Montana CANS System (MCS) User Guide:

Accessing CANS Reports

Table of Contents

	Page
Purpose	**6**
1. Logging in	7
2. Accessing CANS Reports	10
3. The Reports Menu	11
4. **Finalized CANS Assessment Report**	**12**
a. Finalized CANS Assessment Report Parameters	13
b. Report Table of Contents / Selecting a Single Report	**22**
c. Run Report	24
d Export Data	25
e. Export Report	27
f. Print Report	29
g. Print Report on the Server	31

Table of Contents

	Page
5. **CANS Summary Report**	**33**
a. Finalized CANS Summary Report Parameters	34
b. Report Table of Contents / Selecting a Single Report	40
c. Run Report	41
d Export Data	42
e. Export Report	45
f. Print Report	48
g. Print Report on the Server	49
6. **Treatment Progress Report**	**51**
a. Finalized CANS Treatment Progress Report Parameters	53
b. Report Table of Contents / Selecting a Single Report	61
c. Run Report	62
d Export Data	63
e. Export Report	67
f. Print Report	71
g. Print Report on the Server	74

Table of Contents

	Page
7. Clinical Formulation Report	**76**
a. Finalized Clinical Formulation Report Parameters	77
b. Report Table of Contents / Selecting a Single Report	**81**
c. Run Report	82
d Export Data	83
e. Export Report	87
f. Print Report	92
g. Print Report on the Server	94
8. Youth Facesheet Report	**96**
a. Finalized Youth Facesheet Report Parameters	97
b. Report Table of Contents / Selecting a Single Report	103
c. Run Report	104
d Export Data	105
e. Export Report	109
f. Print Report	113
g. Print Report on the Server	117

Table of Contents

Page

9. **Additional Resources** **119**

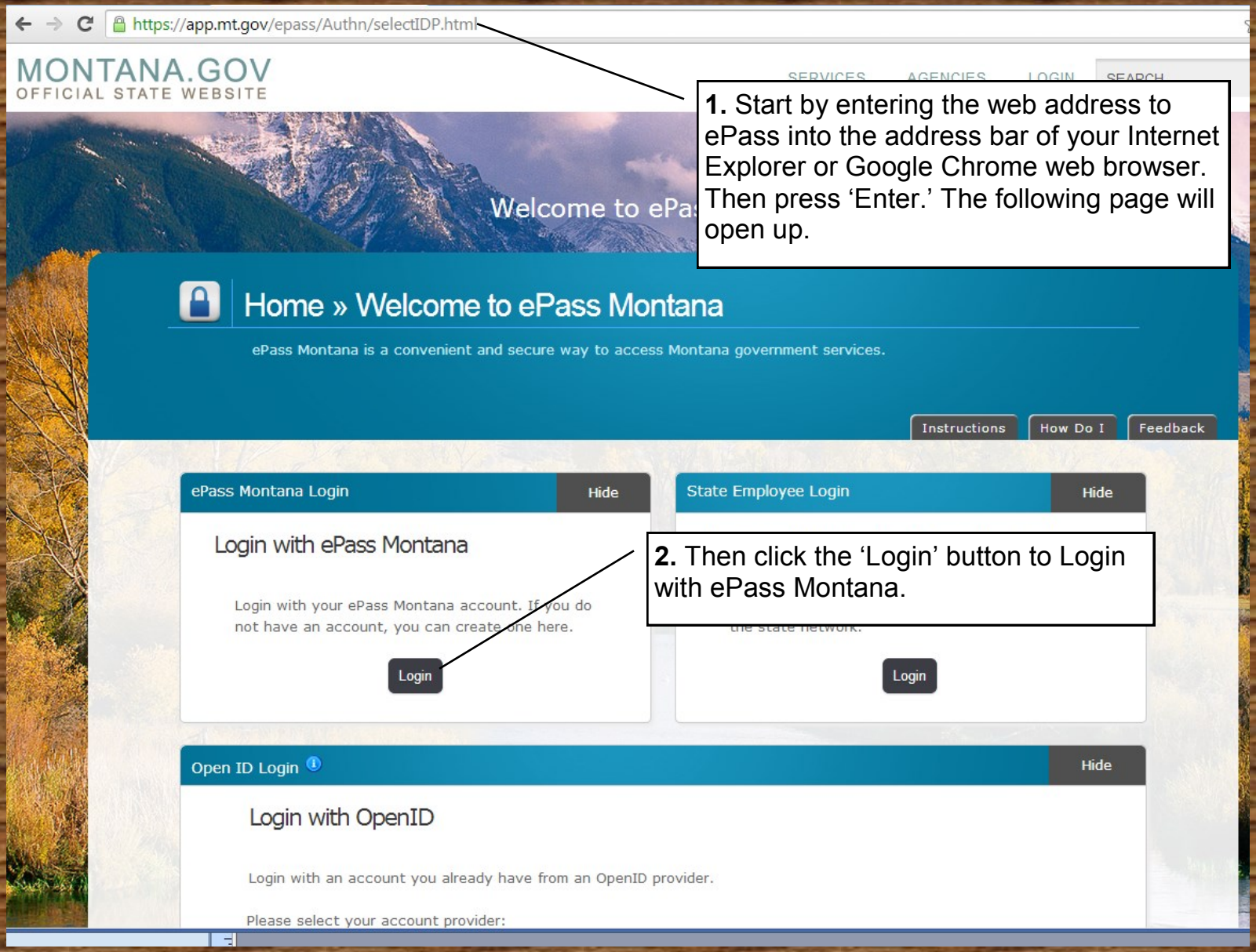
a. Who to contact at DPHHS for system queries 119

Purpose

The purpose of this manual is to walk you *step-by-step* through each of the screens and mouse-clicks necessary to access CANS-related reports in the Montana CANS System (MCS). This manual is meant as a beginning tool; over time you will learn features and tips that allow you to enter this information even more quickly. That's fantastic. Please share those with all of us (e-mail me at my address below and I'll be happy to send out your tip and those of others). In the meantime, here's a manual to get you on your way.

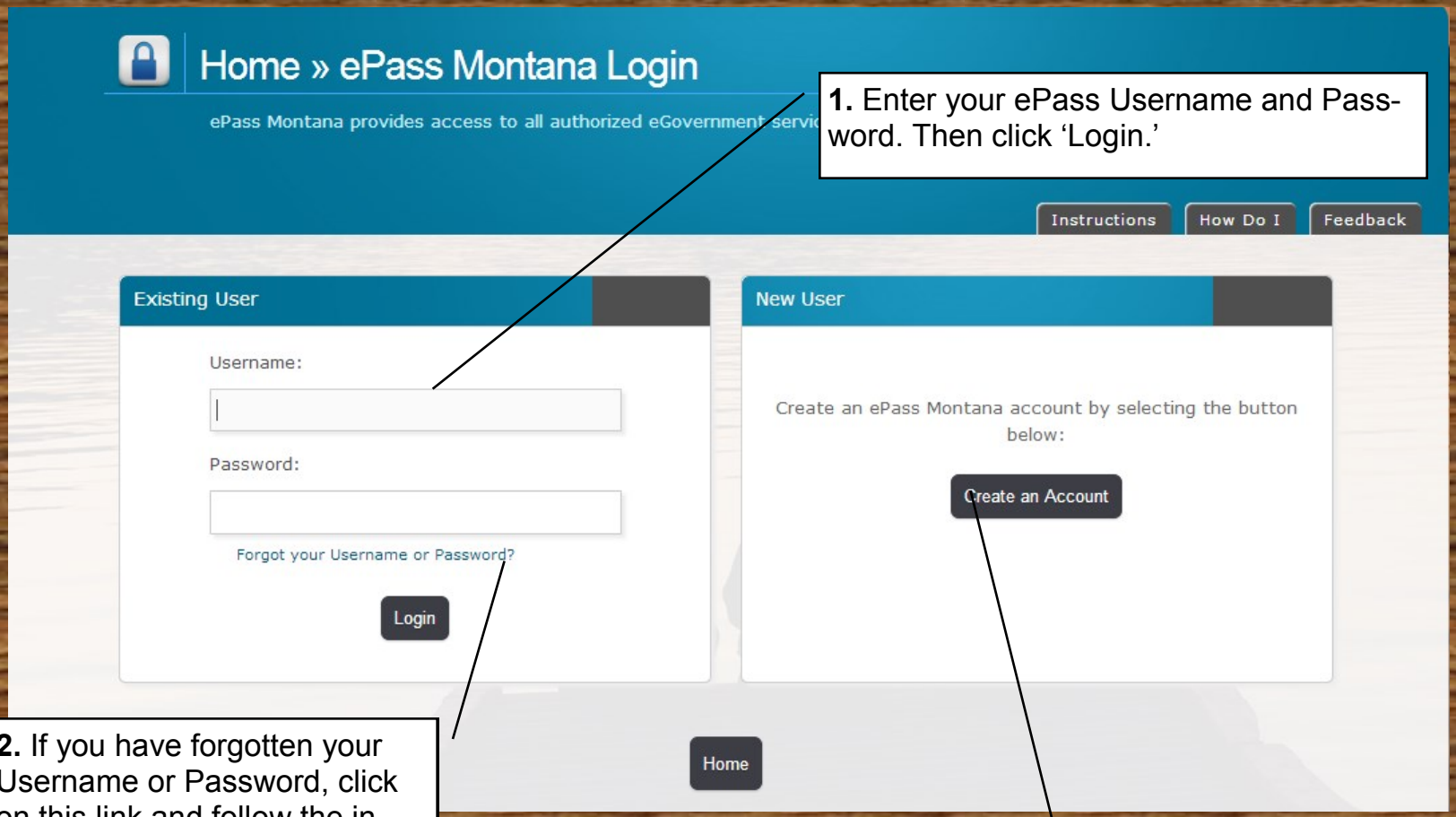
Best,

Robin Albee
ralbee@mt.gov



1. Start by entering the web address to ePass into the address bar of your Internet Explorer or Google Chrome web browser. Then press 'Enter.' The following page will open up.

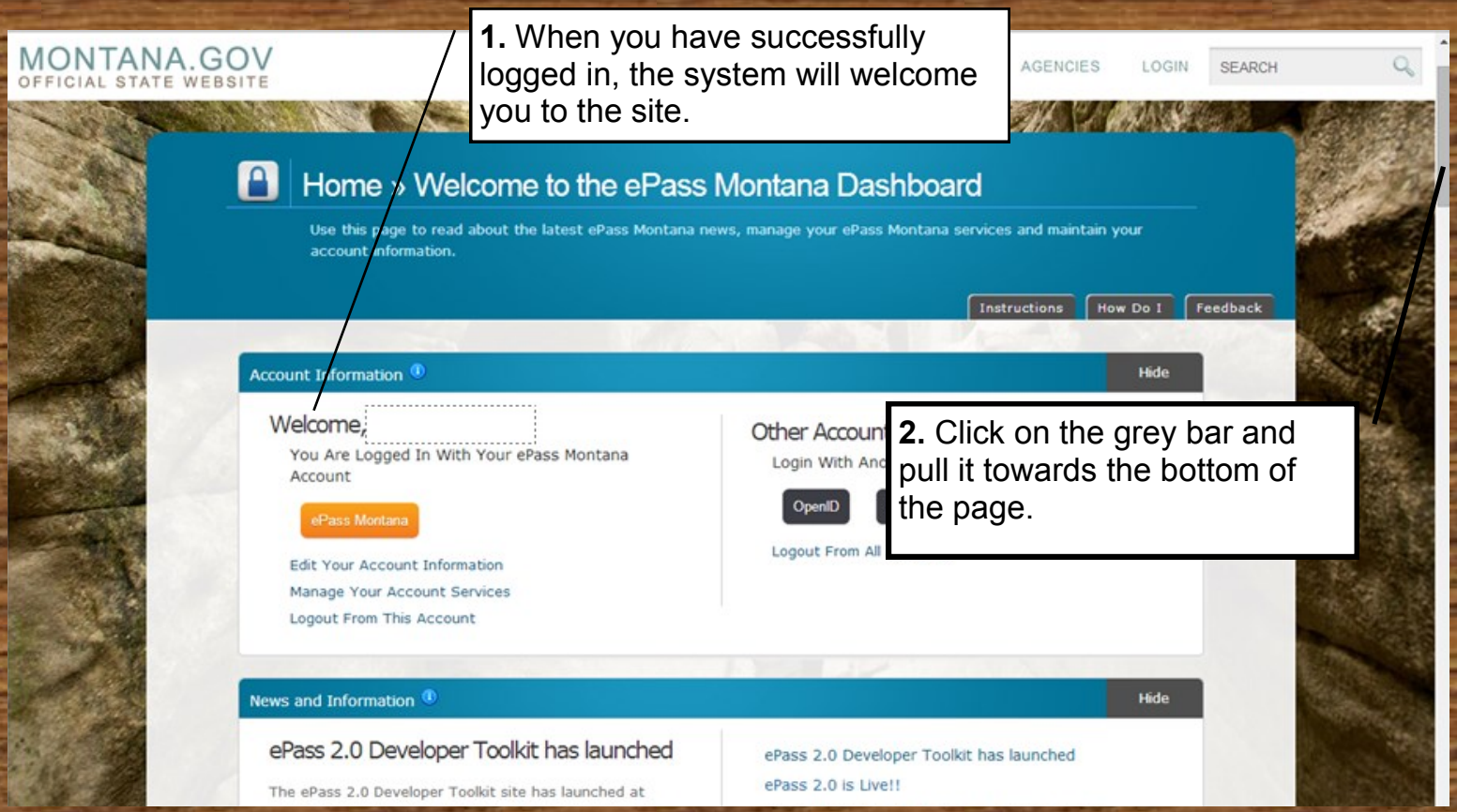
2. Then click the 'Login' button to Login with ePass Montana.



1. Enter your ePass Username and Password. Then click 'Login.'

2. If you have forgotten your Username or Password, click on this link and follow the instructions to recover your Username or Password.

3. If you do not yet have an E-Pass account, click on this link and follow the instructions to create one.



1. When you have successfully logged in, the system will welcome you to the site.

2. Click on the grey bar and pull it towards the bottom of the page.

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN

ePass@egovmt.com.

Your Services Edit

- DPHHS Cans Admin (UAT Montana) (ePass)
- DPHHS CANs MONTANA (ePass)
- DPHHS Cans Reports (UAT Montana) (ePass)
- File Transfer Service (ePass)

Most Popular

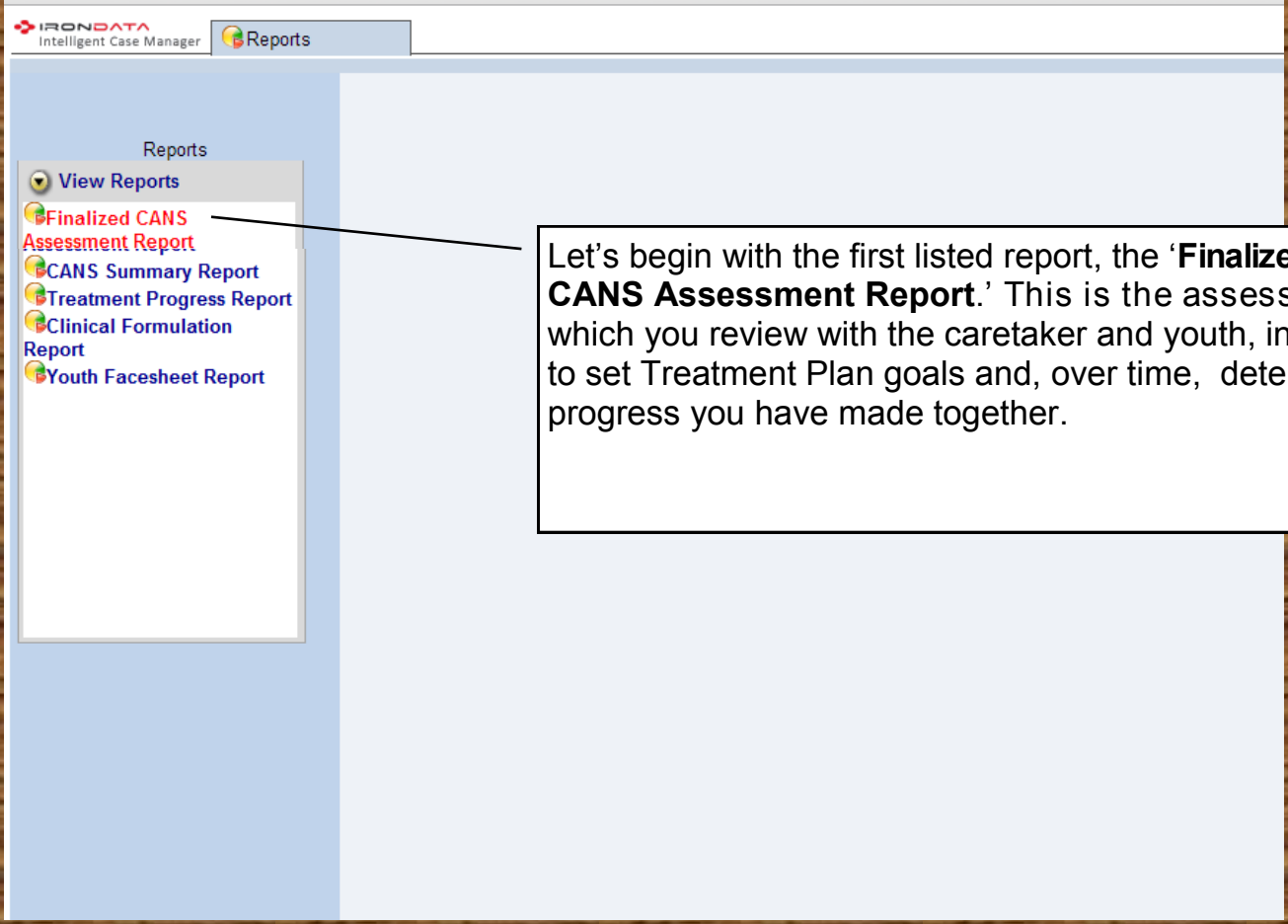
- State Job Application
- DPHHS Plan First
- Tank Helper
- Orion Data Portal

Add a Service? Edit

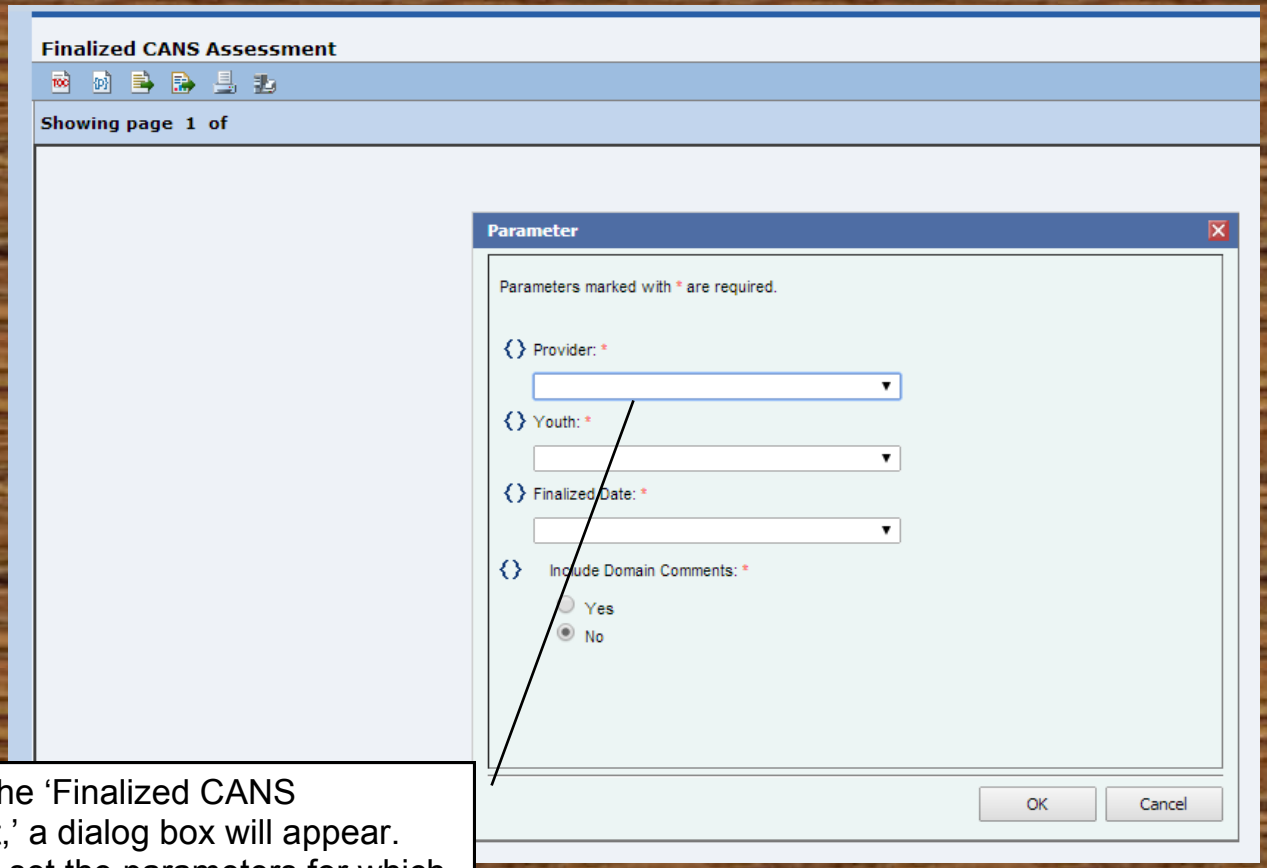
- 9-1-1 Program Service
- AGR Versa Online
- AGR Versa Regulation
- AGR Versa:Regulation
- Animal Health Import Permitting
- Asbestos Accreditation
- Asbestos Permits
- BFI eLicense Intranet
- BFI eLicense Intranet v20130208
- BFI eLicense Online
- BFI eLicense Online v20130208
- Business Resource and Listing Update Tool
- Campaign Online Reporting System

When you scroll down, you will see this section of the webpage. Click on the third option, ‘DPHHS CANS Reports.’

