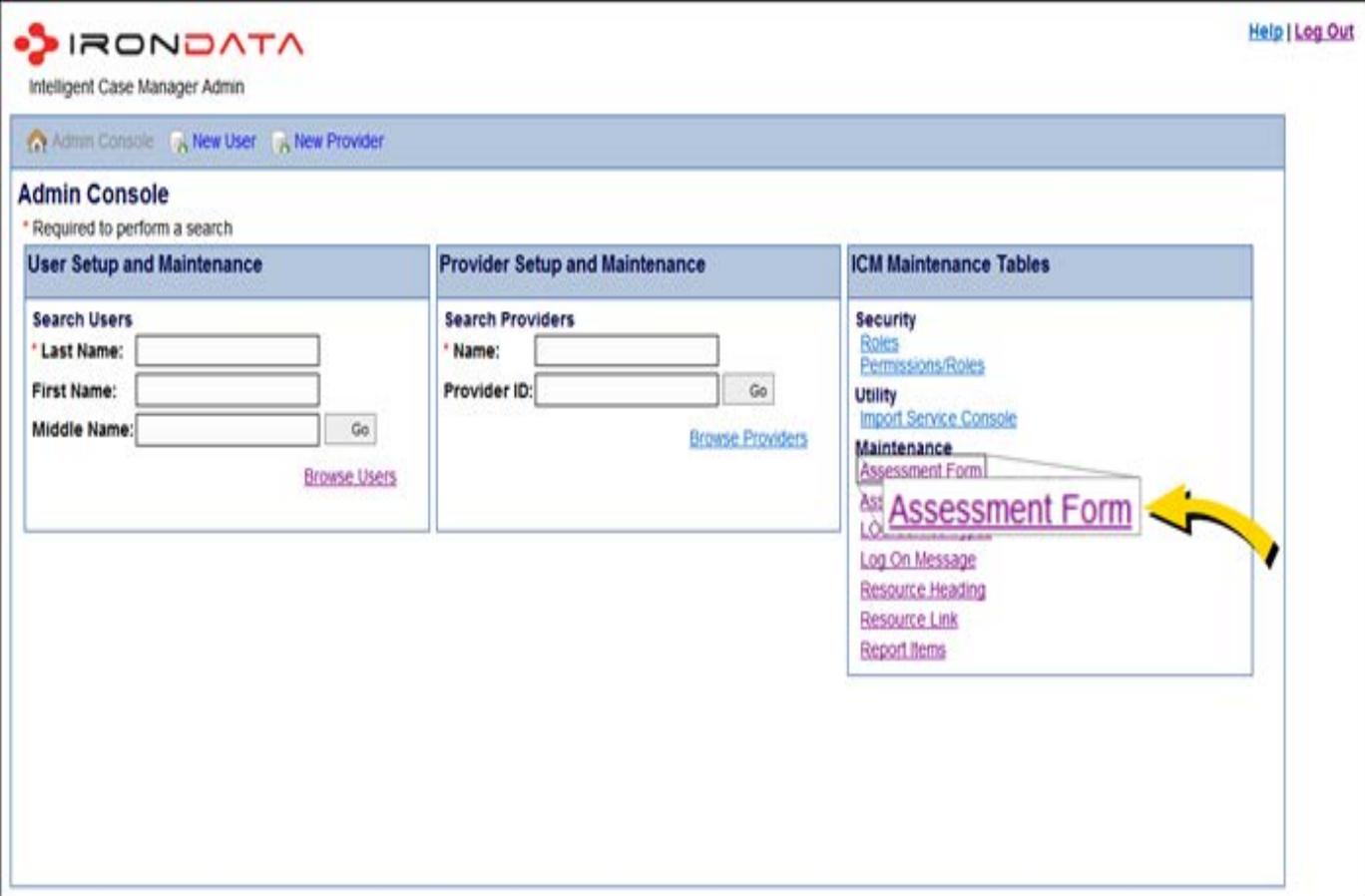


CANS Assessment Form

The provider needs to fill up the assessment form for the youth. This assessment form has many domains. Each domain has relevant items listed. The provider admin can add new or edit the existing domains and the items in the domain. The provider agency with admin rights can perform this action in the Admin Console.

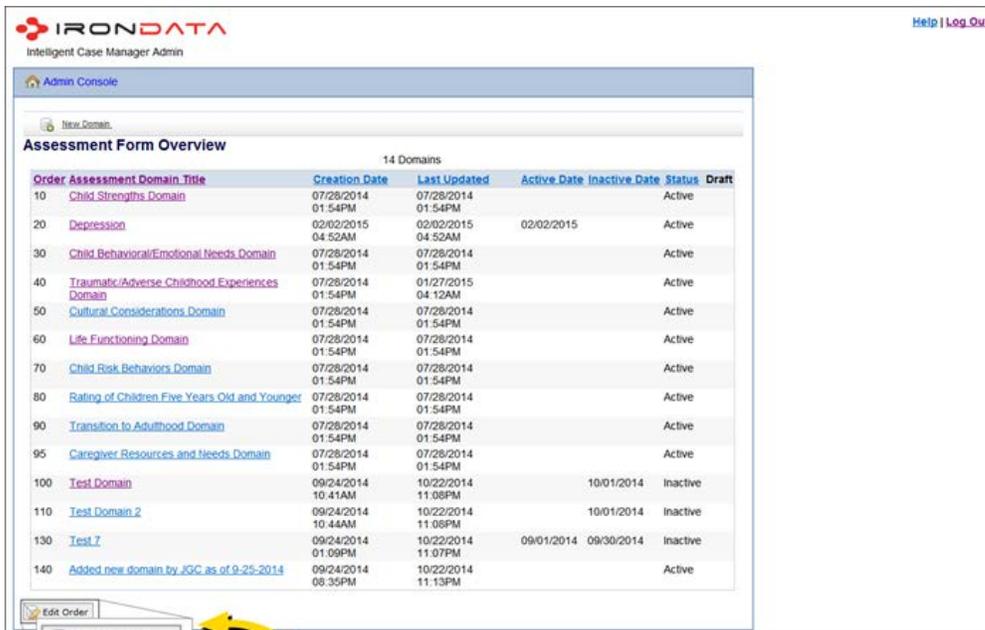
To Edit the Domain in the Assessment Form:

1. Click the **Assessment Form** link under the **Maintenance** tables.
The **Assessment Form Overview** page is displayed.