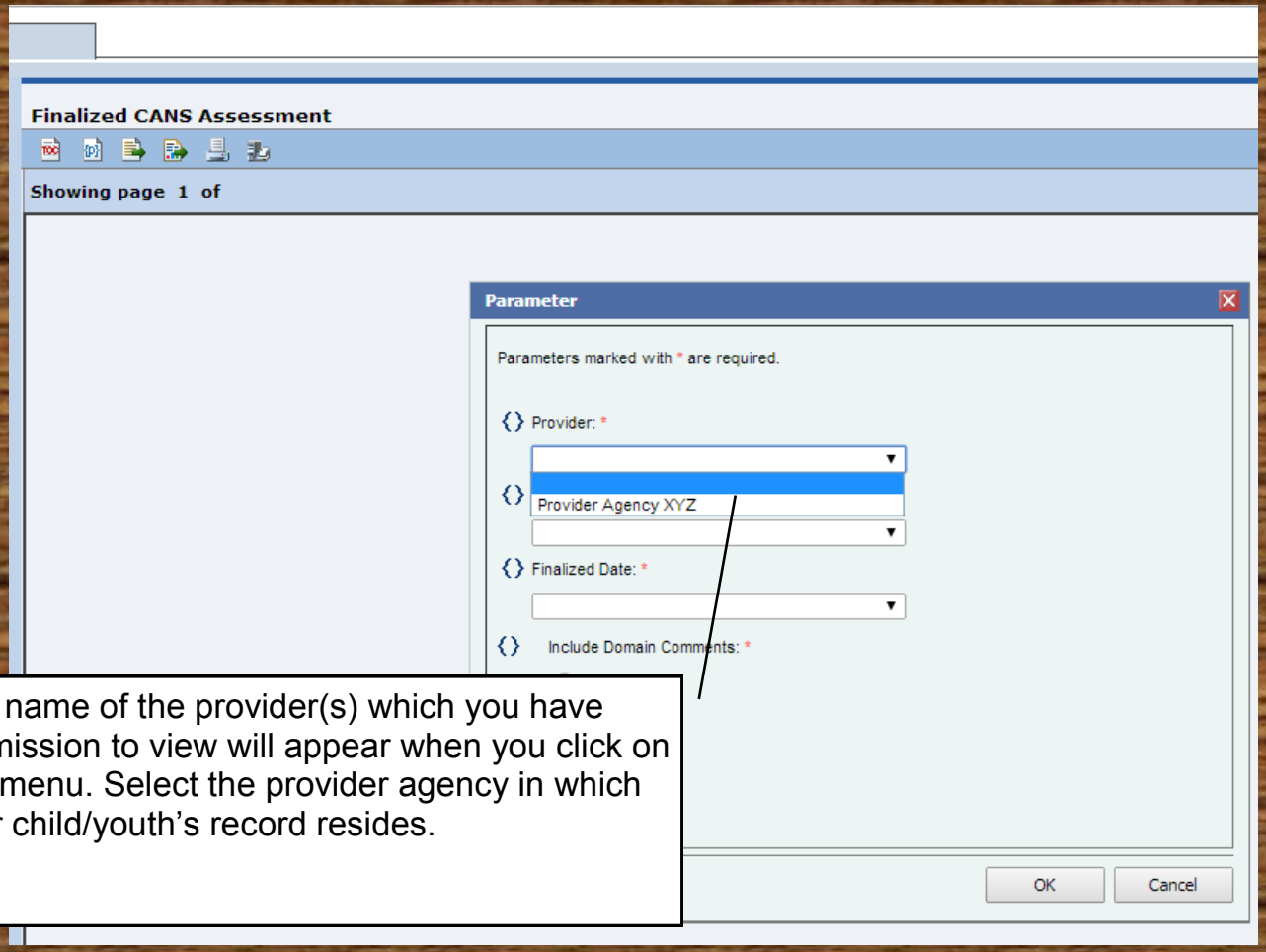
A new screen will open up with the menu of CANS-based reports available to you. **You've successfully made it to the CANS reports!** Now let's walk through how to open and use them.....



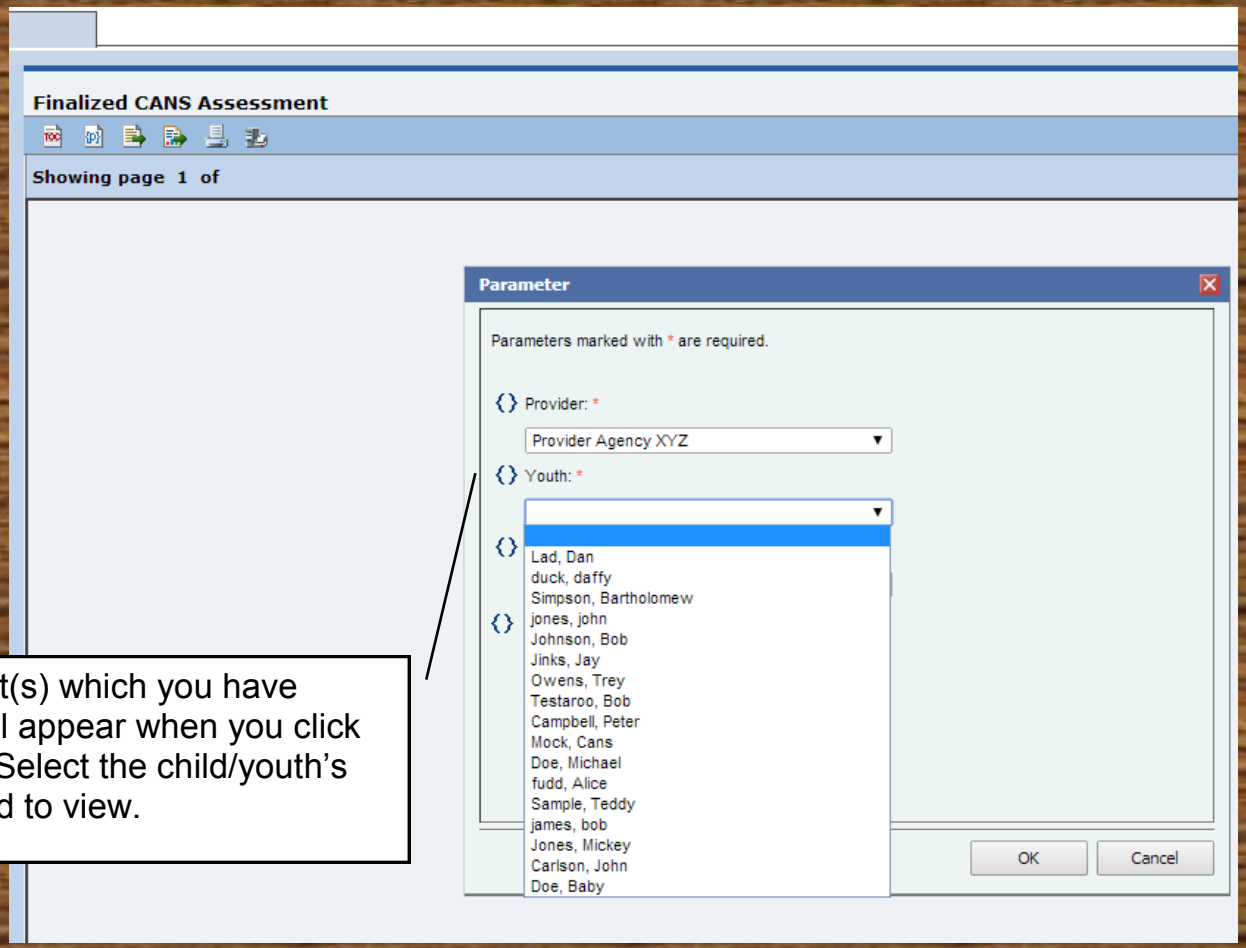
Let's begin with the first listed report, the '**Finalized CANS Assessment Report**.' This is the assessment which you review with the caretaker and youth, in order to set Treatment Plan goals and, over time, determine progress you have made together.



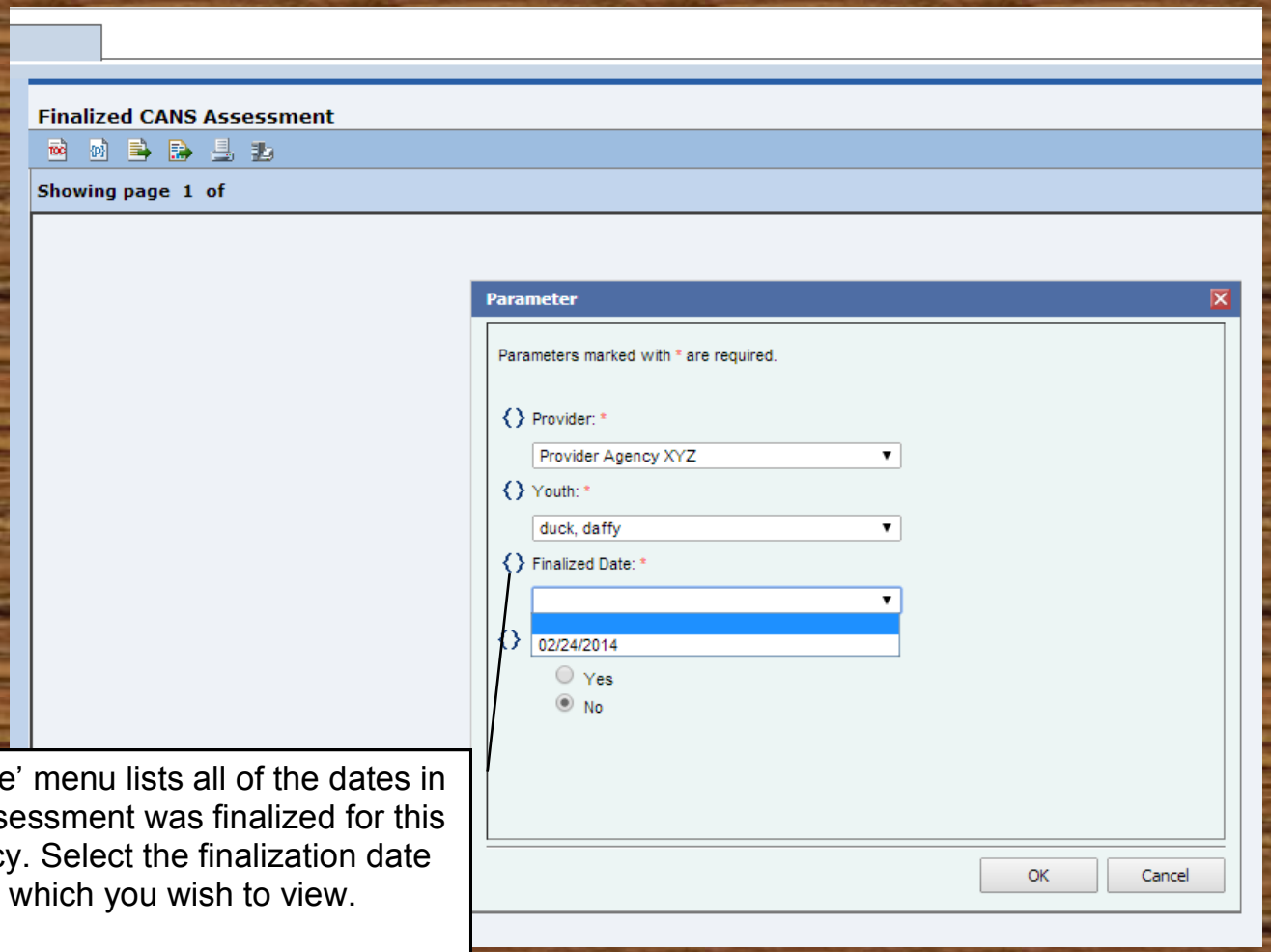
When you choose the 'Finalized CANS Assessment Report,' a dialog box will appear. This box will let you set the parameters for which assessment(s) to look at, and what information to see. Let's begin with the first drop-down menu, under '**Provider**.'



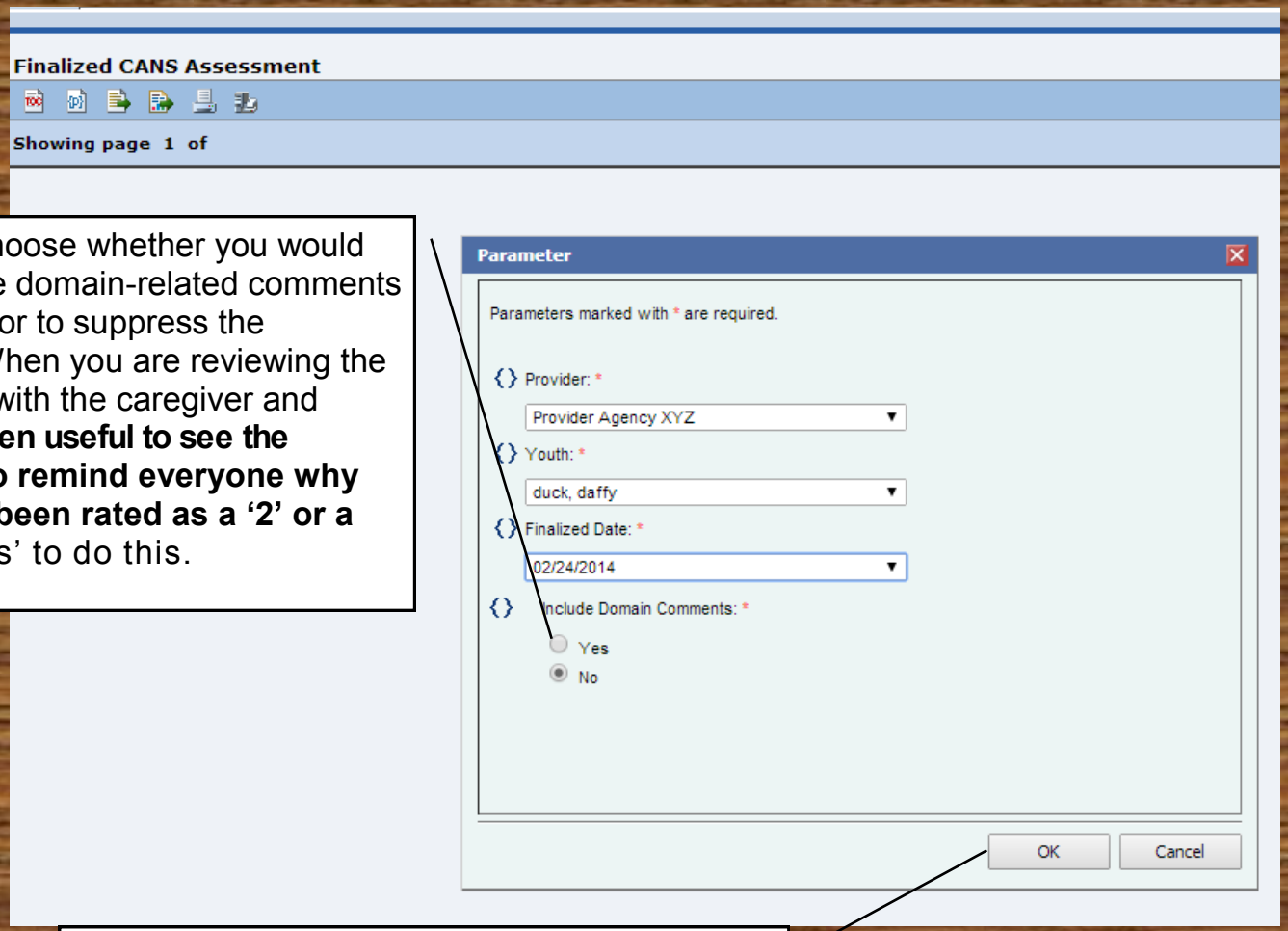
The name of the provider(s) which you have permission to view will appear when you click on this menu. Select the provider agency in which your child/youth's record resides.



The name of the client(s) which you have permission to view will appear when you click on the 'Youth' menu. Select the child/youth's record which you need to view.

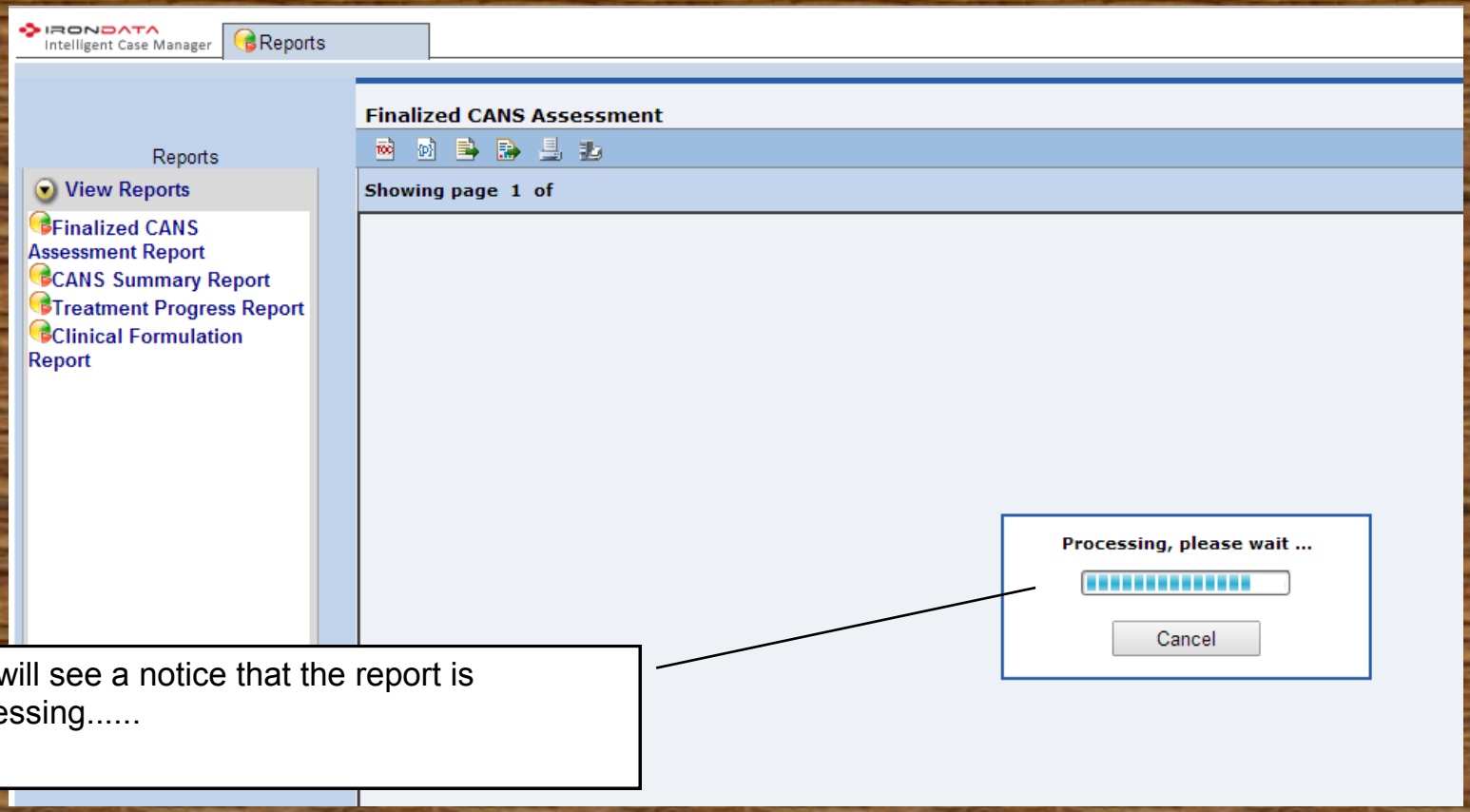


The ‘Finalized Date’ menu lists all of the dates in which a CANS Assessment was finalized for this client at this agency. Select the finalization date of the assessment which you wish to view.



1. You can choose whether you would like to see the domain-related comments in the report, or to suppress the comments. When you are reviewing the Assessment with the caregiver and youth, it is **often useful to see the comments to remind everyone why an item has been rated as a '2' or a '3.'** Click 'Yes' to do this.

2. When you have finished selecting your parameters, click '**OK**.'



You will see a notice that the report is processing.....

Finalized CANS Assessment

Showing page 1 of 20 Go to page:

Finalized CANS Assessment Report

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Admission	Finalized By :	Stevens, Sherry Lynn

Traumati

Key for Traumatic/Adverse Childhood Ex

0 = No Evidence of any trauma of this t

1 = A single incident or suspicion of th

2 = Child has experienced multiple incidents or moderate degree of this trauma or ACE.

3 = Child experienced repeated and severe incidents of trauma or ACE.

Items	Rating	Items	Rating
1. Sexual Abuse	2	8. School Violence	1
2. Physical Abuse	2		
3. Emotional Abuse	1		
4. Neglect	0		
5. Medical Trauma	0		
6. Witness to Family Violence	0		
7. Community Violence	0		

Comments and supporting information for rating :

comments

1. Voila! Our assessment has shown up! Use the arrow buttons to navigate forward or backward in the Assessment.

2. We can also navigate to a specific page in the assessment by entering the page number in the 'Go to page:' box and clicking on the arrow which follows.

Finalized CANS Assessment

Showing page 1 of 20 Go to page: 7 Go to

Finalized CANS Assessment Report

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Admission	Finalized By :	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

Key for Traumatic/Adverse Childhood Experiences:

0 = No Evidence of any trauma of this type.

1 = A single incident or suspicion of this trau

2 = Child has experienced multiple incidents

3 = Child experienced repeated and severe in

Items			
1. Sexual Abuse	2		
2. Physical Abuse	2		
3. Emotional Abuse	1		
4. Neglect	0		
5. Medical Trauma	0	12. Witness to Criminal Activity	0
6. Witness to Family Violence	0	13. Parental Criminal Behavior	0
7. Community Violence	0	14. Disruption in Caregiving	0

Comments and supporting information for rating :

Here we've entered '7' in the response box following the '**Go to page**:' prompt. If we click on the green arrow, we'll jump forward to page 7 in the report.

Finalized CANS Assessment

Showing page 7 of 20 **Go to page:** 7

Child's Name :	duck, daffy	**Finalized Date :**	Feb 24, 2014
DOB :	Feb 1, 2002	**Provider :**	Provider Agency XYZ
Child Medicaid No. :	7000000000	**LOC/Provider Type :**	PRTF
Assessment Type :	Admission	**Finalized By :**	Stevens, Sherry Lynn

Rating of Children Five Years Old and Younger

Rating of Children Five Years Old and Younger Domain:

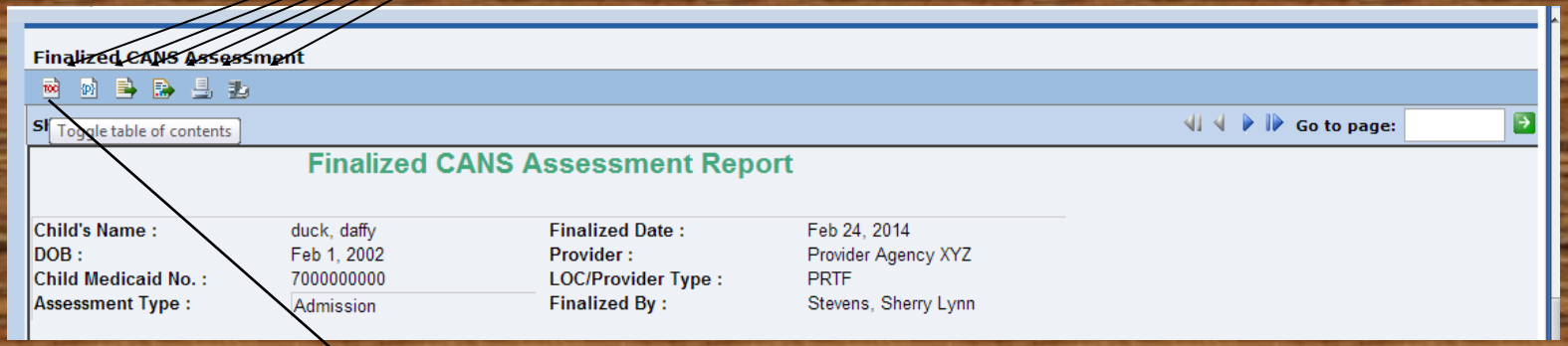
0 = No evidence or no reason to believe that the rated item requires any action.
1 = A need for watchful waiting, monitoring, or possibly preventive action.
2 = A need for action. Some strategy is needed to address the problem/need.
3 = A need for immediate or intensive action. This level indicates an immediate safety concern or a priority for intervention.

Items			ting
76. Motor			A
77. Sensory			A
78. Communication			A
79. Failure to Thrive			A
80. Feeding/Elimination			A
81. Birth Weight			A
82. Prenatal Care	N/A	90. Day Care/Preschool	N/A
83. Substance Exposure	N/A		

...and here we are at page 7 in the report. To jump to another page, we can simply enter another page number and click again on the green arrow.

Comments and supporting information for rating :

In the next few pages we'll take a look at a series of functions available for these reports. These functions are located in the toolbar near the top of the screen.



1. Clicking on the first of these activates the Table of Contents. This feature lets us know if there are multiple assessments which were completed on the same date. This way we can select which of these assessments to view.

Finalized CANS Assessment

Showing page 1 of 20 Go to page:

1024033

1024 1024033

Finalized CANS Assessment Report

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Admission	Finalized By :	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

Key for Traumatic/Adverse Childhood Experiences:

0 = No Evidence of any trauma of this type.
1 = A single incident or suspicion of this trauma or ACE.
2 = Child has experienced multiple incidents or moderate degree of this trauma or ACE.
3 = Child experienced repeated and severe incidents of trauma or ACE.

Items

1. Sexual Abus
2. Physical Ab
3. Emotional A
4. Neglect
5. Medical Trau
6. Witness to F
7. Community

Activating the Table of Contents reveals that there were **two assessments finalized on the same date for this client.** Clicking on the number associated with the assessment allows one to jump to the start of this particular assessment. This is especially useful because when multiple assessments are completed on the same day, they are sequenced one after the other in the record. This may make it look like there is very one long assessment which has been completed , as opposed to two assessments which have been recorded with one following the other. For instance, in this case the second assessment completed on this date paginates on page 11 of the Report, following directly after the end of the first report (which finishes on page 10).

Finalized CANS Assessment

Showi Run report of 20 Go to page:

- 1024033
- 1024341

Finalized CANS Assessment Report

Child's Name :	duck, daffy	**Finalized Date :**	Feb 24, 2014
DOB :	Feb 1, 2002	**Provider :**	Provider Agency XYZ
Child Medicaid No. :	7000000000	**LOC/Provider Type :**	PRTF
Assessment Type :	Admission	**Finalized By :**	Stevens, Sherry Lynn

The second function is the 'Run Report' function. This allows you to run the same type of report (in this case the Finalized CANS Assessment Report) with different parameters (different client, different assessment, etc.)

Key for T

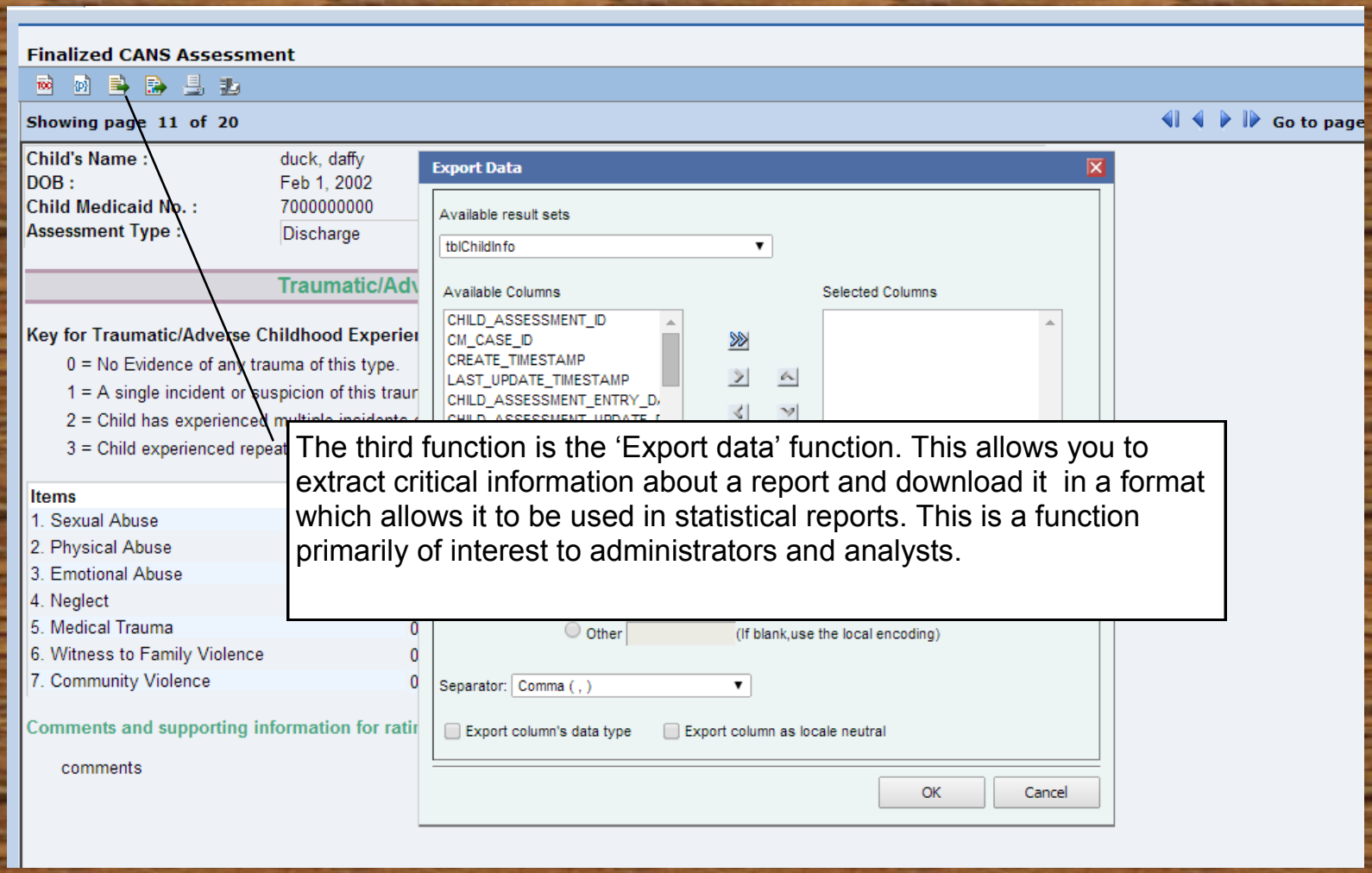
0 = N

1 = A

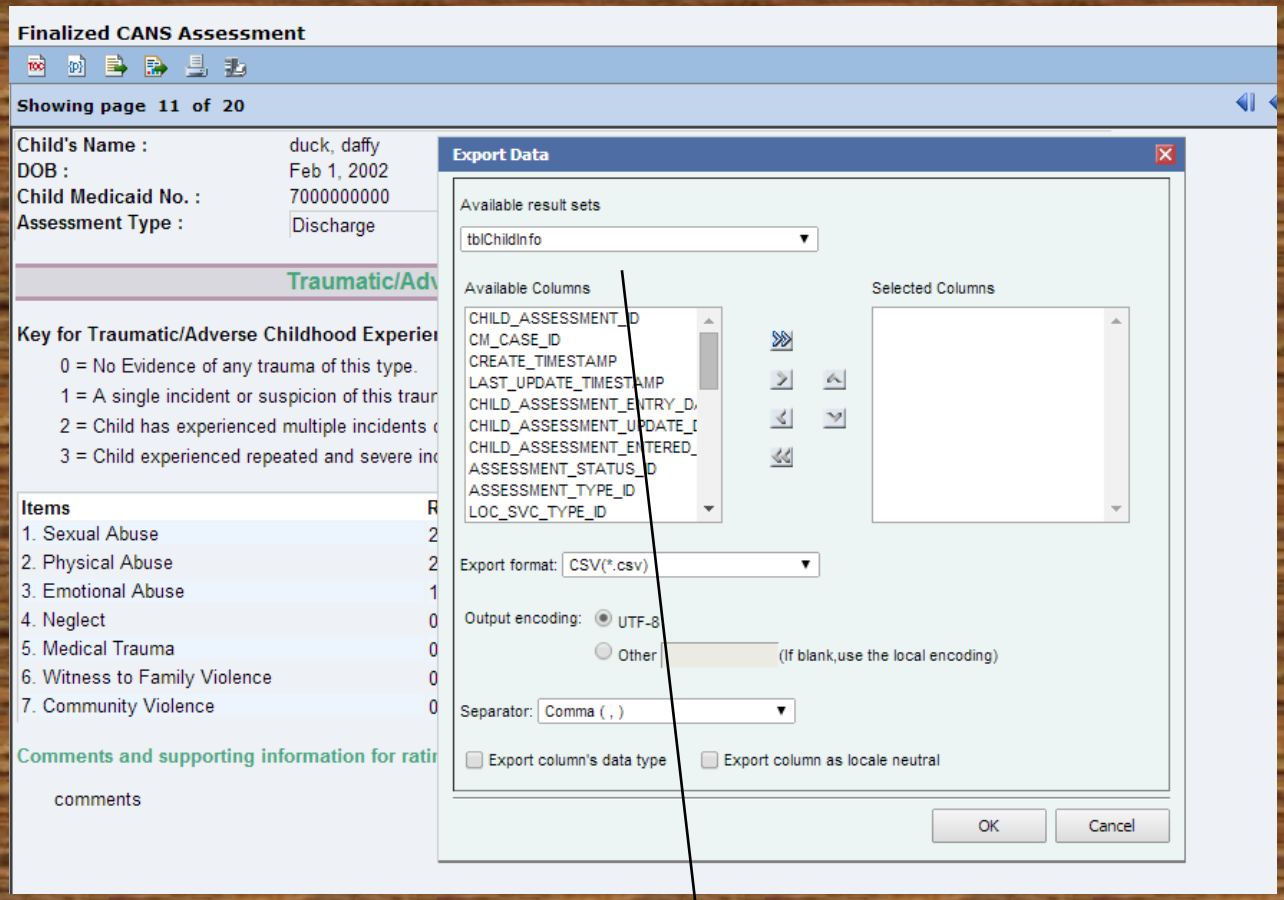
2 = C

3 = C

Items	Rating	Items	Rating
1. Sexual Abuse	2	8. School Violence	1
2. Physical Abuse	2	9. Natural/Manmade Disasters	0
3. Emotional Abuse	1	10. War Affected	0
4. Neglect	0	11. Terrorism Affected	0
5. Medical Trauma	0	12. Witness to Criminal Activity	0
6. Witness to Family Violence	0	13. Parental Criminal Behavior	0
7. Community Violence	0	14. Disruption in Caregiving	0



The third function is the 'Export data' function. This allows you to extract critical information about a report and download it in a format which allows it to be used in statistical reports. This is a function primarily of interest to administrators and analysts.



The 'Export Data' dialog box offers a series of options for determining the data structure and format for export. One can choose the data table / set, columns of interest, data format, encoding, and separator. This allows for easy import to leading database and data analysis programs (such as Microsoft Excel).

Finalized CANS Assessment

Showing page 11 of 20 Go to page:

Child's Name :	duck, daffy	**Finalized Date :**	Feb 24, 2014
DOB :	Feb 1, 2002	**Provider :**	Provider Agency XYZ
Child Medicaid No. :	7000000000	**LOC/Provider Type :**	PRTF
Assessment Type :	Discharge	**Finalized By :**	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

Key for Traumatic/Adverse Childhood Experien

0 = No Evidence of any trauma of this type.
1 = A single incident or suspicion of this traur
2 = Child has experienced multiple incidents
3 = Child experienced repeated and severe inc

Items	R
1. Sexual Abuse	2
2. Physical Abuse	2
3. Emotional Abuse	1
4. Neglect	0
5. Medical Trauma	0
6. Witness to Family Violence	0
7. Community Violence	0

Comments and supporting information for rating :

comments

Export Report

Export Format: Excel

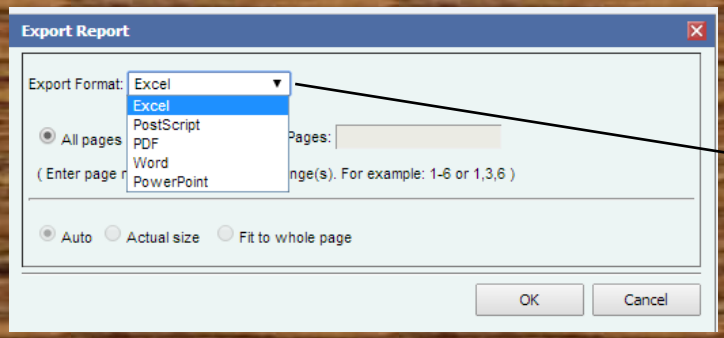
All pages Current page Pages:

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

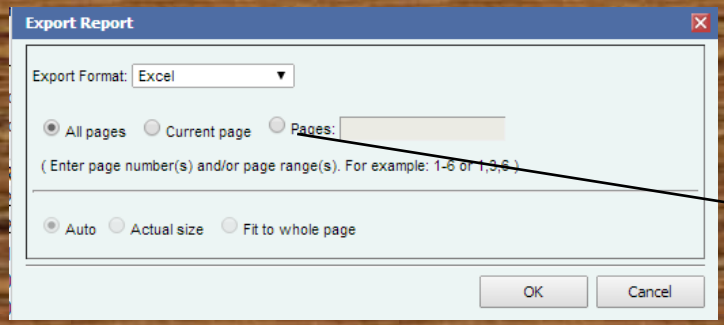
Auto Actual size Fit to whole page

OK Cancel

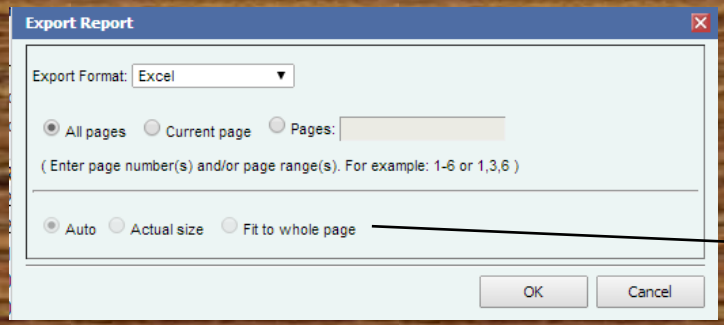
The fourth function is the 'Export Report' function. This allows you to save the report in any of a number of convenient formats for later access. Be sure that any storage of these reports is HIPAA-compliant, as these reports contain Protected Health Information for which you are responsible for safekeeping.



1. The 'Export Format' menu allows you to choose which file format in which to save the exported file.



2. The export page options include the ability to export all pages in the report, export the current page, or export select pages from a range which you specify.



3. The page sizing options allow you to size the report to different page formats. This has the most impact on how the report looks and prints.

Showing page 11 of 20

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Discharge	Finalized By :	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

Key for Traumatic/Adverse Childhood Experier

0 = No Evidence of any trauma of this type.
1 = A single incident or suspicion of this traur
2 = Child has experienced multiple incidents
3 = Child experienced repeated and severe inc

Items	R		
1. Sexual Abuse	2		
2. Physical Abuse	2		
3. Emotional Abuse	1		
4. Neglect	0		
5. Medical Trauma	0		
6. Witness to Family Violence	0	13. Parental Criminal Behavior	0
7. Community Violence	0	14. Disruption in Caregiving	0

Comments and supporting information for rating :

comments

Print Report

Print Format

HTML
PDF Auto

All pages Current page Pages:

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

OK Cancel

The next function in the toolbar is the 'Print Report' function. This allows you to print the report to a local printer.

Showing page 11 of 20

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Discharge	Finalized By :	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

Key for Traumatic/Adverse Childhood Experien

0 = No Evidence of any trauma of this type.
1 = A single incident or suspicion of this traur
2 = Child has experienced multiple incidents
3 = Child experienced repeated and severe inc

Items	R
1. Sexual Abuse	2
2. Physical Abuse	2
3. Emotional Abuse	1
4. Neglect	0
5. Medical Trauma	0
6. Witness to Family Violence	0
7. Community Violence	0
13. Parental Criminal Behavior	0
14. Disruption in Caregiving	0

Comments and supporting information for rating :

comments

Print Report

Print Format

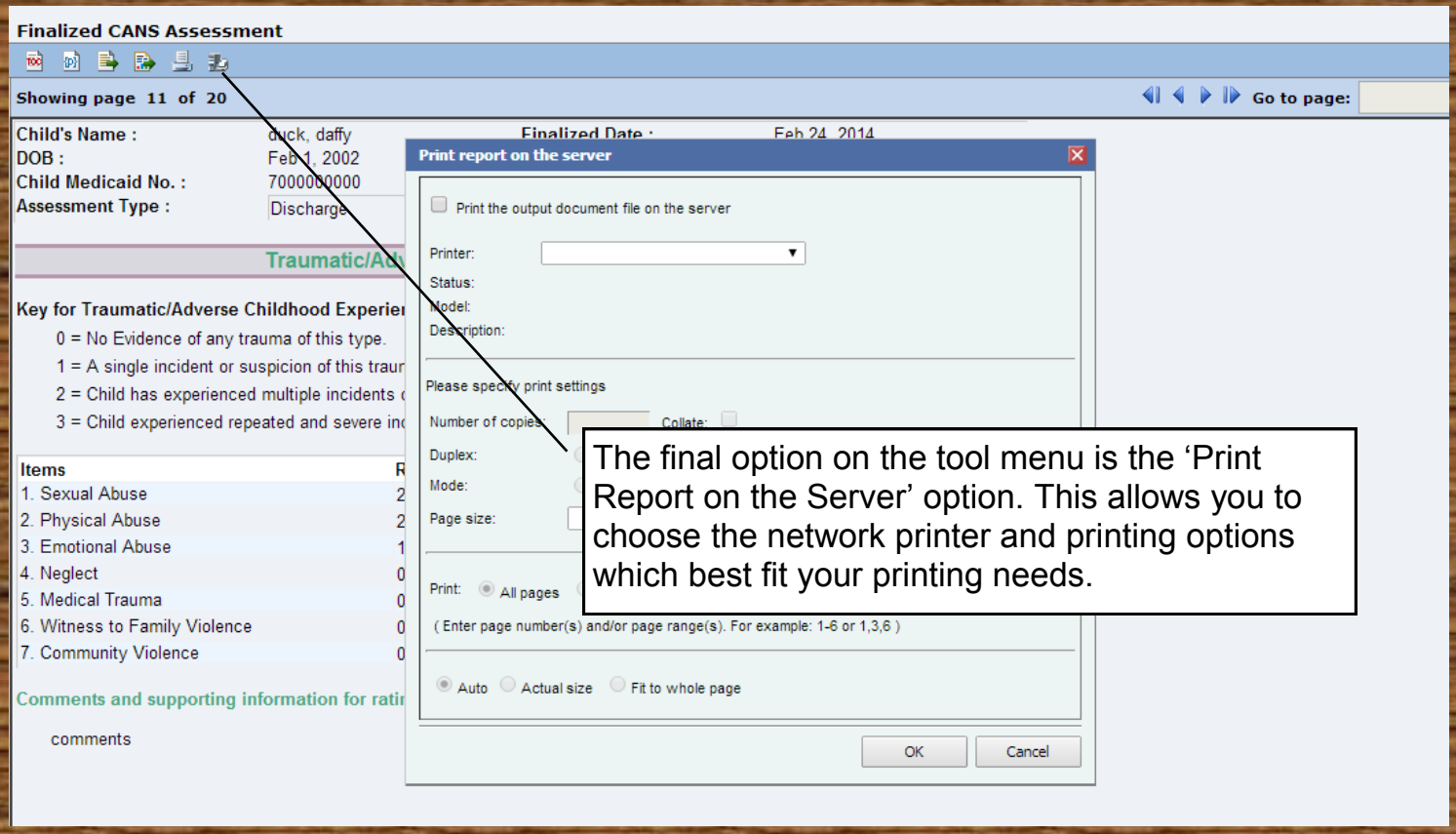
HTML
PDF Auto

All pages Current page Pages:

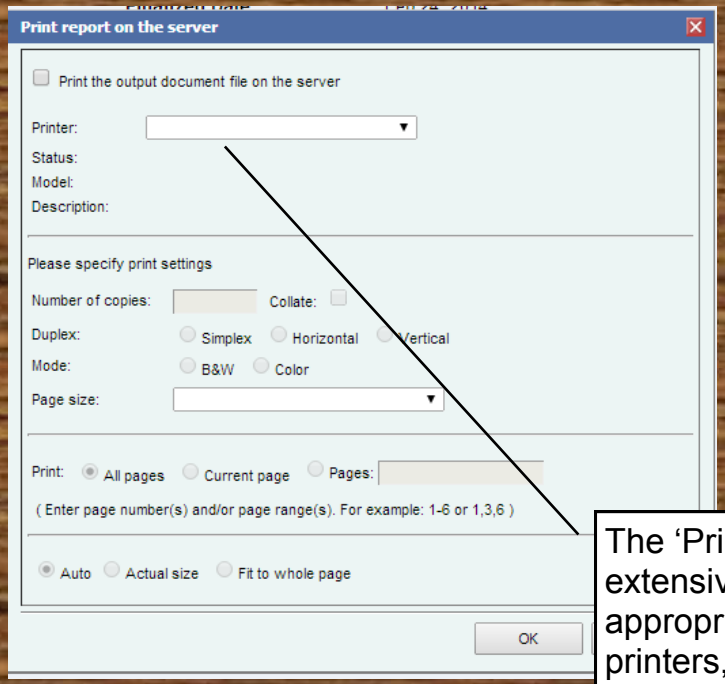
(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

OK Cancel

The menu box gives you the choice of print format (HTML or .pdf) and the page range you want to print. Typically for reports, we choose the options that give the report the greatest readability, and which use only as much paper as we need. The .pdf option is usually the clearest, most readable format. Experiment with these options to determine what format best fits your uses.