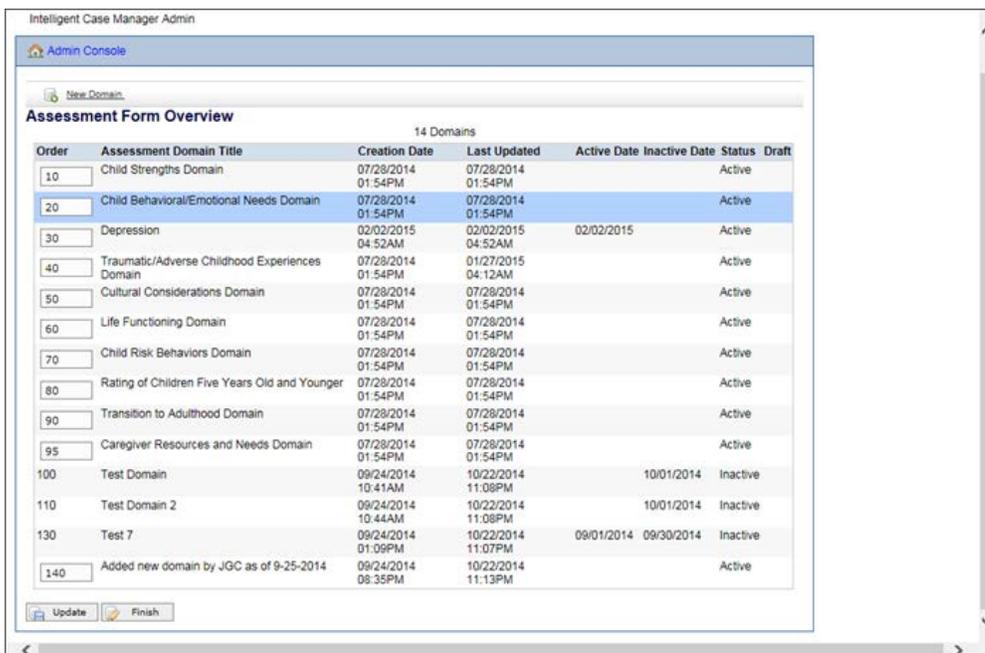


The screenshot displays the IronData Admin Console interface. At the top left is the IronData logo and the text "Intelligent Case Manager Admin". At the top right are links for "Help" and "Log Out". Below the header is a navigation bar with "Admin Console", "New User", and "New Provider" links. The main content area is titled "Admin Console" and includes a note: "* Required to perform a search". It is divided into three columns: "User Setup and Maintenance", "Provider Setup and Maintenance", and "ICM Maintenance Tables". The "ICM Maintenance Tables" column contains a list of links: "Security", "Roles", "Permissions/Roles", "Utility", "Import Service Console", "Maintenance", "Assessment Form", "Assessment Form", "Log On Message", "Resource Heading", "Resource Link", and "Report Items". A yellow arrow points to the "Assessment Form" link in the Maintenance section.

2. Click **Edit Order**.



3. Change the **Order** of the **Assessment Domain Title** by typing the **Order** number.



4. Click **Update**.

Intelligent Case Manager Admin

Admin Console

New Domain

Assessment Form Overview

14 Domains

Order	Assessment Domain Title	Creation Date	Last Updated	Active Date	Inactive Date	Status	Draft
10	Child Strengths Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
30	Child Behavioral/Emotional Needs Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
20	Depression	02/02/2015 04:52AM	02/02/2015 04:52AM	02/02/2015		Active	
40	Traumatic/Adverse Childhood Experiences Domain	07/28/2014 01:54PM	01/27/2015 04:12AM			Active	
50	Cultural Considerations Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
60	Life Functioning Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
70	Child Risk Behaviors Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
80	Rating of Children Five Years Old and Younger	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
90	Transition to Adulthood Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
95	Caregiver Resources and Needs Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
100	Test Domain	09/24/2014 10:41AM	10/22/2014 11:08PM		10/01/2014	Inactive	
110	Test Domain 2	09/24/2014 10:44AM	10/22/2014 11:08PM		10/01/2014	Inactive	
130	Test 7	09/24/2014 01:09PM	10/22/2014 11:07PM	09/01/2014	09/30/2014	Inactive	
140	Added new domain by JGC as of 9-25-2014	09/24/2014 08:35PM	10/22/2014 11:13PM			Active	

Update Finish

Update

5. Click **Finish**.

The **Assessment Domain Title** order is changed.

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Admin Console

New Domain

Assessment Form Overview 14 Domains

Domain Order has been successfully updated. New order shown.

Order	Assessment Domain Title	Creation Date	Last Updated	Active Date	Inactive Date	Status	Draft
10	Child Strengths Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
20	Depression	02/02/2015 04:52AM	02/02/2015 04:52AM	02/02/2015		Active	
30	Child Behavioral/Emotional Needs Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
40	Traumatic/Adverse Childhood Experiences Domain	07/28/2014 01:54PM	01/27/2015 04:12AM			Active	
50	Cultural Considerations Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
60	Life Functioning Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
70	Child Risk Behaviors Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
80	Rating of Children Five Years Old and Younger	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
90	Transition to Adulthood Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
95	Caregiver Resources and Needs Domain	07/28/2014 01:54PM	07/28/2014 01:54PM			Active	
100	Test Domain	09/24/2014 10:41AM	10/22/2014 11:08PM		10/01/2014	Inactive	
110	Test Domain 2	09/24/2014 10:44AM	10/22/2014 11:08PM		10/01/2014	Inactive	
130	Test 7	09/24/2014 01:09PM	10/22/2014 11:07PM	09/01/2014	09/30/2014	Inactive	
140	Added new domain by JGC as of 9-25-2014	09/24/2014 08:35PM	10/22/2014 11:13PM			Active	

Update Finish

T

To Edit the Ratings in the Assessment Form:

1. Click on any of the rows under the **Assessment Domain Title** column.

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Admin Console

New Domain

Assessment Form Overview 14 Domains

Order	Assessment Domain Title	Creation Date	Last Updated	Active Date	Inactive Date	Status	Draft
10	Child Strengths Domain	07/28/2014 PM	07/28/2014 01:54PM			Active	
20	Dep Child Strengths Domain	/2015 AM	02/02/2015 04:52AM	02/02/2015		Active	

2. Click **Edit**.

The particular domain is now editable. Following edits can be done:

- 1 Domain can be activated or deactivated
- 1 Domain Sequence number can be edited

- 1 The Key text can be edited
- 1 The Rating Headings number can be edited
- 1 Item number sequence and hover text can be edited.

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Admin Console

Assessment Overview

View Domain

Domain Status: Active Inactive Date:

Active Date: Last Updated: 07/28/2014 01:54PM

Domain Sequence: 10

Domain Name: Child Strengths Domain

Section Sequence: 10

Key Heading: Key for Child Strengths Domain:

Key Text

0 = Centerpiece strength
1 = Useful strength
2 = Identified strength
3 = Not yet identified strength / No information about a strength in this area