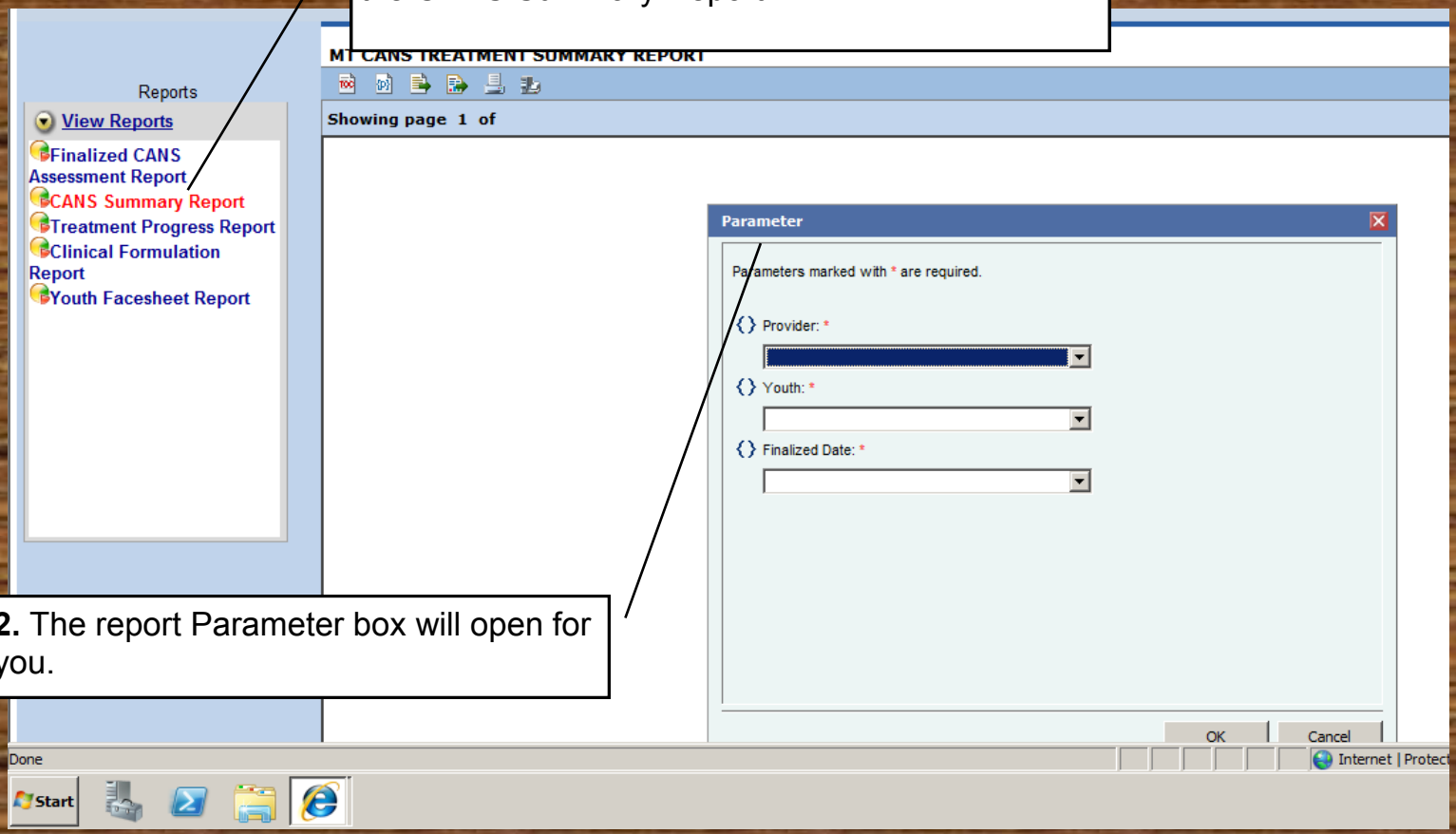
The final option on the tool menu is the 'Print Report on the Server' option. This allows you to choose the network printer and printing options which best fit your printing needs.



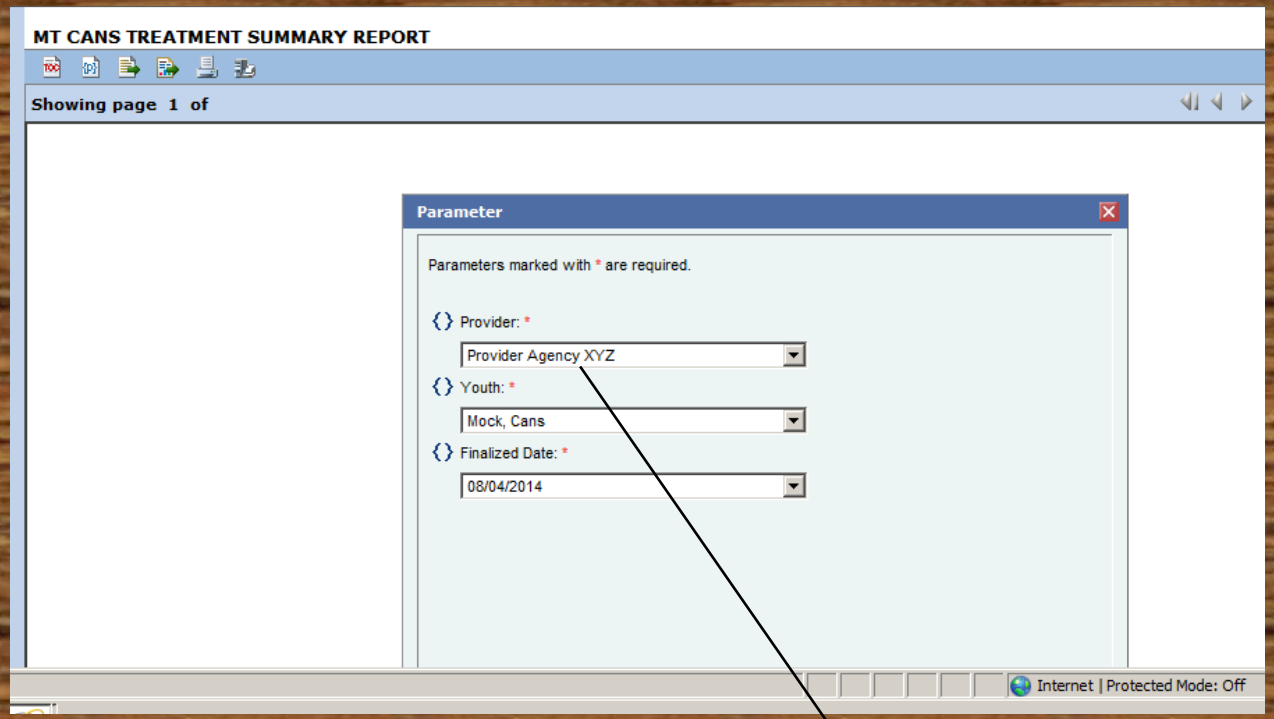
The ‘Print Report on the Server’ options are extensive. They allow you to select the appropriate printer from a list of networked printers, select the number of copies and if you wish to collate these copies, print two pages on a single sheet of paper (Duplex), print in color or black and white, pick your paper size, choose your page range, and choose your page format. **These options allow you to maximize the efficiency of the printing process, and may be particularly helpful when you have team meetings involving a child / youth and need to make multiple copies of the report**.

CANS Summary Report

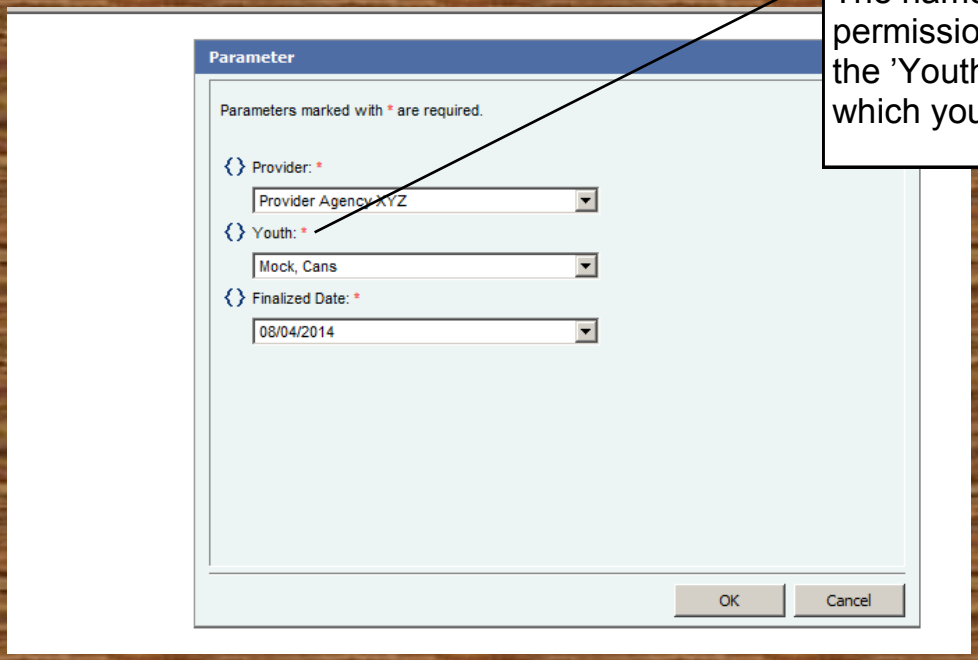
1. To choose the CANS Summary Report, click on the CANS Summary Report link.



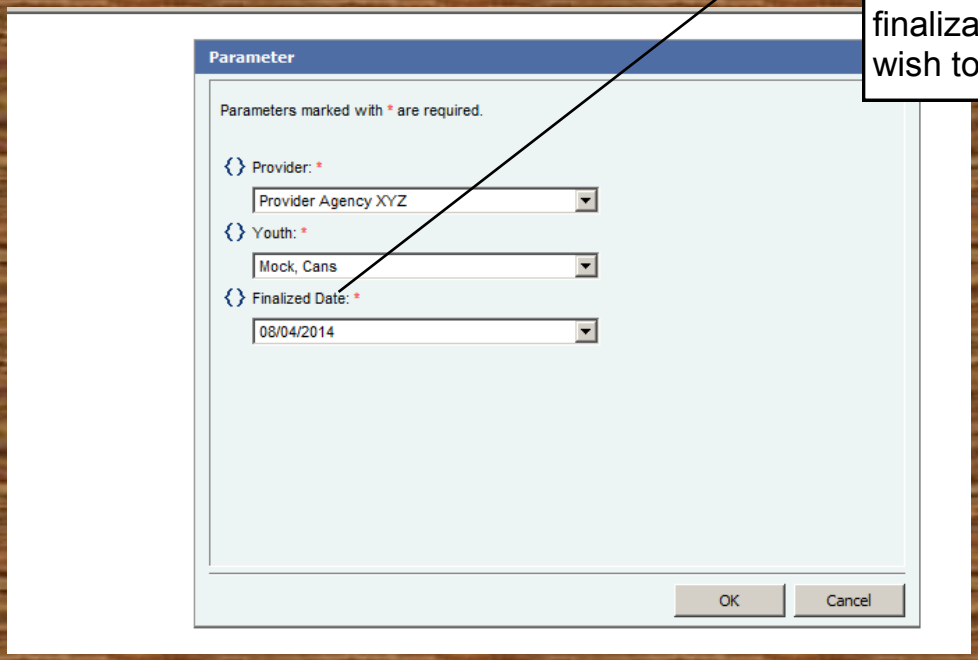
2. The report Parameter box will open for you.



As before, this dialog box will let you set the parameters for which report to look at, and what information to see. Begin with the first drop-down menu, '**Provider**.' Choose your provider name here.



The name of the client(s) which you have permission to view will appear when you click on the 'Youth' menu. Select the child/youth's record which you need to view.



The ‘Finalized Date’ menu lists all of the dates in which a CANS Assessment was finalized for this client at this agency. Select the finalization date of the assessment which you wish to view.

MT CANS TREATMENT SUMMARY REPORT

Child's Name :	Mock, Car
Child Medicaid No. :	147587896
DOB :	January 8,
Finalized Date :	July 15, 20
Provider :	Provider A
LOC/Provider Type :	CSCT
Finalized By :	Stevens, S

Traumatic/Adverse Childhood Experiences Domain

Item :	Sexual Abuse	3
Item :	Medical Trauma	2

Level of Trauma/Childhood Experiences : **Serious**

Child Strengths - Assets

Item :	Interpersonal	0	Item :	Peer Influences	
Item :	Educational	0			
Item :	Vocational	1			
Item :	Coping/Savoring Skills	0			
Item :	Resillience	1			
Item :	Youth Involvement	1			
Item :	Use of Free Time	1			

Child Strengths Building / Identification Areas

This report is often used in Treatment Planning. It summarizes each of the areas of Strength and Need, identifying needs for treatment planning, and strengths which are developed or could be developed. This summary sheet is often used with families as together you develop a story which organizes these needs and strengths and moves to setting goals and providing appropriate individualized supports to meet those goals.

MT CANS TREATMENT SUMMARY REPORT

Showing page 2 of 2

Item :	Language	3
Item :	Ritual	2

Level of Problems(s) in Cultural Consideration : **Serious**

Child Behavioral/Emotional Needs Domain

Item :	Adjustment to Trauma	3
Item :	Impulsivity	2
Item :	Depression	2
Item :	Anxiety	2
Item :	Oppositional Behavior	2
Item :	Attachment Difficulties	2
Item :	Eating Disturbances	2

Level of Child Behavioral/Emotional Needs : **Profound**

Child Risk Behaviors Domain

Level of Risk Behaviors : **None**

Rating of Children Five Years Old and Younger

Item :	Failure to Thrive	3

This report also provides a summary description of the intensity of treatment need by domain. This may help identify areas in which particularly intensive supports may be useful .

MT CANS TREATMENT SUMMARY REPORT

Showing page 1 of 4

MT CANS TREATMENT SUMMARY REPORT

Child's Name :	Mock, Cans
Child Medicaid No. :	147587896
DOB :	January 8, 2000
Finalized Date :	July 14, 2014
Provider :	Provider Agency XYZ
LOC/Provider Type :	Other
Finalized By :	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

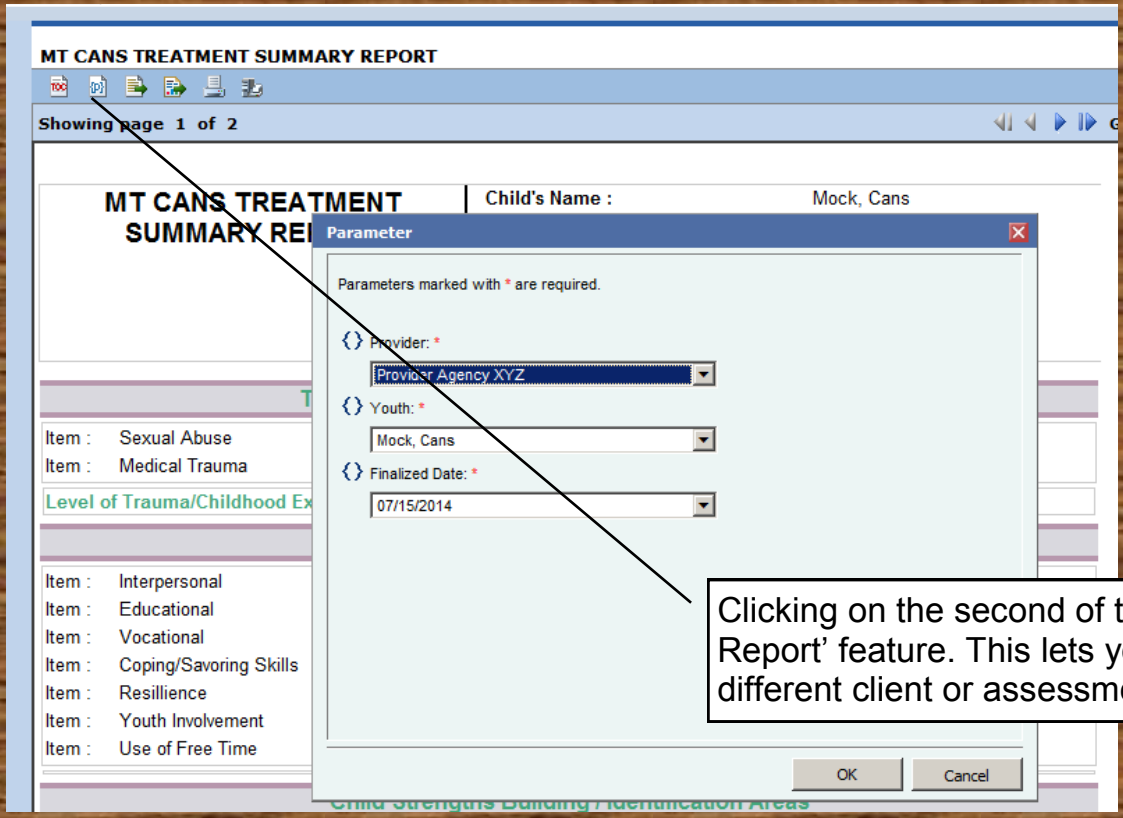
Item :	Medical Trauma	2

Level of Trauma/Childhood Experiences : M

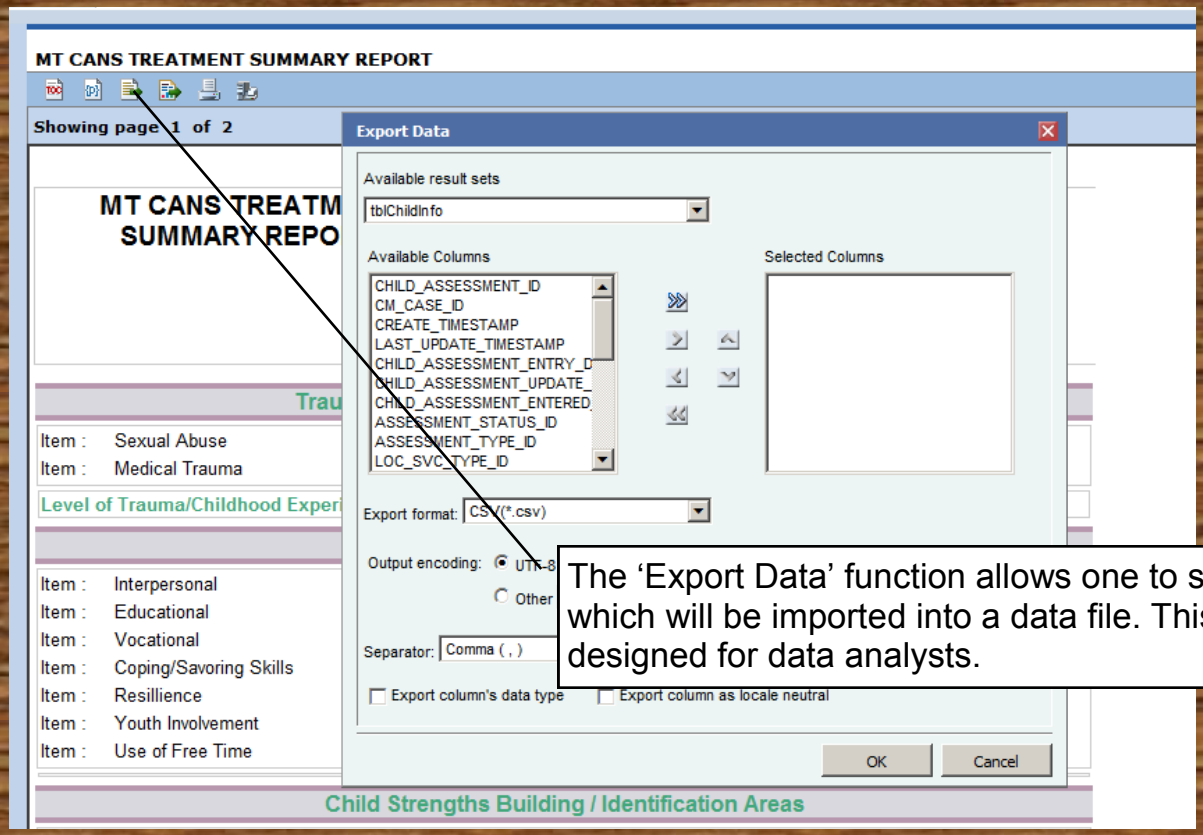
Child Strengt

Item :	Family	0
Item :	Educational	1
Item :	Vocational	1
Item :	Resillience	1
Item :	Youth Involvement	1
Item :	Use of Free Time	1

Clicking on the first of these icons activates the Table of Contents. For the Treatment Summary Report, this feature just lists the pages in this report.



Clicking on the second of these activates the ‘Run Report’ feature. This lets you run the same report for a different client or assessment.



The ‘Export Data’ function allows one to select the data which will be imported into a data file. This feature is designed for data analysts.

ort
Report

ort

MT CANS TREATMENT SUMMARY REPORT

Child's Name :	Mock, Cans
Child Medicaid No. :	147587896
DOB :	January 8, 2000
Finalized Date :	July 15, 2014
Provider :	Provider Agency XYZ
LOC/Provider Type :	CSCT
Finalized By :	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

Item :	Sexual Abuse	3
Item :	Medical Trauma	2

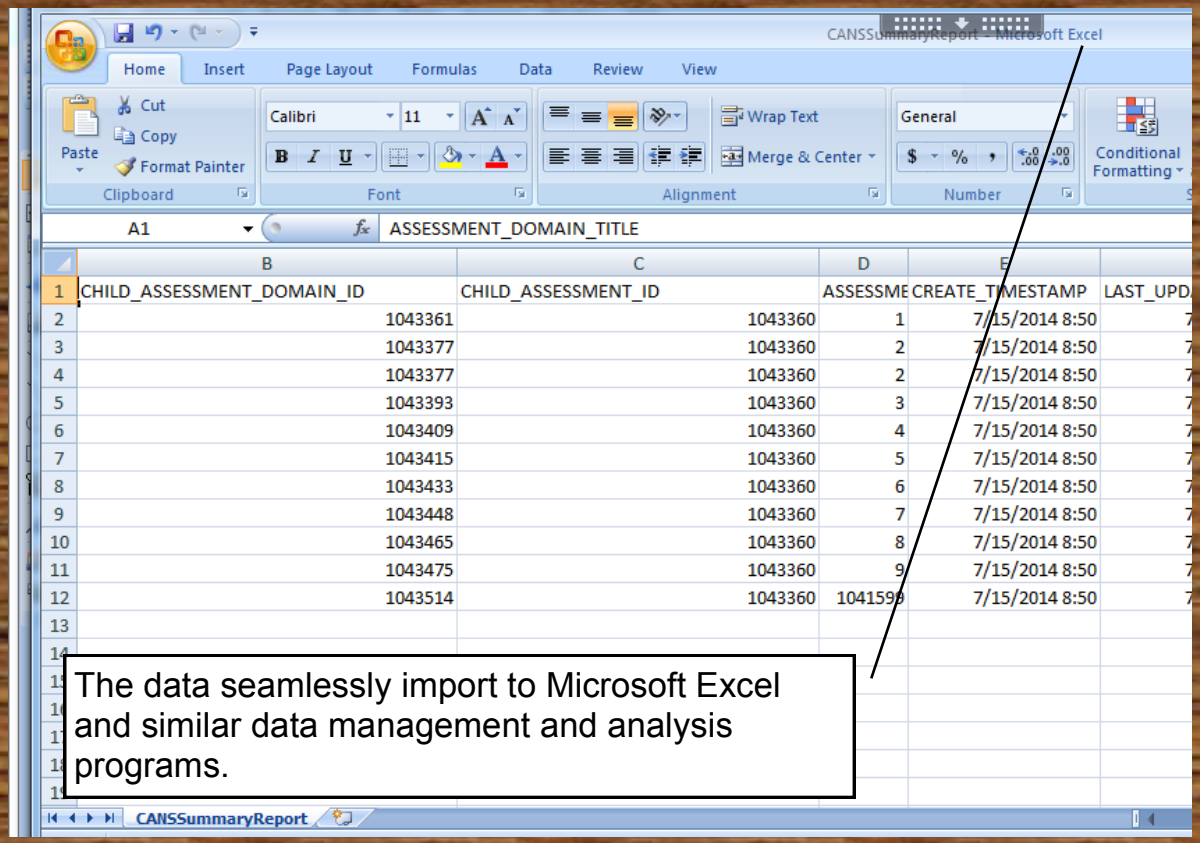
Level of Trauma/Childhood Experiences : **Serious**

Child Strengths - Assets

Item :	Interpersonal	0	Item :	Peer Influences	0
Item :	Educational	0			
Item :	Vocational	1			
Item :	Coping/Savoring Skills	0			
Item :	Resillience	1			
Item :	Youth Involvement	1			
Item :	Use of Free Time	1			

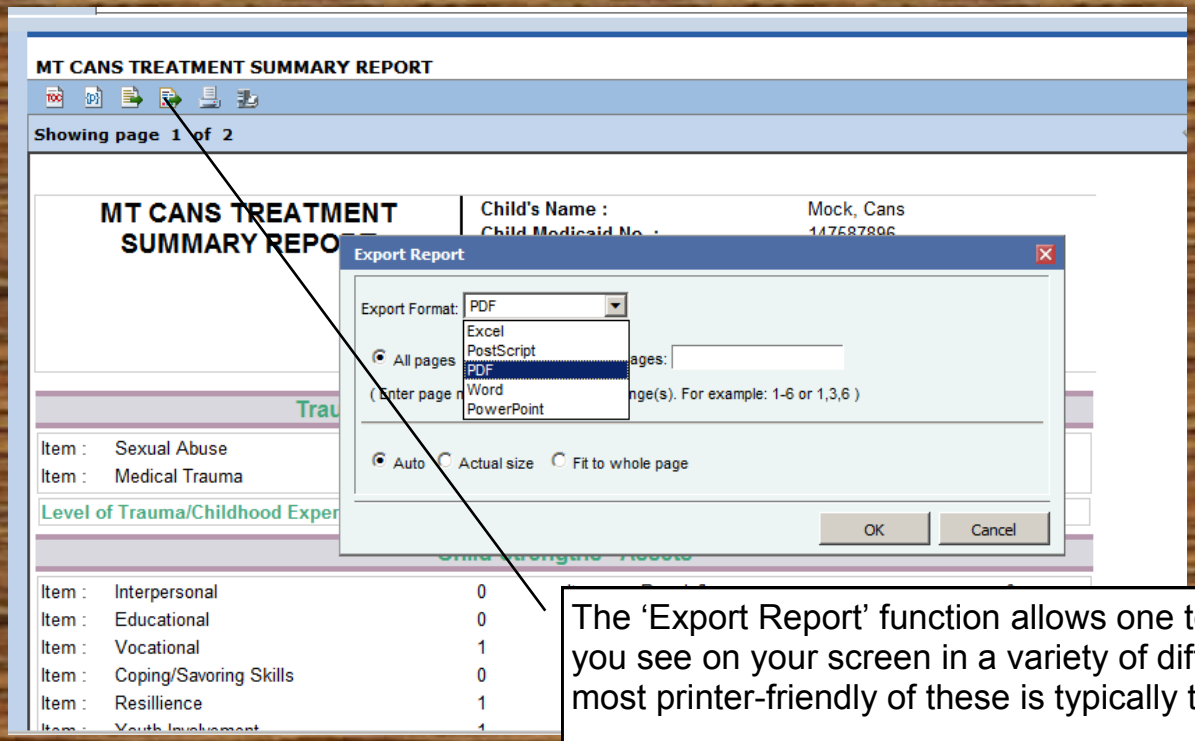
Do you want to open or save **CANSSummaryReport.csv** (1.90 KB) from **jts-test.hhs.mt.gov**? Open Save Cancel

The resulting data file can be saved or opened. Be sure if you are saving these data that they are saved to an encrypted, HIPAA-compliant device.



	B	C	D	E	
1	CHILD_ASSESSMENT_DOMAIN_ID	CHILD_ASSESSMENT_ID	ASSESSME	CREATE_TIMESTAMP	LAST_UPD
2	1043361	1043360	1	7/15/2014 8:50	7
3	1043377	1043360	2	7/15/2014 8:50	7
4	1043377	1043360	2	7/15/2014 8:50	7
5	1043393	1043360	3	7/15/2014 8:50	7
6	1043409	1043360	4	7/15/2014 8:50	7
7	1043415	1043360	5	7/15/2014 8:50	7
8	1043433	1043360	6	7/15/2014 8:50	7
9	1043448	1043360	7	7/15/2014 8:50	7
10	1043465	1043360	8	7/15/2014 8:50	7
11	1043475	1043360	9	7/15/2014 8:50	7
12	1043514	1043360	1041599	7/15/2014 8:50	7
13					

The data seamlessly import to Microsoft Excel and similar data management and analysis programs.



The 'Export Report' function allows one to export the report you see on your screen in a variety of different formats. The most printer-friendly of these is typically the .pdf format.

The formatting matters in that families may be confused by layouts which are not intuitive and easy to follow. Families already are navigating a new culture and language when talking to behavioral health professionals. Providing an easily-readable summary of your assessment can help alleviate their anxiety and improve collaboration.

MT CANS TREATMENT SUMMARY REPORT

Showing page 1 of 2

MT CANS TREATMENT SUMMARY REPORT

Child's Name :	Mock, Cans
Child Medicaid No. :	147587896
DOB :	January 8, 2000
Finalized Date :	July 15, 2014
Provider :	Provider Agency XYZ
LOC/Provider Type :	CSCT
Finalized By :	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

Item :	Sexual Abuse	3
Item :	Medical Trauma	2

Level of Trauma/Childhood Experiences : **Serious**

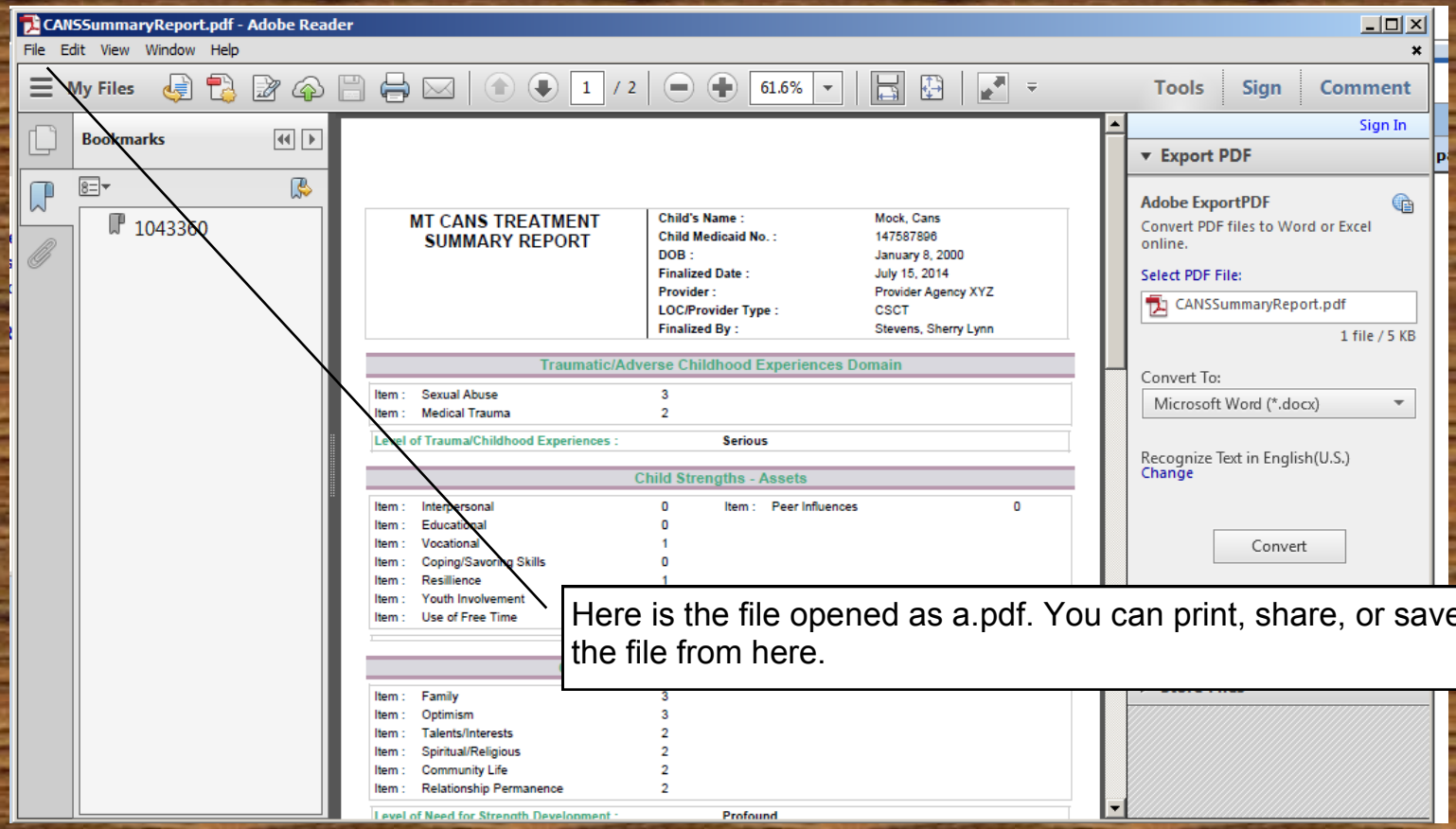
Child Strengths - Assets

Item :	Interpersonal	0	Item :	Peer Influences	0
Item :	Educational	0			
Item :	Vocational	1			

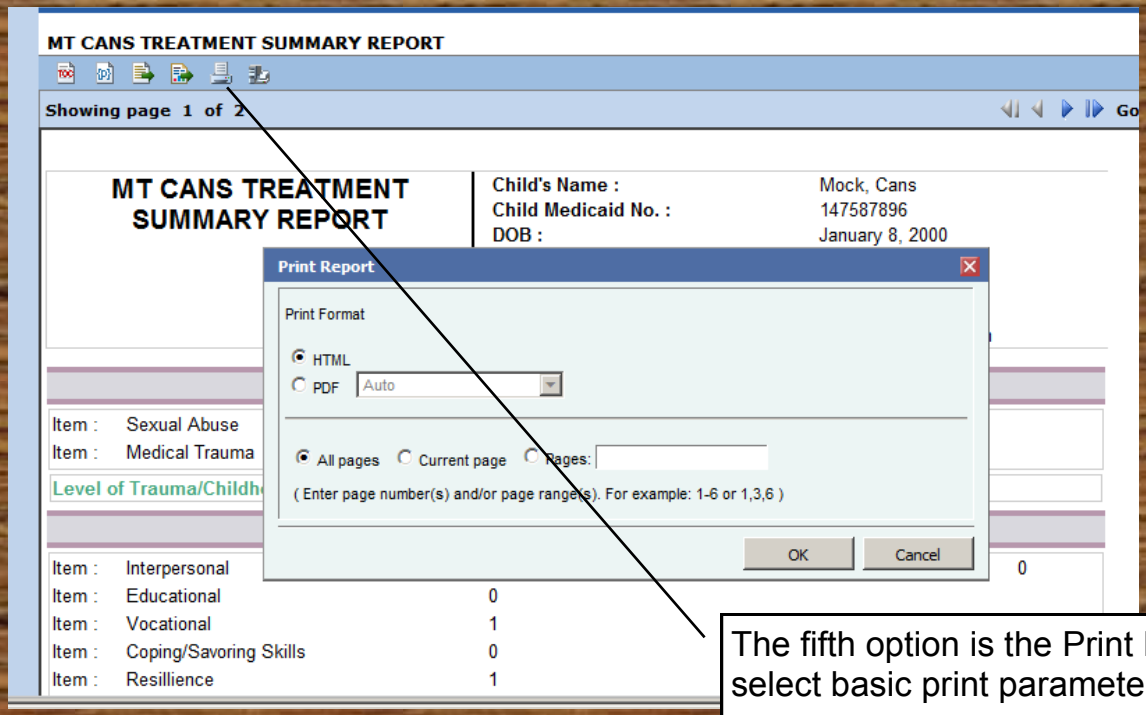
Do you want to open or save **CANSSummaryReport.pdf** from **jts-test.hhs.mt.gov**?

Open | Save | Cancel

When you save the report, be sure that it is saved on a HIPAA-compliant device.



Here is the file opened as a.pdf. You can print, share, or save the file from here.



The fifth option is the Print Report option. It allows you to select basic print parameters and print this report.

MT CANS TREATMENT SUMMARY REPORT

Showing page 1 of 2

MT CANS TREATMENT SUMMARY REPORT

Child's Name :	Mock, Cans
Child Medicaid No. :	147587896
DOB :	January 8, 2000
Finalized Date :	July 15, 2014
Provider :	Provider Agency XYZ
LOC/Provider Type :	CSCT
Finalized By :	Stevens, Sherry Lynn

Traumatic/Adverse Childhood Experiences Domain

Item :	Sexual Abuse	3
Item :	Medical Trauma	2

Level of Trauma/Childhood Experiences : **Serious**

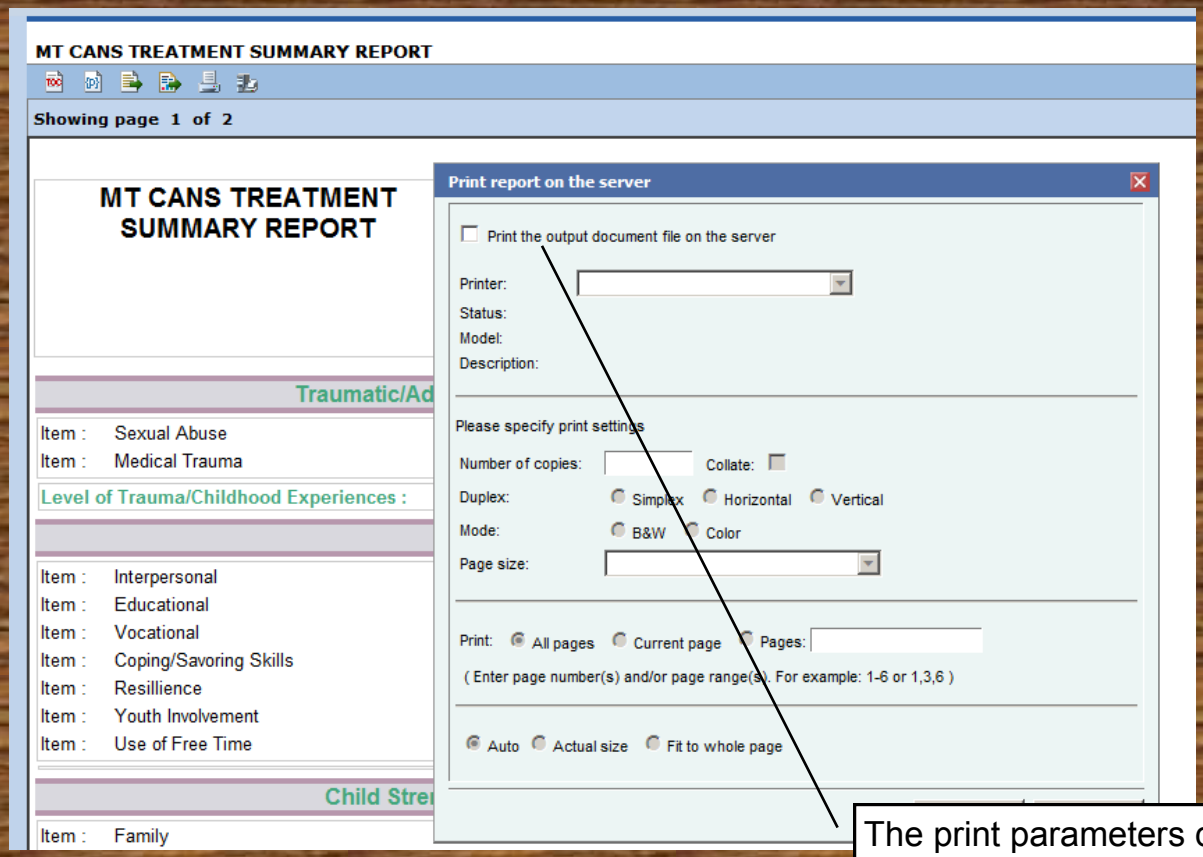
Child Strengths - Assets

Item :	Interpersonal	0	Item :	Peer Influences	0
Item :	Educational	0			
Item :	Vocational	1			
Item :	Coping/Savoring Skills	0			
Item :	Resillience	1			
Item :	Youth Involvement	1			
Item :	Use of Free Time	1			

Child Strengths Building / Identifi

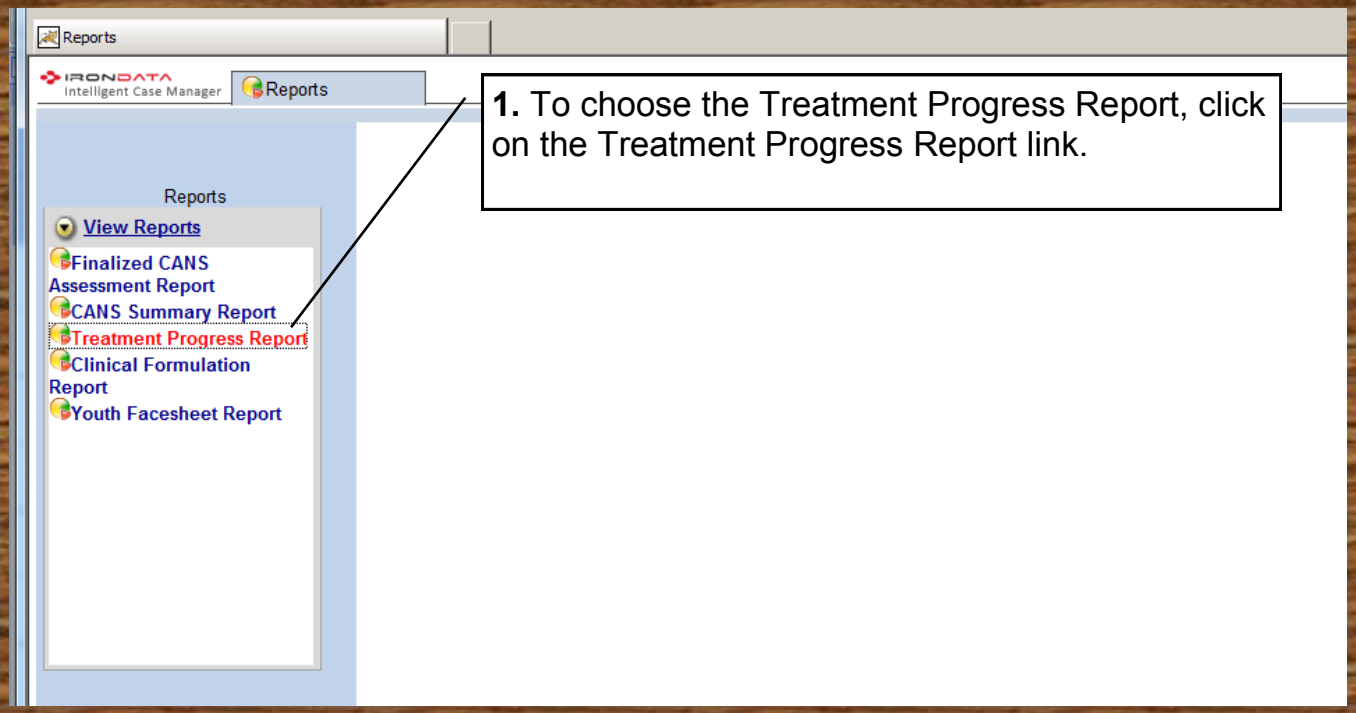
Item :	Family	3
Item :	Optimism	3

The final option here is the function which allows you to print on the server.