Rating Heading

0	1	2	3	N/A

Seq	Item	Hover Description	Ratings Supported
10	15. Family	Family refers to all family members as defined by the child/youth, or birth relatives and significant others with whom the child/youth is still in contact.	4
20	16. Interpersonal	This item refers to the interpersonal skills of the child or youth both with peers and adults <input type="checkbox"/> do not capture family/caregivers here <input type="checkbox"/> use the family item to do so.	4
30	17. Educational	This item refers to the strengths of the school system or the child's preschool setting, and may or may not reflect any specific educational skills possessed by the child or youth.	5
40	18. Vocational	Generally, this item is reserved for adolescents and is not applicable for children 14 years of age and younger. Computer skills would be rated here.	5
50	19. Coping/Savoring Skills	This item should be based on the psychological strengths that the child or youth might have developed, including both the ability to enjoy positive life experiences and manage negative life experiences.	4
60	20. Optimism	This item should be based on the child's or youth's sense of himself/herself in his/her own future.	4
70	21. Talents/Interests	This item should be based broadly on any talent, creative or artistic skill, interest, or hobby a child or youth may have, including art, theatre, music, athletics, reading/writing, etc.	4
80	22. Spiritual/Religious	This item should be based on the child's/youth's and their family's involvement in spiritual or religious beliefs and activities.	4
90	23. Community Life	This item should be based on the child's or youth's level of involvement in the cultural aspects of life in his/her community.	4
100	24. Relationship Permanence	This item refers to the stability of significant relationships in the child's or youth's life.	4
110	25. Resilience	This item refers to the child's or youth's ability to recognize his or her strengths and use them in times of need or to support his/her own development.	4
120	26. Youth involvement	This item refers to the child's or youth's participation in efforts to address his/her identified needs.	4
130	27. Use of Free Time	This item refers to the child's or youth's ability to use free time in a constructive way.	4
140	28. Peer Influences	Please rate the highest level from the past 30 days.	4

Comment Label: COMMENTS

Copy Contents Edit Delete

Edit

- 3. Click **Update** to finalize the edits. Before updating, the edited item can be previewed using **Preview Domain**.

The screenshot displays the IRONDATA Intelligent Case Manager Admin console. The main content area is titled "Child Strengths Domain". It includes a "Section Sequence" field set to 10 and a "Key Heading" field with the text "Key for Child Strengths Domain:". Below this is a table with the following data:

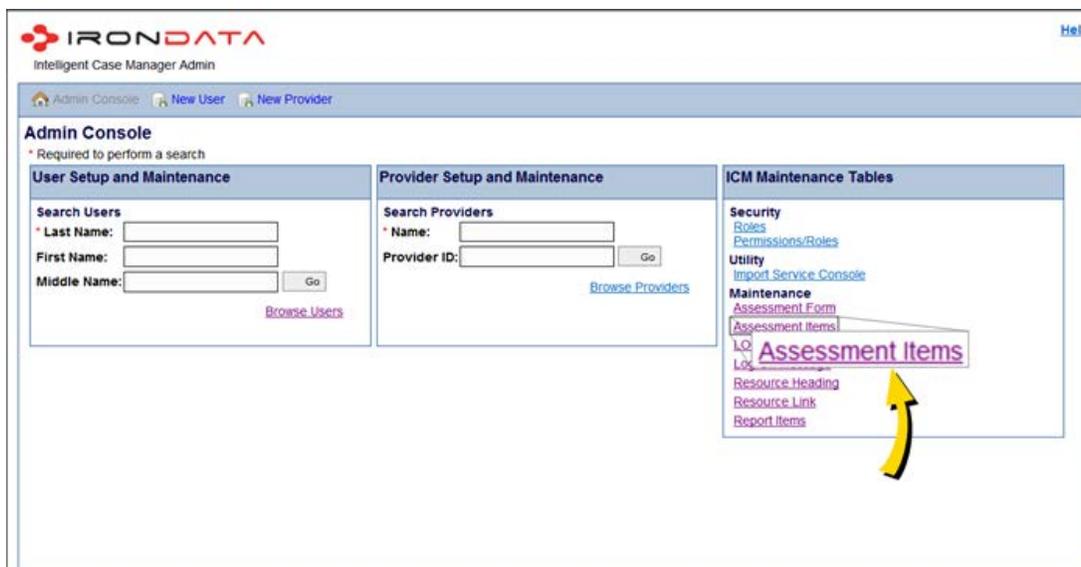
Seq	Key Text
10	0 = Centerpiece strength
20	1 = Useful strength
30	2 = Identified strength

Below the table, there is a "Sub-Heading" field and a "Comment Label" field containing the text "COMMENTS". At the bottom right, there are buttons for "Preview Domain", "Update", and "Cancel".

CANS Assessment Item List

The provider admin can edit the items listed under any domain.

1. Click **Assessment Items** under the **Maintenance** table.



The **Assessment Item List** page is displayed.

2. Select any row under the **Id** column.

The screenshot shows the 'Assessment Item List' page. A table lists various assessment items with columns for Id, Item Number, Description, PDF Link, and Hover Text. A yellow arrow points to the 'Id' column.

Id	Item Number	Description	PDF Link	Hover Text
44	44	Identity	44_Identity	Cultural identity refers to the child's/youth's view of himself/herself as belonging to a specific cultural group.
45	45	Ritual	45_Ritual	Cultural rituals are activities and traditions that are culturally-specific, including the celebration of holidays such as Kwanza, Cinco de Mayo, etc.
46	46	Culture Stress	46_Culture	Culture stress refers to experiences and feelings of discomfort and/or distress arising from friction (real or perceived) between an individual's own cultural beliefs, values, identity and the predominant culture in which he/she lives.
47	47	Adjustment to Trauma	47_Adjustment	This item covers the child's/youth's reaction to any traumatic or adverse childhood experience.
48	48	Emot/Phys Regulation	48_Emotional	These symptoms are characterized by difficulties with arousal regulation.
49	49	Psychosis	49_Psychosis	This item is used to rate symptoms of psychiatric disorders with a known neurological base.
50	50	Attention/Concentration	50_Attention	Problems with attention, concentration, and task completion would be rated here.
51	51	Impulsivity	51_Impulsivity	Problems with impulse control and impulsive behaviors, including motoric disruptions, would be rated here.
52	52	Depression	52_Depression	Symptoms included in this item are irritable or depressed mood, social withdrawal, sleep disturbances, weight/eating disturbances, and loss of motivation.
53	53	Anxiety	53_Anxiety	This item describes the child's/youth's level of fearfulness, worrying, or other characteristics of anxiety.
54	54	Oppositional Behavior	54_Oppositional	This item is intended to capture how the child/youth relates to authority.
55	55	Conduct	55_Conduct	These symptoms include antisocial behaviors like shoplifting, lying, vandalism, cruelty to animals, and assault.
56	56	Substance Abuse	56_Substance	These symptoms include use of alcohol and illegal drugs, the misuse of prescription medications and the inhalation of any substance for recreational purposes.
57	57	Attachment Difficulties	57_Attachment	This item should be rated within the context of the child's/youth's significant parental or caregiver relationships.
58	58	Eating Disturbances	58_Eating	These symptoms include problems with eating, including disturbances in body image, refusal to maintain normal body weight, recurrent episodes of binge eating and hoarding food. This item is consistent with DSM eating disorders.
59	59	Behavioral Regressions	59_Behavioral	This item is used to describe shifts in previously adaptive functioning evidenced in regression in behaviors or physiological functioning.
60	60	Somatization	60_Somatization	Symptoms in this item include the presence of recurrent physical complaints without apparent physical cause or conversion-like phenomena (e.g., pseudoseizures).
61	61	Anger Control	61_Anger	This item captures the child's/youth's ability to identify and manage their anger when frustrated.
62	62	Mood Disturbance	62_Mood	Symptoms included in this item are symptoms of depressed mood, hypomania, or mania.
63	63	Suicide Watch	63_Suicide	This item describes both suicidal and significant self-injurious behavior. A rating of 2 or 3 would indicate the need for a safety plan.