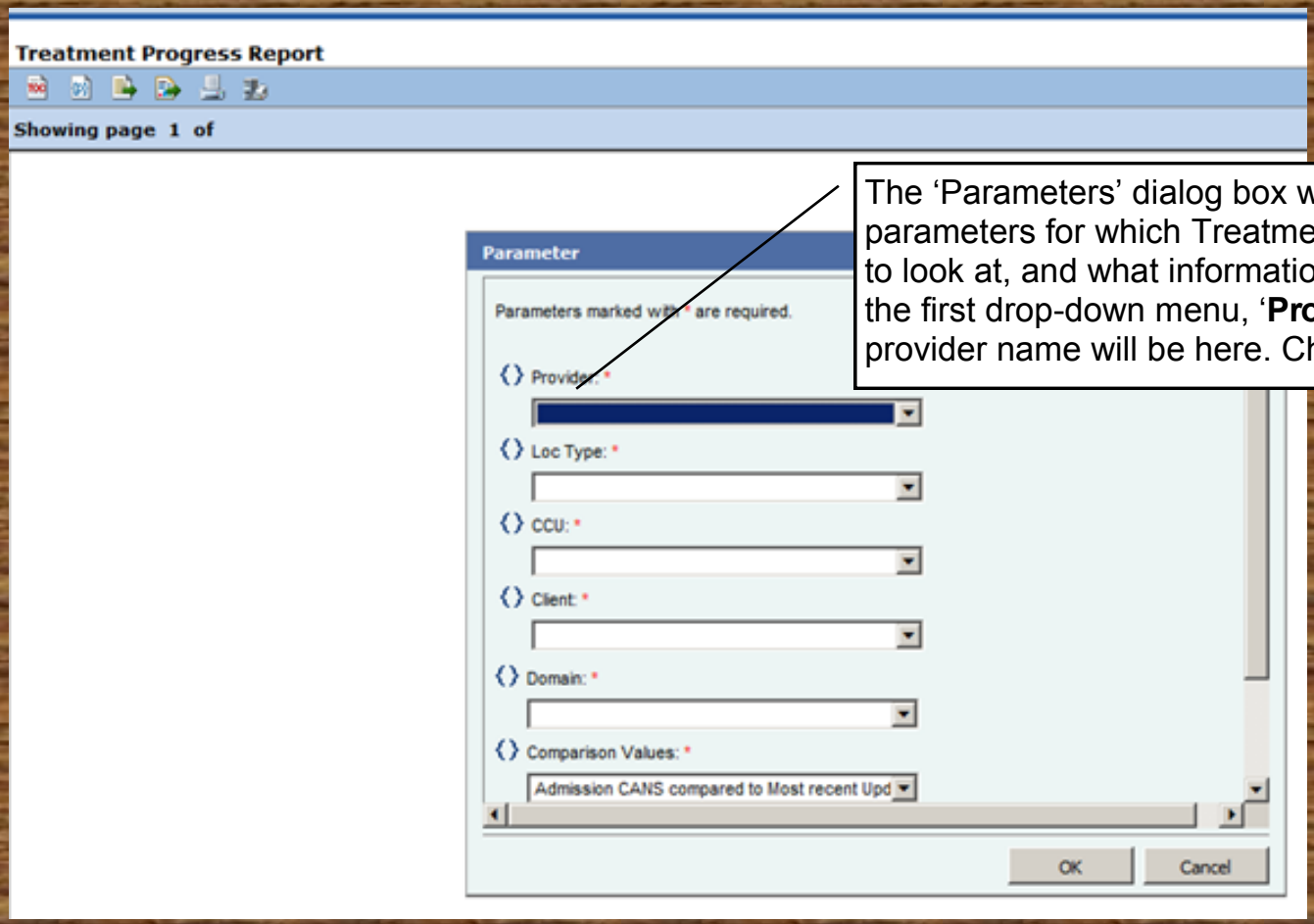


The print parameters dialog box allows you to select the printer, number of copies, page range, fit to the paper, and similar specifications.

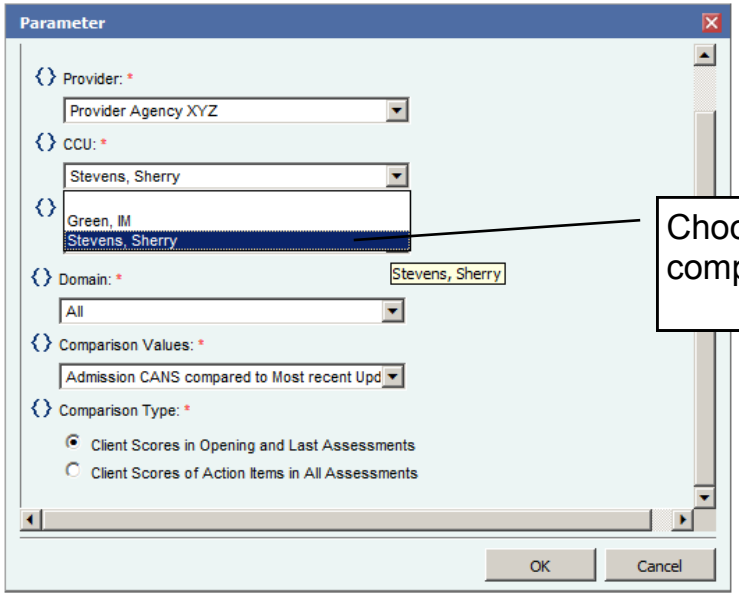
CANS Treatment Progress Report



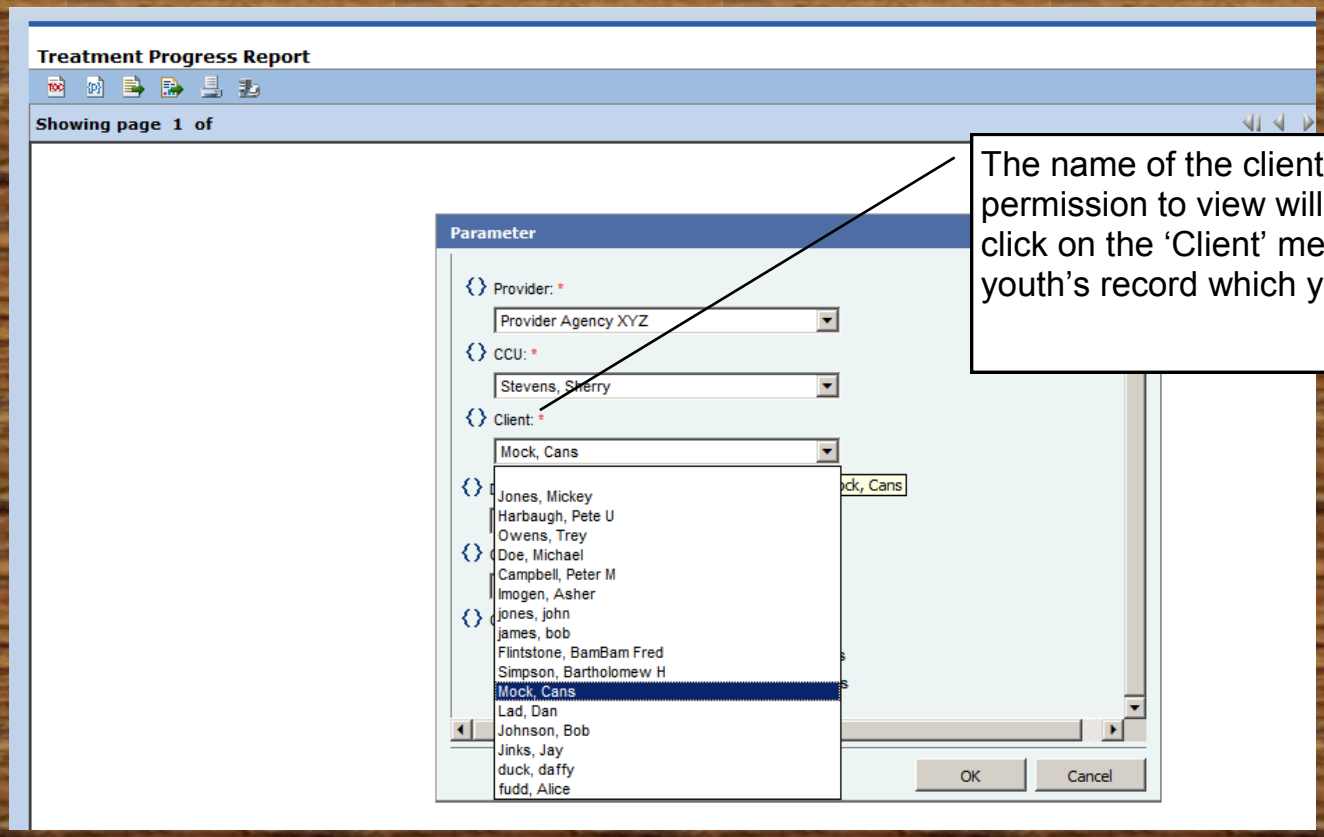
1. To choose the Treatment Progress Report, click on the Treatment Progress Report link.



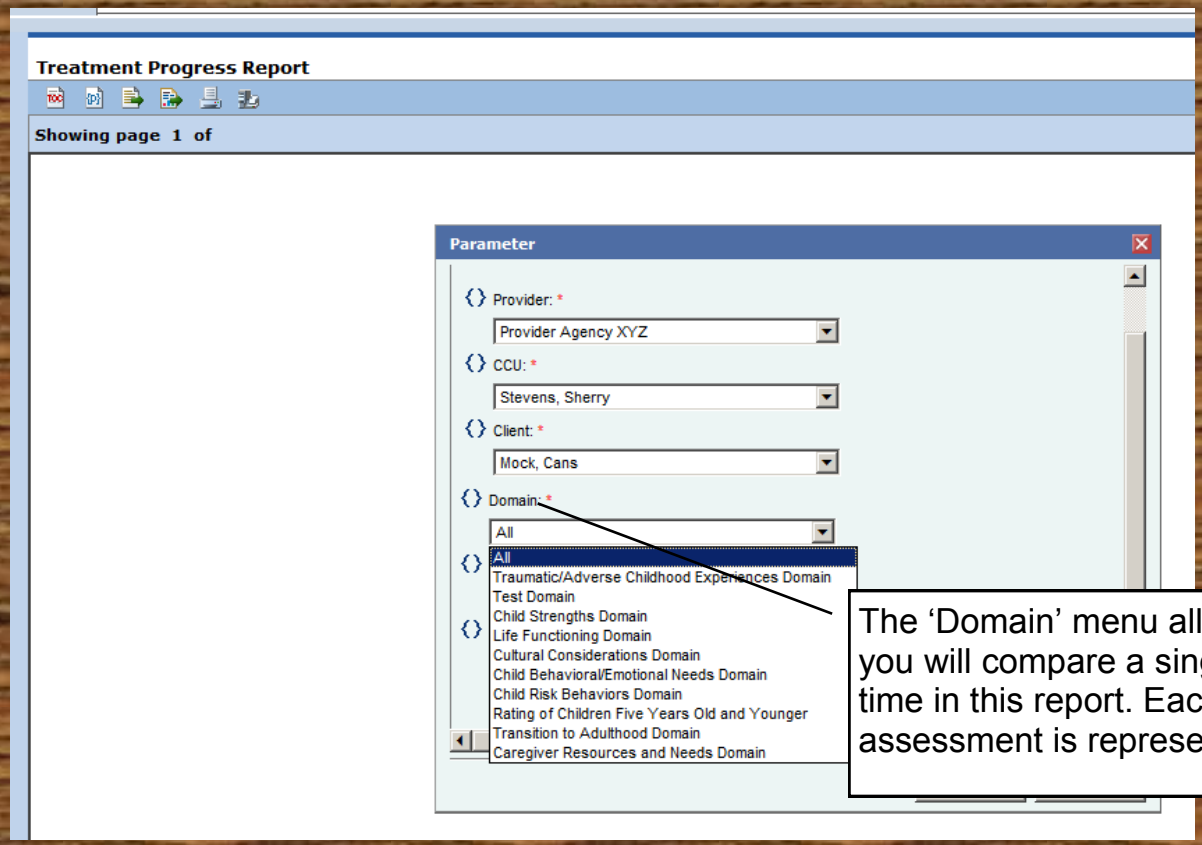
The ‘Parameters’ dialog box will let you set the parameters for which Treatment Progress Report to look at, and what information to see. Begin with the first drop-down menu, ‘**Provider**.’ Your provider name will be here. Choose it.



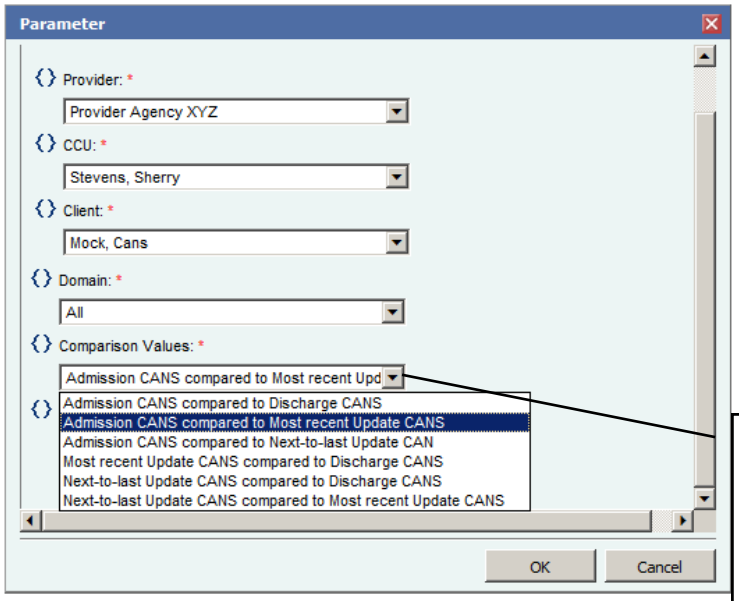
Choose the certified CANS user who completed the assessments.



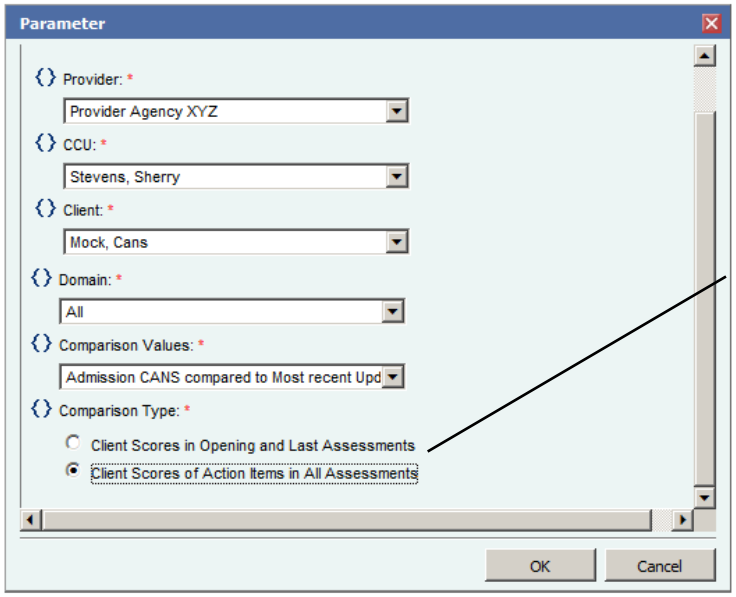
The name of the client(s) which you have permission to view will appear when you click on the 'Client' menu. Select the child/ youth's record which you need to view.



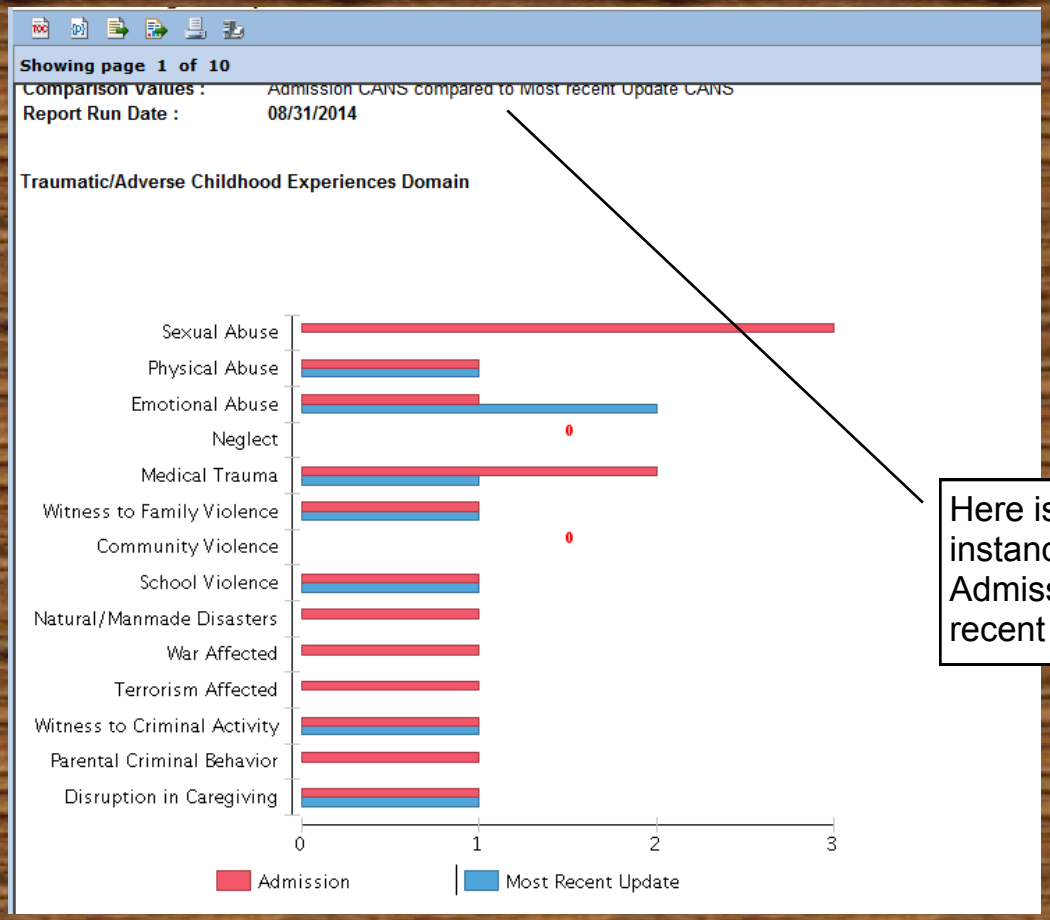
The ‘Domain’ menu allows you to choose whether you will compare a single or multiple domains over time in this report. Each domain on the CANS assessment is represented in the menu.



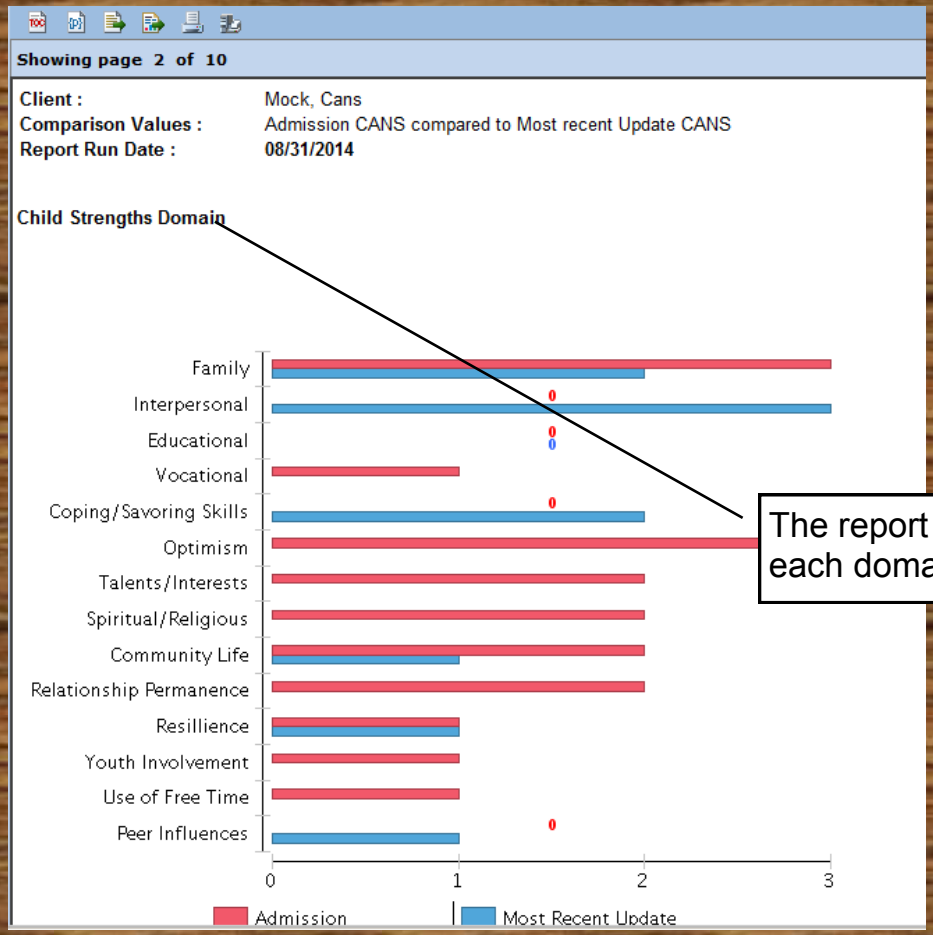
The ‘Comparison Values’ menu allows you to define which sets of assessments will be compared. Because this report looks at change over time, at least two assessments are always involved.