3. Click **Edit**.

The **Edit Assessment Item** page is displayed. Edit the following :

- 1 Item Number
- 1 Description
- 1 PDF Link
- 1 Hover Text



Intelligent Case Manager Admin

Admin Console

Assessment Item List New Assessment Item

Show Assessment Item

Id	50
Item Number	50
Description	Attention/Concentration
PDF Link	50_Attention
Hover Text	Problems with attention, concentration, and task completion would be rated here.

Edit

4. Click **Update**.

The assessment item is updated.

IRCJNDA1A
Intelligent Case Manager Admin

Admin Console

Item Number

Description: **Attention/Concentration**

PDF Unk: **SO Attention**

Hover Text: **Problems with attention, concentration, and task completion would be rated here.
Extra care needs to be taken!**

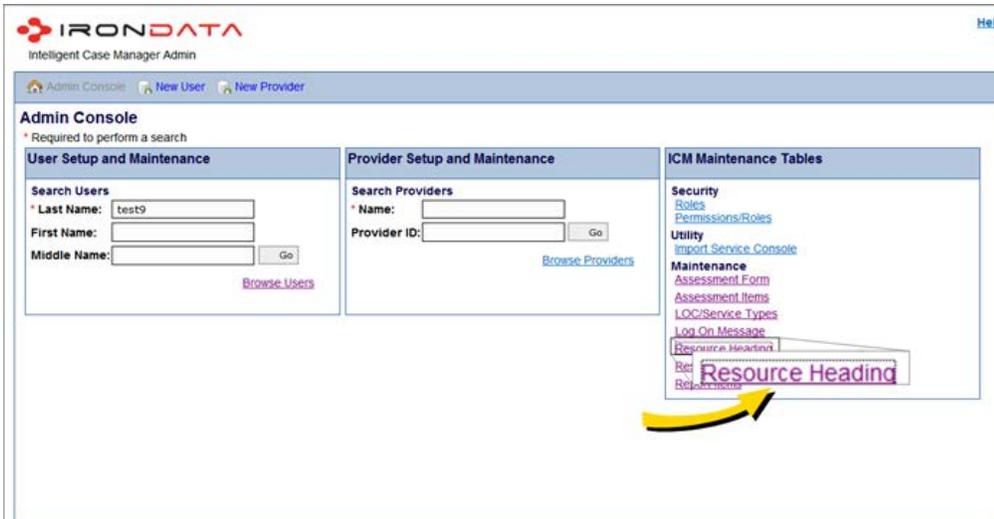
Update

Add Resource Heading and Resource Links

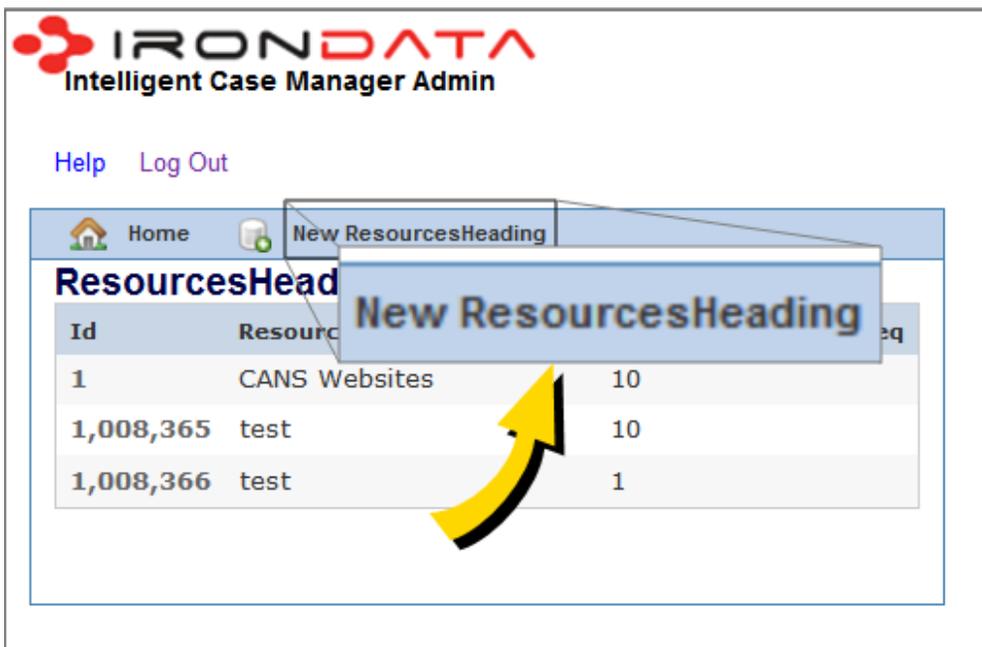
The admin provider can add the resource heading information and the resource links. The admin provider can also edit the header information and the resource links.

To Add and Edit a Resource Heading Information and Resource Link:

1. Click the **Resource Heading** link under the **Maintenance** table.
The **ResourcesHeading List** page is displayed.



2. Click **NewResources Heading**.
The **Create ResourcesHeading** page is displayed.



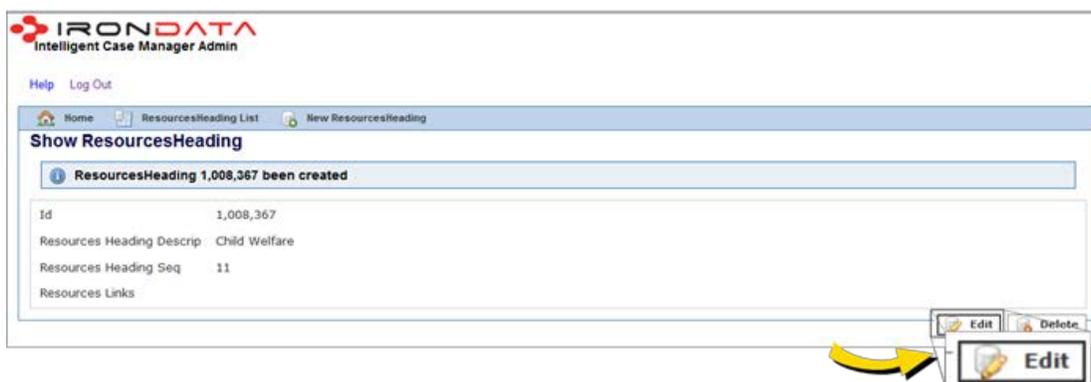
3. Type the heading description and the sequence number in the **Create Resources Heading** and **Create ResourcesHeading** boxes respectively.
4. Click **Create**.

The **Show ResourcesHeading** page is displayed.



The resource header information is created. The resource link can be added here.

5. Click **Edit**.



6. Click **Add ResourceLink**.

The **Create ResourcesLink** page is displayed.



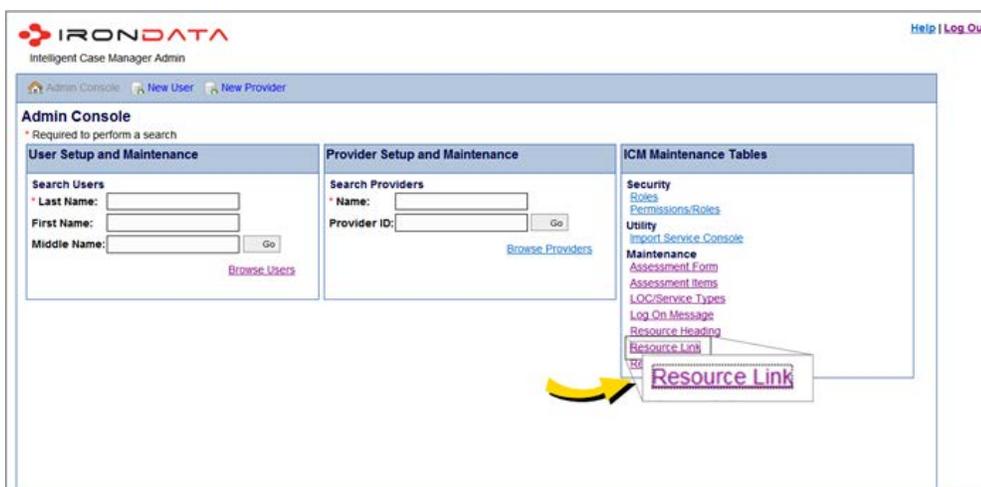
7. Type the details in the respective boxes:
 - 1 **Create ResourcesLink**
 - 1 **Resources Link Href**
 - 1 **Create ResourcesLink**
 - 1 **Resources Heading Id Resources Heading**

8. Click **Create**.

The ResourceLink is created. The changes are visible in the user application under **Resources** tab.



Note:The resource link can also be added or edited by clicking the **Resource Link** under the **Maintenance** table.



9. To add a resource link refer to step number 7.

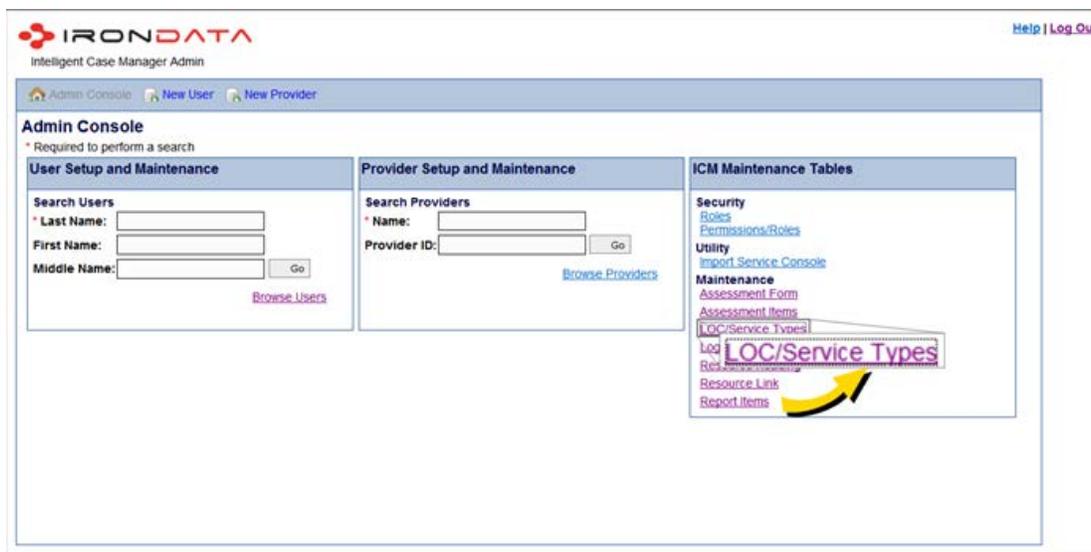
Add Additional LOC (Level Of Care)

The provider admin can add multiple Level Of Care (LOC's) provider types in the Admin Console. Each LOC is assigned a code. The new LOC can be viewed in the user application under **Work Console** tab under **Assessment**.

To Add LOC:

1. Click the **LOC/Service Types** link under the **Maintenance** table.

The **LOC (Level of Care)/Service Type List** page is displayed.



Note:The admin can edit the existing LOC or add a new LOC.

2. Click **New LocSvcType**, to add a new LOC.

The **Create LOC (Level of Care)/Provider Type** page is displayed.



Admin Console

Home New LocSvcType

LOC (Level of Care)

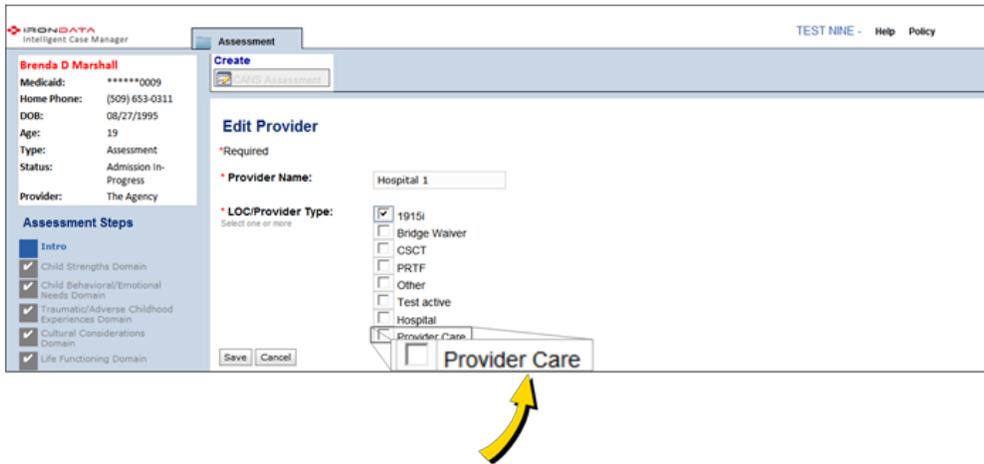
Id	Code	Desc	Effective Date	Expire Date	Display Sequence	Status
1	iHome	iHome			1	Active
1.008.372	1915i	Hospital	02/02/2015	02/02/2016	1	Active
3	CSCT	CSCT			2	Active
4	PRTF	PRTF			3	Active
5	OTHER	Other			4	Active
2	BRIDGEWAIVER	Bridge Waiver			5	Active
1.005.325	PCR030	Test active	02/02/2014		6	Active
1.005.341	Test1	Test inactive		09/19/2014	7	Inactive
1.000.319	GLB	Gwenna Care	09/04/2014	09/12/2014		Inactive

4. Type the details in the respective boxes:

- 1 **Loc Svc Type Code**
- 1 **Loc Svc Type Desc**
- 1 **Effective Date**
- 1 **Expire Date**
- 1 **Display Sequence**



The new LOC can be viewed in the user application.