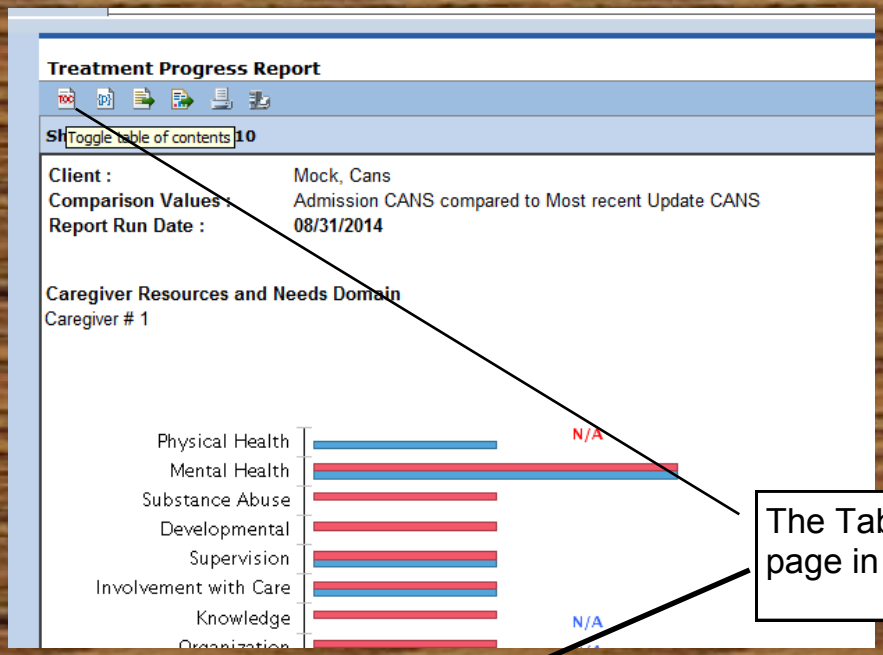
The Comparison Type option allows for one to choose to see scores compared across two assessments or across *all* assessments. This is helpful in understanding trajectories of change when you have completed more than two CANS during treatment.



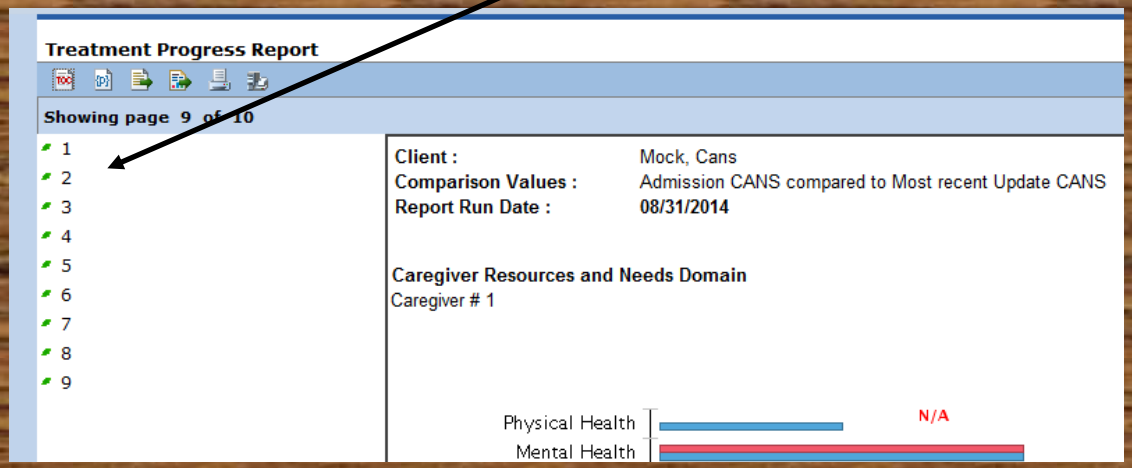
Here is an example of the report, in this instance comparing the CANS ratings at Admission to the CANS ratings on the most recent CANS.

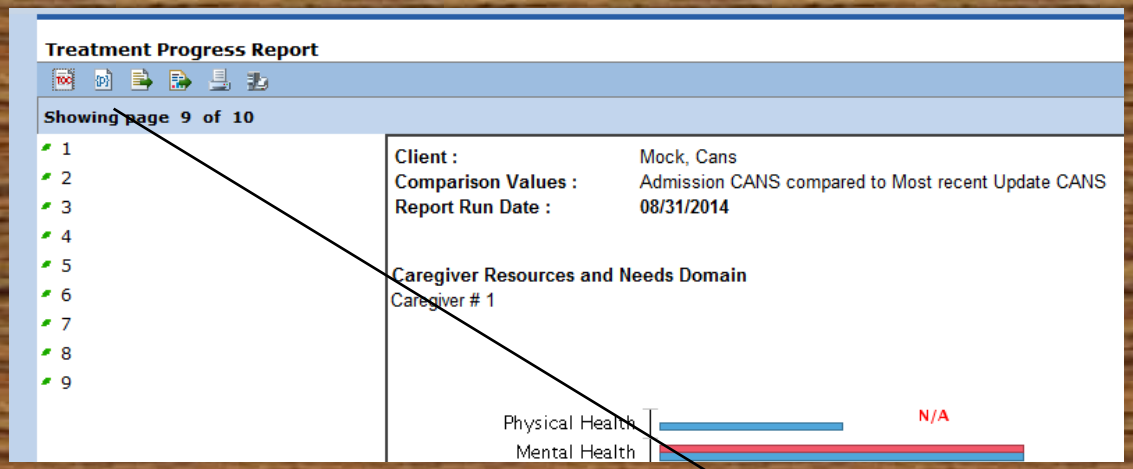


The report provides these comparisons by item across each domain.

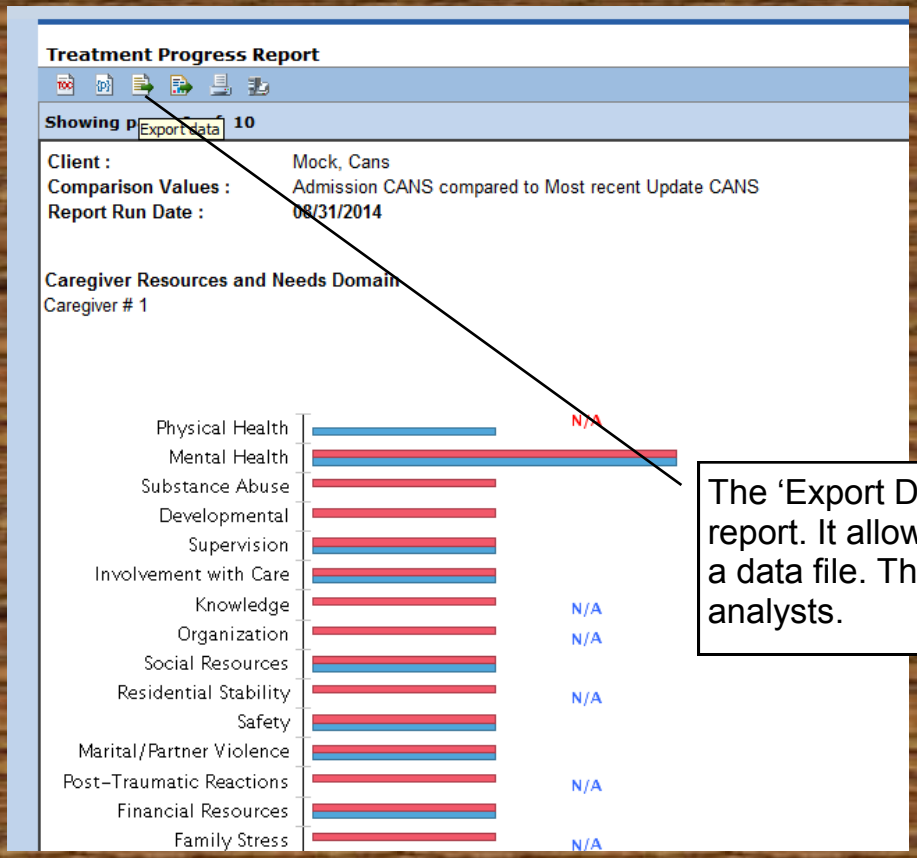


The Table of Contents icon provides a listing of each page in the report, when clicked.

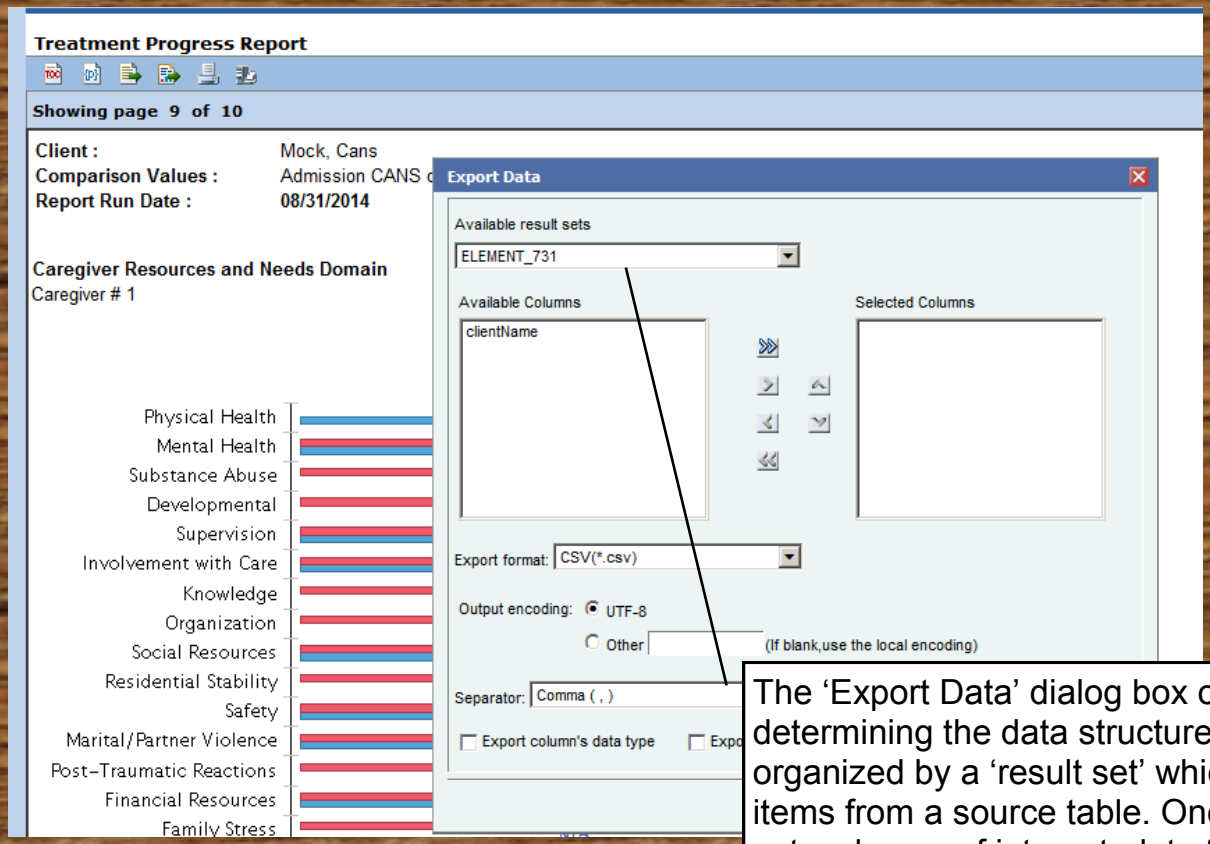




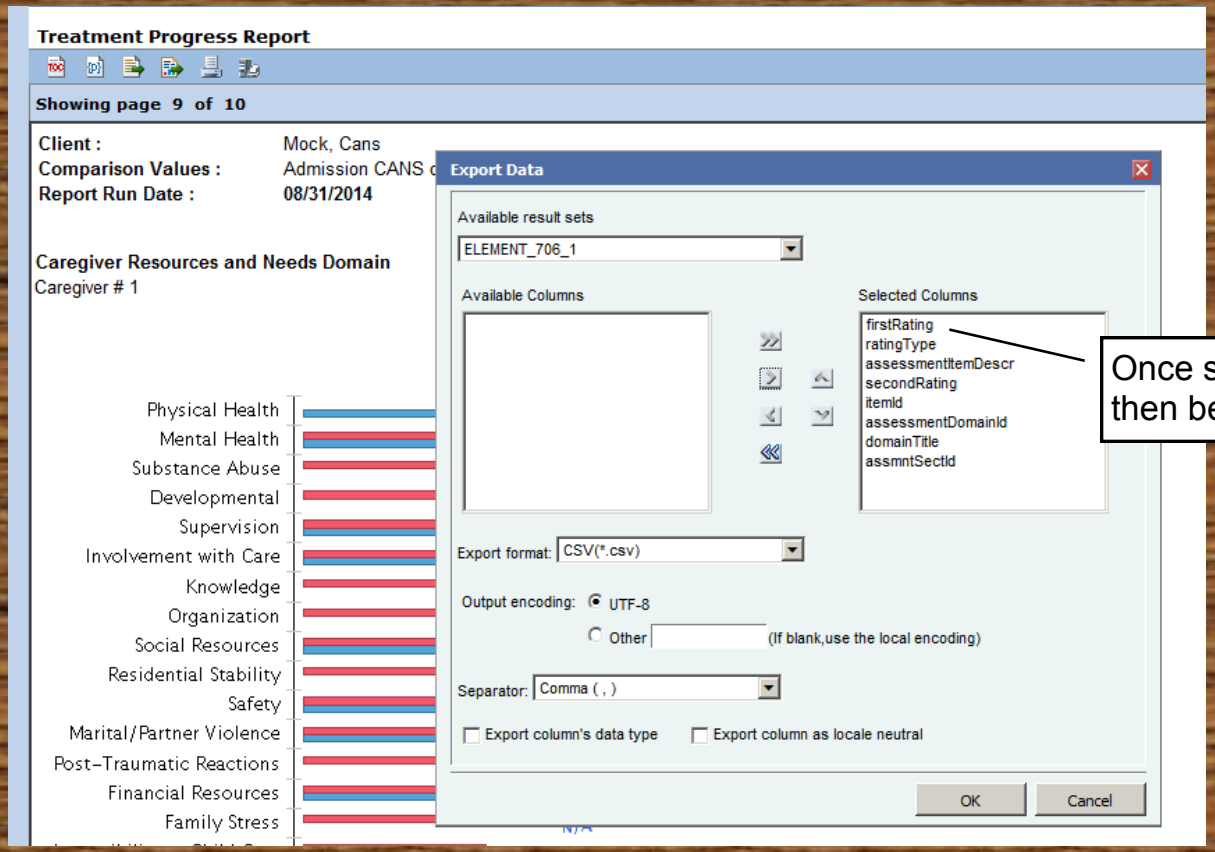
Clicking on the second icon will bring up a dialog box which will allow you to run the same report again, but with different parameters entered. This is useful if you need to quickly run this same report for a different Youth.



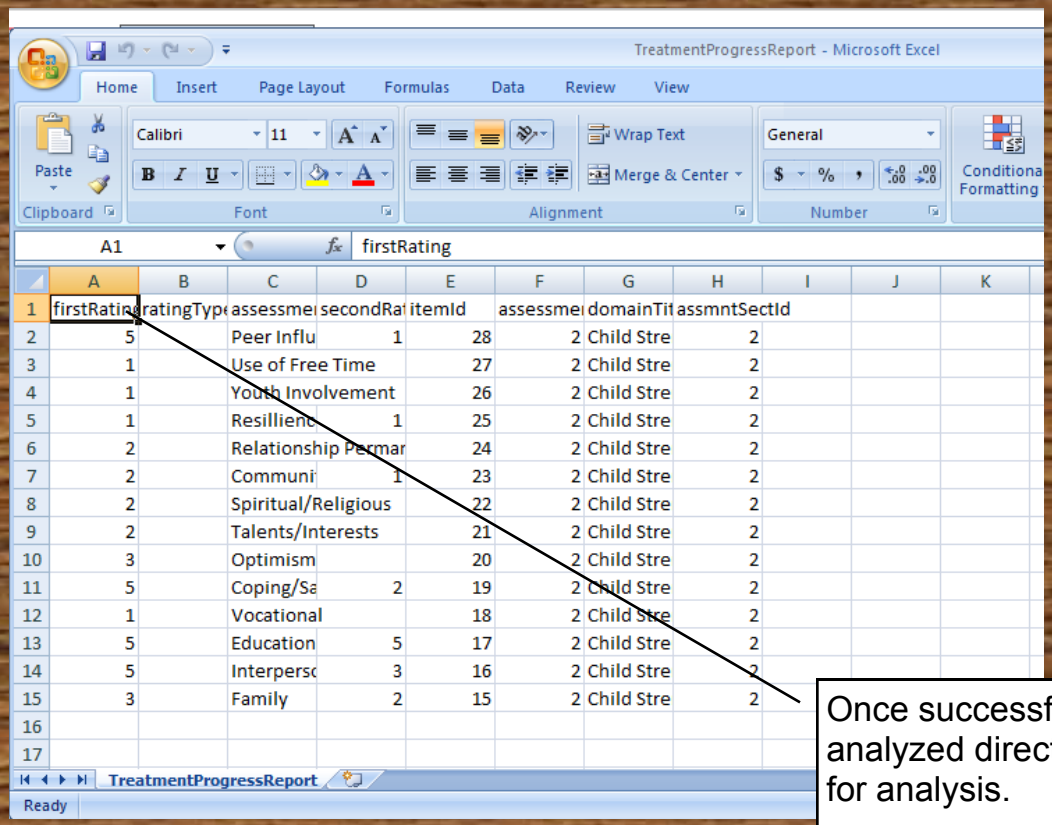
The 'Export Data' function is also available for this report. It allows you to select the data for import into a data file. This feature is designed for data analysts.



The 'Export Data' dialog box offers a series of options for determining the data structure and format for export., organized by a 'result set' which is typically a series of items from a source table. One can choose the data table / set, columns of interest, data format, encoding, and separator. This allows for data import to database and data analysis programs.

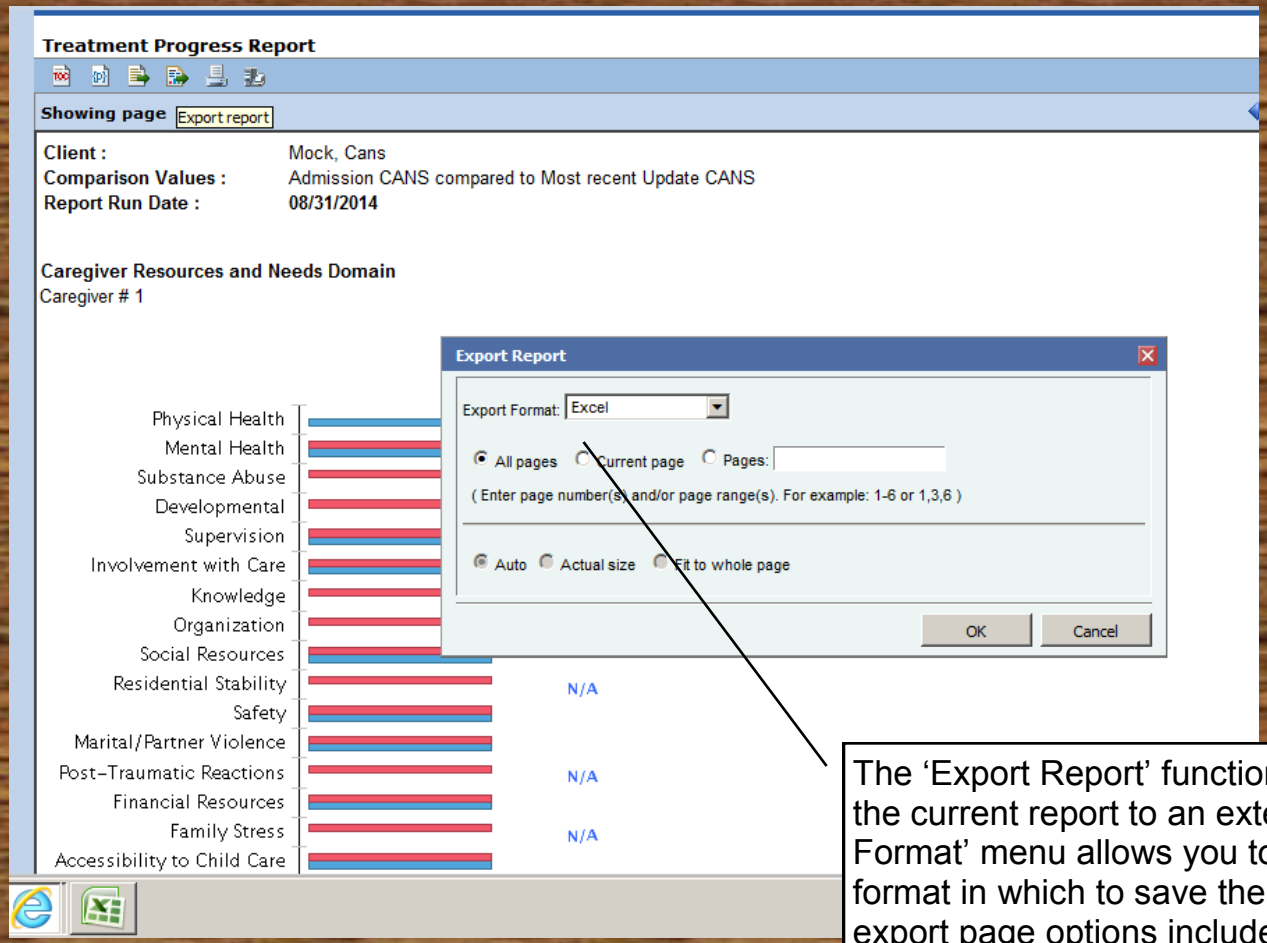


Once selected, these items can then be exported.