Adding a New MCS User

Click the New User link on the Admin Console menu bar.

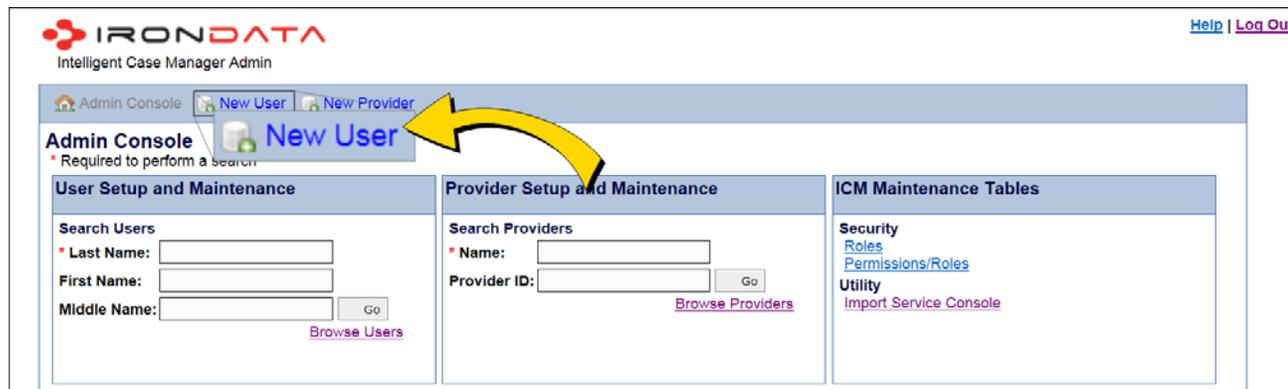


Figure 24: Admin Console - New User Link

The Create User page displays.

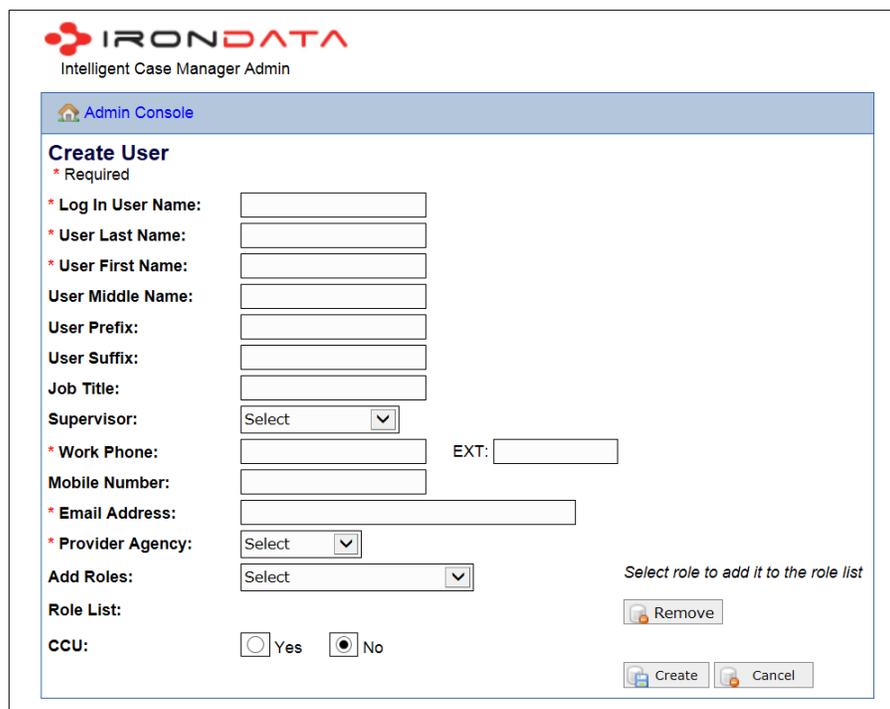


Figure 25: Create User Page

Create User Labels and Input		
<i>Label</i>	<i>Input Type</i>	<i>Input</i>
<i>**Fields with a red asterisk (*) to the left of the field name are required fields.</i>		
Log In User Name	free form text box	Required field. Identifier that the user will enter to access MT CANS.
User Last Name	free form text box	Required field. Last name of the user.
User First Name	free form text box	Required field. First name of the user.
User Middle Name	free form text box	Middle name of the user.
User Prefix	free form text box	Prefix (Mr., Dr., Mrs., etc.) by which the user is addressed.
User Suffix	free form text box	Suffix (Jr., III, Esq., etc.) used to address the user.
Job Title	free form text box	User's job title.
Supervisor	dropdown select box	Registered MT CANS user who will oversee new user.
Work Phone	numerical text box	Required field. The work phone number at which the user can be reached.
EXT	numerical text box	Extension number (if applicable) for the user's work phone number.
Mobile Number	numerical text box	Mobile phone number at which the user can be reached.
Email Address	free form text box	Required field. User's email address.
Provider Agency	dropdown select box	Required field. The agency (or provider) with which the user associated.
Add Roles	dropdown select box	The role(s) that the user will fill. Users must select a role from the dropdown select box in order to add it to the Role List
Role List	read-only	List of roles to be fulfilled by the new user.
CCU	radio button	Certified CANS User Options: <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No

Table 13: Create User Labels and Input

Create User Command Buttons	
<i>Command Button</i>	<i>Description</i>
Remove	Deletes a role from the Role List. Select checkbox(es) to delete.
Create	Adds the new user.
Cancel	Ignores the current record in-progress and returns administrative users to the Admin Console.

Table 14: Create User Command Buttons

Click Create to create the new user record.

IRONDATA
Intelligent Case Manager Admin

Admin Console

Create User

* Required

* Log In User Name:

* User Last Name:

* User First Name:

User Middle Name:

User Prefix:

User Suffix:

Job Title:

Supervisor:

* Work Phone: EXT:

Mobile Number:

* Email Address:

* Provider Agency:

Add Roles: *Select role to add it to the role list*

Role List:

- Certified CANS User (CCU)
- Admin Support

CCU: Yes No

Figure 26: Create User - Create Command Button

The user is created and administrative users return to the Admin Console.

IRONDATA
Intelligent Case Manager Admin

Admin Console [New User](#) [New Provider](#)

Admin Console

* Required

<h4>User Setup and Maintenance</h4> <p>Search Users</p> <p>* Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/> <input type="button" value="Go"/></p> <p>Browse Users</p>	<h4>Provider Setup and Maintenance</h4> <p>Search Provider</p> <p>* Name: <input type="text"/></p> <p>Provider ID: <input type="text"/> <input type="button" value="Go"/></p> <p>Browse Providers</p>	<h4>ICM Maintenance Tables</h4> <p>Security</p> <ul style="list-style-type: none">RolesPermissions/Roles <p>Utility</p> <ul style="list-style-type: none">Import Service Console <p>Maintenance</p> <ul style="list-style-type: none">Assessment FormAssessment Items
---	---	--

Figure 27: Create User - User Name Message

Adding a New Provider

Click the New Provider link on the Admin Console menu bar.

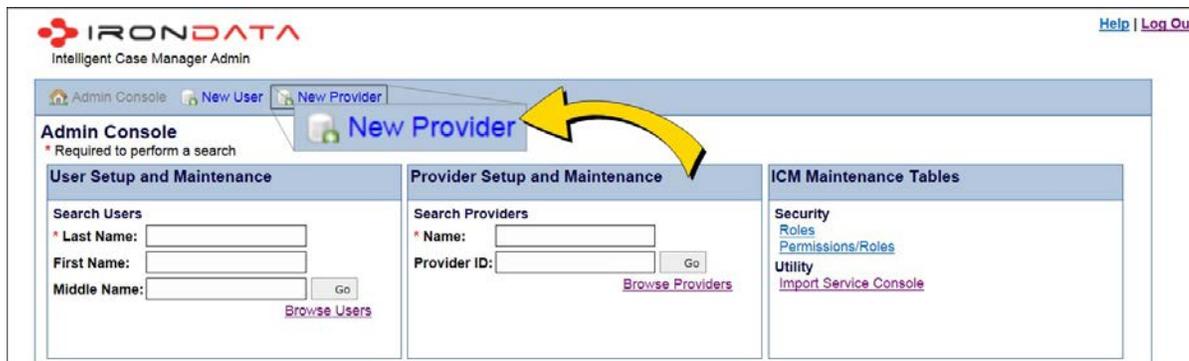


Figure 28: Admin Console - New Provider Link

The Create Provider page displays.

The 'Create Provider' form contains the following fields: NPI Number, Inactive Date, Provider Legal Name, Provider Operating Name, Street Address 1, Street Address 2, ZIP Code, City, State (dropdown), Phone (with EXT field), Fax (with EXT field), Email Address, Provider Website, and State Agency? (radio buttons for Yes/No). 'Create' and 'Cancel' buttons are at the bottom right.

Figure 29: Create Provider Page

Create Provider Labels and Input		
Label	Input Type	Input
<i>**Fields with a red asterisk (*) to the left of the field name are required fields.</i>		
NPI Number	free form text box	Required field. The National Provider Number assigned to the provider.
Inactive Date	numerical text box	The date that the provider's NPI became inactive.
Provider Legal Name	free form text box	Required field. The name under which the provider is legally registered.
Provider Operating Name	free form text box	The name under which the provider does business.
Street Address 1	free form text box	Required field. Provider's street address.
Street Address 2	free form text box	Secondary street address of the provider.
ZIP Code	numerical text box	Required field. The ZIP code associated with the provider's street address.
City	free form text box	Required field. The city associated with the provider's street address.
State	dropdown select box	Required field. State associated with the provider's address.
Phone	numerical text box	Required field. Phone number by which the provider can be contacted.
EXT	numerical text box	Extension for provider.
Fax	numerical text box	Fax number by which fax correspondence can be sent.
EXT	numerical text box	Extension for provider.
Email Address	free form text box	Required field.
Provider Website	free form text box	Provider's web address.
State Agency?	radio button	Distinguishes the status of the provider as a state agency. Options: <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No

Table 15: Create Provider Labels and Input

Create Provider Command Buttons	
Command Button	Description
Create	Adds the new provider.
Cancel	Ignores the current record in-progress and returns administrative users to the Admin Console.

Table 16: Create Provider Command Buttons

Click Create to create the new provider record.

IRONDATA
Intelligent Case Manager Admin

Admin Console

Create Provider

* Required

* NPI Number: L14566963255

Inactive Date:

* Provider Legal Name: Robert P Sloane

Provider Operating Name:

* Street Address 1: 8601 Six Forks Rd

Street Address 2:

* ZIP Code: 27609

* City: Raleigh

* State: North Carolina

* Phone: (919) 800-4861 EXT:

Fax: EXT:

* Email Address: rpsloane@wakedoctors.com

Provider Website:

State Agency?: Yes No

Figure 30: Create Provider - Create Command Button

The Provider is created and administrative users return to the Admin Console.

IRONDATA
Intelligent Case Manager Admin

Admin Console | New User | New Provider

Admin Console

Provider L14566963255 been created

* Required

User Setup and Maintenance

Search Users

* Last Name:

First Name:

Middle Name:

[Browse Users](#)

Provider Setup and Maintenance

Search Providers

* Name:

Provider ID:

[Browse Providers](#)

ICM Maintenance Tables

Security

- [Roles](#)
- [Permissions/Roles](#)

Utility

- [Import Service Console](#)

Maintenance

- [Assessment Form](#)
- [Assessment Items](#)

Figure 31: Create Provider - New Provider Number

Importing a Praed File

Click the Import Service Console link in under the Utility heading.



Figure 32: ICM Maintenance Tables - Import Service Console

The Praed Import page displays.

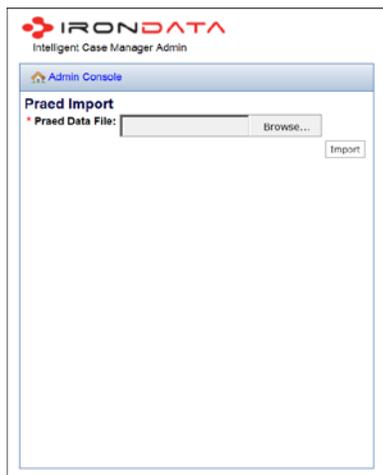


Figure 33: Praed Import Upload Page

Click the Browse command button to search for a file to upload.



Figure 34: Praed Import File - Browse

Select the file from a local directory. Click the Import command button.



Figure 35: Praed Import File - Import

DATA SHEET

Data Sheets provide logical view of the data. This is an admin functionality. There are three logical views of the data provided to a customer on request .

CANS View Names / Field List

1. YOUTH INFORMATION

Column / Filed Name	Type	Size
YOUTH_MEDICAID_NUMBER	varchar2	255
YOUTH_SSN	varchar2	255
YOUTH_LAST_NAME	varchar2	255
YOUTH_FIRST_NAME	varchar2	255
YOUTH_DOB	date	7
YOUTH_GENDER	char	1
YOUTH_RACE	varchar2	4000
YOUTH_ETHNICITY	varchar2	3
YOUTH_TRIBAL_AFFILIATION	varchar2	513
YOUTH_CUSTODY_TYPE	varchar2	513
YOUTH_CITY	varchar2	255
YOUTH_STATE	char	2
YOUTH_ZIP	varchar2	255
PARENT_GUARDIAN_LAST_NAME	varchar2	255
PARENT_GUARDIAN_FIRST_NAME	varchar2	255
PARENT_GUARDIAN_RELATIONSHIP	varchar2	255
PARENT_GUARDIAN_CITY	varchar2	255
PARENT_GUARDIAN_STATE	char	2
PARENT_GUARDIAN_ZIP	varchar2	255
DATE_DIAGNOSED	date	7
AXIS1_DIAGNOSIS	varchar2	511
AXIS2_DIAGNOSIS	varchar2	511
AXIS3_DIAGNOSIS	varchar2	255
AXIS4_DIAGNOSIS	varchar2	255
AXIS5_DIAGNOSIS	char	1

2. YOUTH INFORMATION ASSESSMENT

Column	Type	Size
CHILD_NAME	varchar2	511
DOB	date	7
CHILD_MEDICAID_NUMBER	varchar2	255
UPDATE_DATE	date	7
PROVIDER	varchar2	255
STATUS	varchar2	255
LOC_PROVIDER_TYPE	varchar2	4000
UPDATED_BY	varchar2	511
ASSESSMENT_TYPE	varchar2	255
ITEM	varchar2	255
RATING	varchar2	255
COMMENT	varchar2	4000
LIVING_ARRANGEMENT	varchar2	255
ITEM_NUMBER	number	22
DOMAIN_NAME	varchar2	255
ADMINISTERED_DATE	date	7

3. YOUTH ASSESSMENT COMBINED

Column	Type	Size
YOUTH_MEDICAID_NUMBER	varchar2	255
YOUTH_SSN	varchar2	255
YOUTH_LAST_NAME	varchar2	255
YOUTH_FIRST_NAME	varchar2	255
YOUTH_DOB	date	7
YOUTH_GENDER	char	1
YOUTH_RACE	varchar2	4000
YOUTH_ETHNICITY	varchar2	3
YOUTH_TRIBAL_AFFILIATION	varchar2	513
YOUTH_CUSTODY_TYPE	varchar2	513
YOUTH_CITY	varchar2	255
YOUTH_STATE	char	2
YOUTH_ZIP	varchar2	255
PARENT_GUARDIAN_LAST_NAME	varchar2	255
PARENT_GUARDIAN_FIRST_NAME	varchar2	255
PARENT_GUARDIAN_RELATIONSHIP	varchar2	255
PARENT_GUARDIAN_CITY	varchar2	255
PARENT_GUARDIAN_STATE	char	2
PARENT_GUARDIAN_ZIP	varchar2	255
DATE_DIAGNOSED	date	7
AXIS1_DIAGNOSIS	varchar2	511
AXIS2_DIAGNOSIS	varchar2	511
AXIS3_DIAGNOSIS	varchar2	255
AXIS4_DIAGNOSIS	varchar2	255
AXIS5_DIAGNOSIS	char	1
YOUTH_FULL_NAME	varchar2	511
UPDATE_DATE	date	7
PROVIDER	varchar2	255
STATUS	varchar2	255
LOC_PROVIDER_TYPE	varchar2	4000
UPDATED_BY	varchar2	511
ASSESSMENT_TYPE	varchar2	255
ITEM	varchar2	255
RATING	varchar2	255
COMMENT	varchar2	4000
LIVING_ARRANGEMENT	varchar2	255
ITEM_NUMBER	number	22
DOMAIN_NAME	varchar2	255
ADMINISTERED_DATE	date	7

Column	Type	Size
YOUTH_MEDICAID_NUMBER	varchar2	255
YOUTH_SSN	varchar2	255
YOUTH_LAST_NAME	varchar2	255
YOUTH_FIRST_NAME	varchar2	255
YOUTH_DOB	date	7
YOUTH_GENDER	char	1
YOUTH_RACE	varchar2	4000
YOUTH_ETHNICITY	varchar2	3
YOUTH_TRIBAL_AFFILIATION	varchar2	513
YOUTH_CUSTODY_TYPE	varchar2	513
YOUTH_CITY	varchar2	255
YOUTH_STATE	char	2
YOUTH_ZIP	varchar2	255
PARENT_GUARDIAN_LAST_NAME	varchar2	255
PARENT_GUARDIAN_FIRST_NAME	varchar2	255
PARENT_GUARDIAN_RELATIONSHIP	varchar2	255
PARENT_GUARDIAN_CITY	varchar2	255
PARENT_GUARDIAN_STATE	char	2
PARENT_GUARDIAN_ZIP	varchar2	255
DATE_DIAGNOSED	date	7
AXIS1_DIAGNOSIS	varchar2	511
AXIS2_DIAGNOSIS	varchar2	511
AXIS3_DIAGNOSIS	varchar2	255
AXIS4_DIAGNOSIS	varchar2	255
AXIS5_DIAGNOSIS	char	1
YOUTH_FULL_NAME	varchar2	511
UPDATE_DATE	date	7
PROVIDER	varchar2	255
STATUS	varchar2	255
LOC_PROVIDER_TYPE	varchar2	4000
UPDATED_BY	varchar2	511
ASSESSMENT_TYPE	varchar2	255
ITEM	varchar2	255
RATING	varchar2	255
COMMENT	varchar2	4000
LIVING_ARRANGEMENT	varchar2	255
ITEM_NUMBER	number	22
DOMAIN_NAME	varchar2	255
ADMINISTERED_DATE	date	7

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GLOSSARY

A

Administered Date

The date the Assessment Information collected or updated. This is the date used on any reports that use data range in the parameters.

Assessment Plan Date

The date when Assessment was Finalized.

C

CANS

Child and Adolescent Needs and Strengths.

CANS Types

• Admission • Interim/Update • Discharge

CCU

Certified CANS User. CCUs are Praed Foundation Certified. Only a CCU can Finalized a CANS Assessment.

D

Diagnosis Codes

Clinical Disorder or other conditions that are the focus of clinical treatment. The user can choose between DSD4 and ICD10 codes.

Domains

Predefined Categories for Items. Current Domains: Seq Domain/Caregivers Domains 1 Traumatic/Adverse Childhood Experiences 2 Child Strengths 3 Life Functioning 4 Cultural Consideration 5 Child Behavioral/Emotional Needs 6 Child Risk Behaviors 7 Rating of Children Five Years Old and Younger 8 Transition to Adulthood 9 Caregiver Resources and Needs Caregivers: Caregiver #1 Caregiver #2

E

Entered by User

The name of the CANS user creating the Child Assessment.

Entry Date

The system assigned date the Assessment is Created

I**ICM**

Iron Data's Intelligent Case Manager system

Item

Specific areas of strengths and weaknesses of the child that is being assessed. Items are grouped into domains. Item can be rated 0-3, or N/A.

Item Assessment Key

The Key defines the Rating and Rating Description Given to each Item in the Domain.

Item Number

Sequential Number assigned to each Item. The number is unique across domains.

L**Last Modified Date**

The system assigned date that the Assessment was last modified.

LOC

Level of Care / Service Type

M**Medicaid Number**

Unique Number assigned to a Child for program identification.

My Term

My definition

P**Provider**

Provider / Organization of User entering the assessment.

R

Rating

Values assigned to each item on the Assessment

S

Status

Assessment Status. An Assessment is either In-Progress or Finalized

Y

Youth Name

Name of a Child that is being assessed