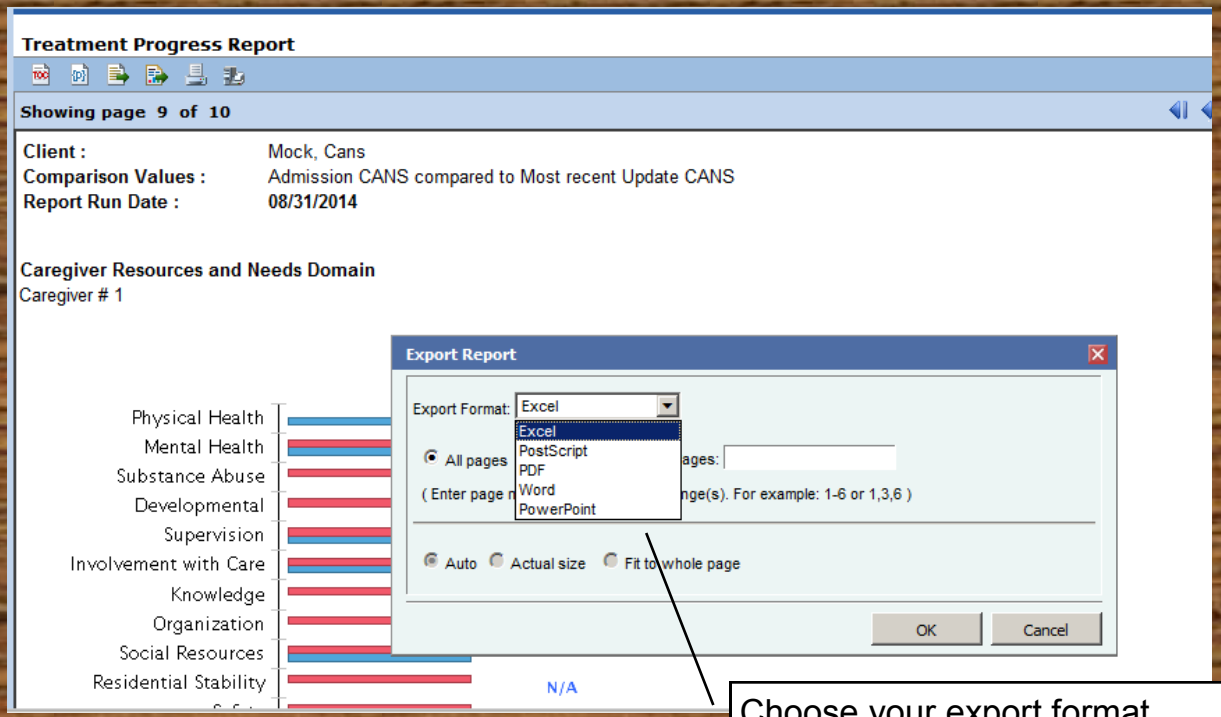


firstRating	ratingType	assessmei	secondRa	itemId	assessmei	domainTit	assmntSectId
5		Peer Influ	1	28	2	Child Stre	2
1		Use of Free Time		27	2	Child Stre	2
1		Youth Involvement		26	2	Child Stre	2
1		Resilliend	1	25	2	Child Stre	2
2		Relationship Permar		24	2	Child Stre	2
2		Communi	1	23	2	Child Stre	2
2		Spiritual/Religious		22	2	Child Stre	2
2		Talents/Interests		21	2	Child Stre	2
3		Optimism		20	2	Child Stre	2
5		Coping/Sa	2	19	2	Child Stre	2
1		Vocational		18	2	Child Stre	2
5		Education	5	17	2	Child Stre	2
5		Interpersc	3	16	2	Child Stre	2
3		Family	2	15	2	Child Stre	2

Once successfully exported, these data can be analyzed directly or imported into another program for analysis.



The 'Export Report' function allows you to export the current report to an external file. The 'Export Format' menu allows you to choose which file format in which to save the exported file. The export page options include exporting all pages in the report, exporting the current page, or exporting select pages from a range of your choosing. The page sizing options allow you to size the report to different page formats, affecting how the report looks and prints.



Choose your export format.

Manager | Reports | Hel

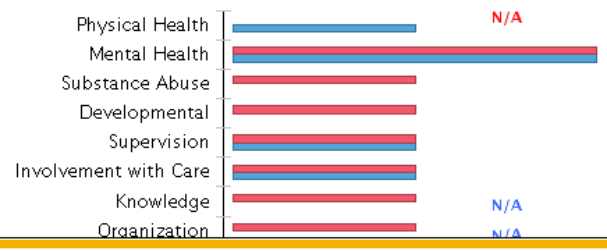
Reports
ports
CANS Report
mary Report
Progress Report
rmulation
esheet Report

Treatment Progress Report

Showing page 9 of 10 | **Go to page:**

Client : Mock, Cans
Comparison Values : Admission CANS compared to Most recent Update CANS
Report Run Date : 08/31/2014

Caregiver Resources and Needs Domain
Caregiver # 1



Do you want to open or save **TreatmentProgressReport.pdf** from **jts-test.hhs.mt.gov**? | Open | Save | Cancel

Choose whether to open or save the report.

File Edit View Window Help

1 / 10 75%

Bookmarks

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2
3
4
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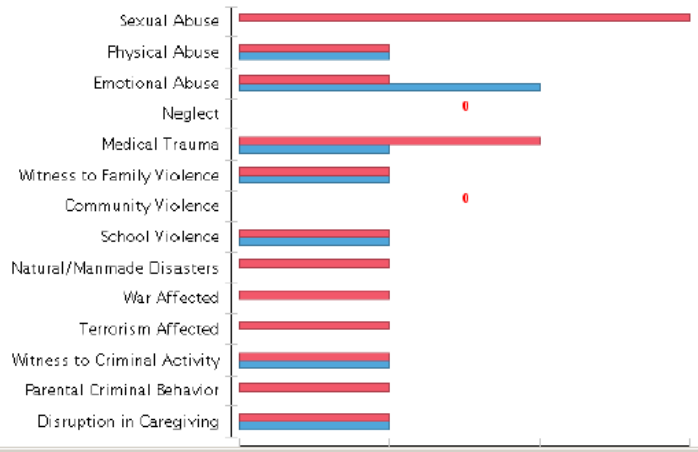
9

Treatment Progress Report

Finalized Date :	2014-01-23	Finalized By :	Sherry Stevens
Provider Agency Name :	Provider Agency XYZ	Client Name :	Mock, Cans
LOC / Service Type :	PRTF	Medicaid No. :	147587896
DOB :	2000-01-08		

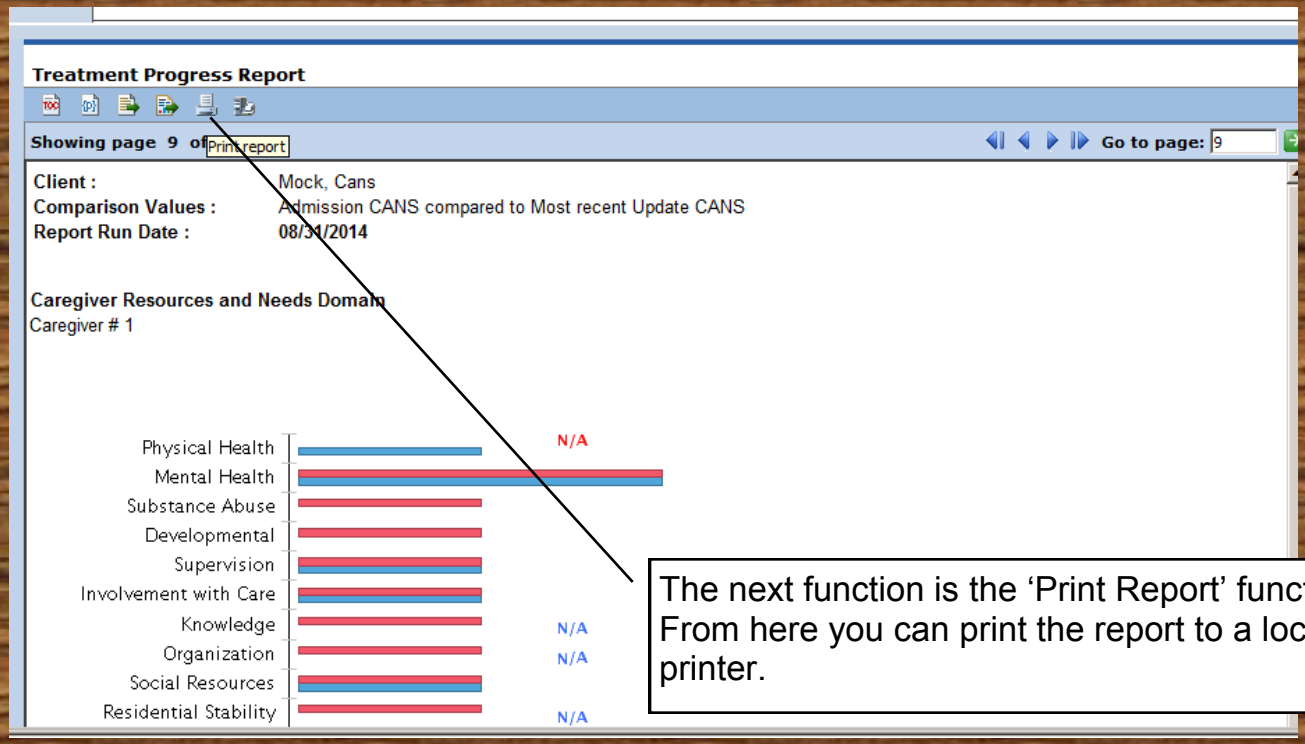
Client : Mock, Cans
Comparison Values : Admission CANS
Report Run Date : 08/31/2014

Traumatic/Adverse Childhood Experiences

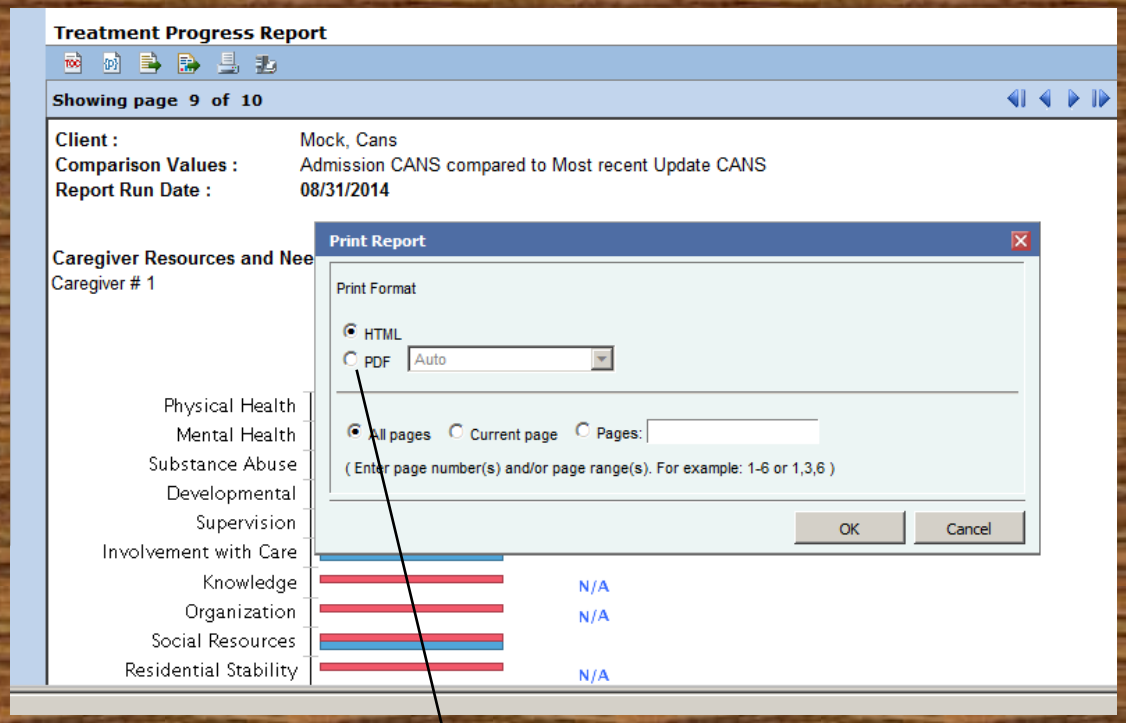


This .pdf allows us to easily see and communicate progress with caregivers, youth, and professionals.

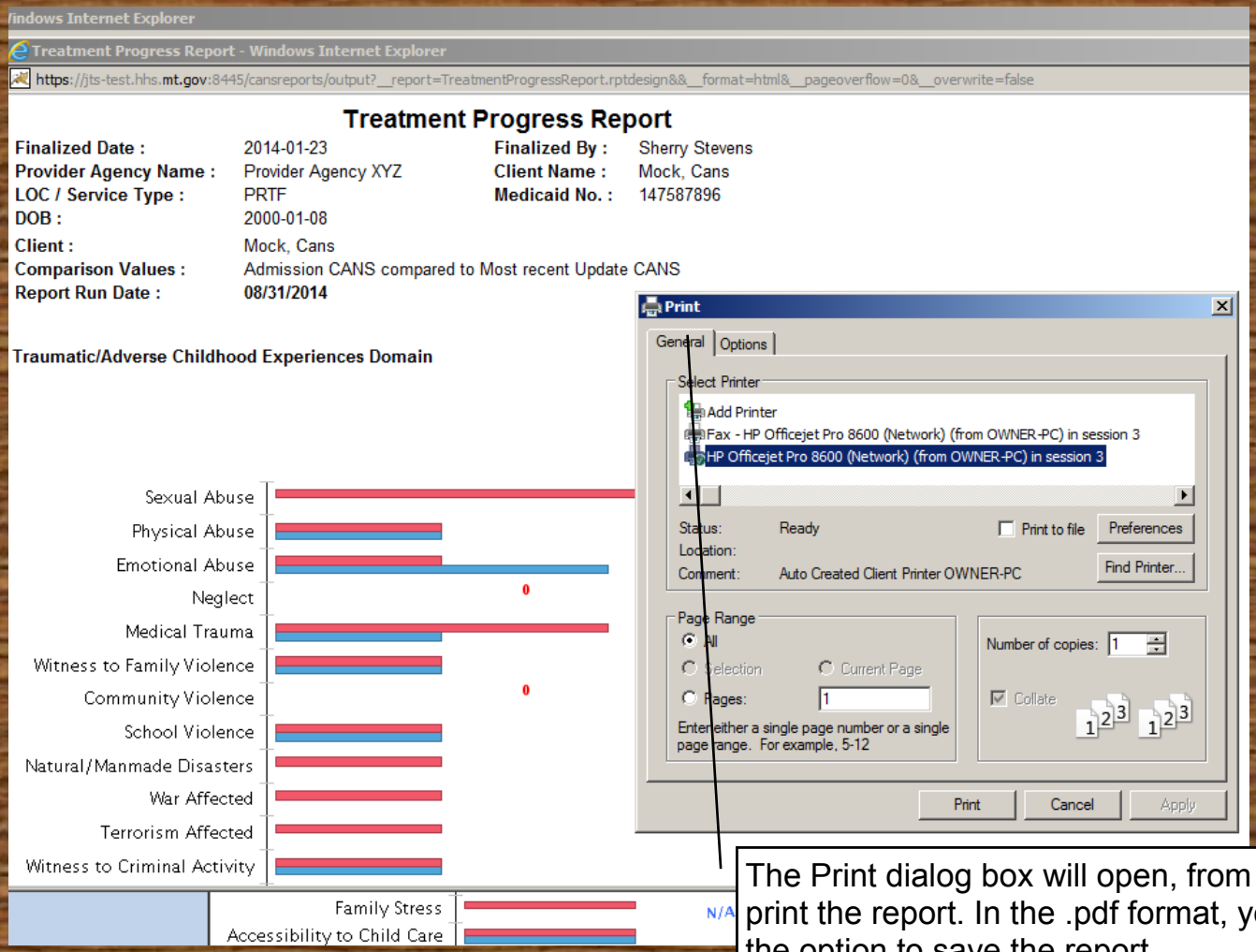
Start



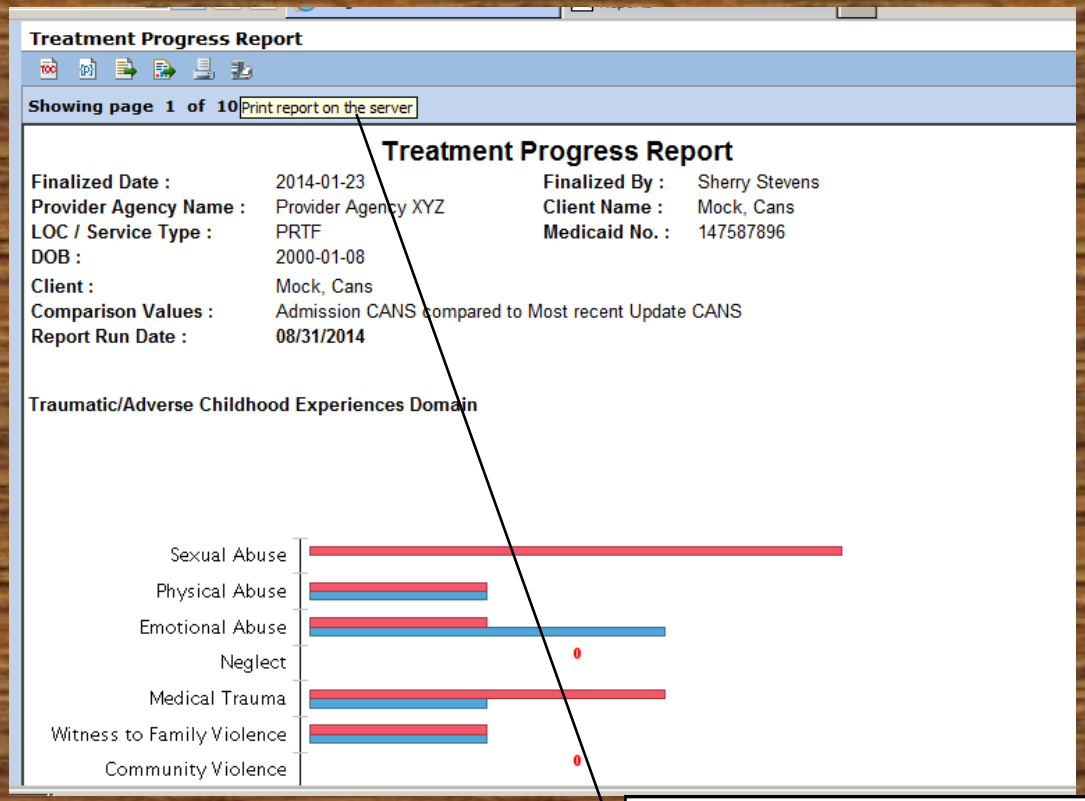
The next function is the 'Print Report' function. From here you can print the report to a local printer.



Choose the print option which works best for you. Then click 'OK.'



The Print dialog box will open, from which you can print the report. In the .pdf format, you also have the option to save the report.



The last function in the toolbar is the 'Print Report on the Server' function, which allows you to print the report to your networked printer, if you have one.

Treatment Progress Report

Showing page 1 of 10

Go to page:

Finalized Date : 2014-01-23
Provider Agency Name : Provider Agency X
LOC / Service Type : PRTF
DOB : 2000-01-08
Client : Mock, Cans
Comparison Values : Admission CANS
Report Run Date : 08/31/2014

Traumatic/Adverse Childhood Experiences D

Sexual Abuse
Physical Abuse
Emotional Abuse
Neglect
Medical Trauma
Witness to Family Violence
Community Violence
School Violence
Natural/Manmade Disasters
War Affected
Terrorism Affected

Print report on the server

Print the output document file on the server

Printer:
Status:
Model:
Description:

Please specify print settings

Number of copies: Collate:
Duplex: Simplex Horizontal Vertical
Mode: B&W Color
Page size:

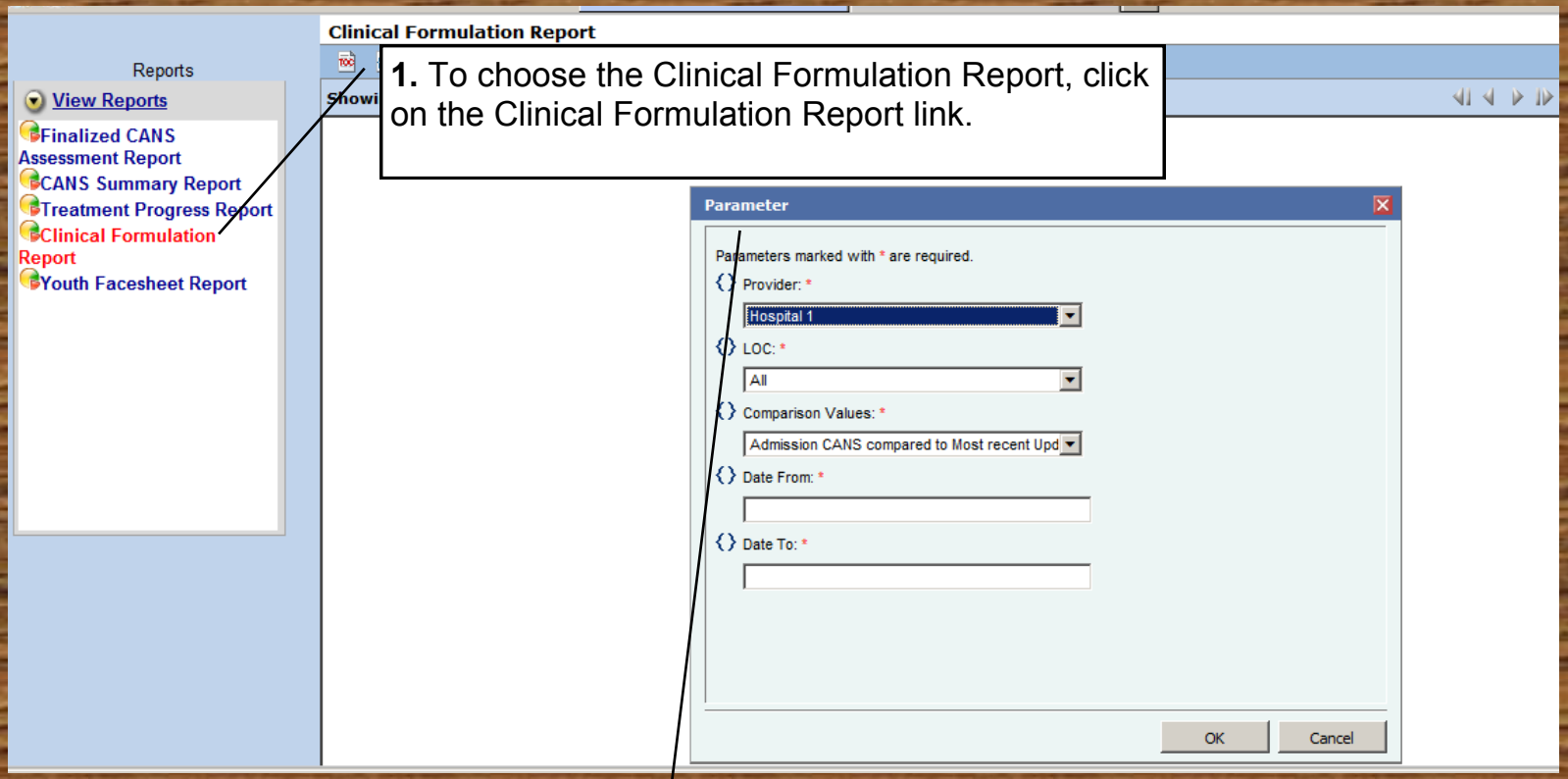
Print: All pages Current page Pages:
(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

Auto Actual size Fit to whole page

OK Cancel

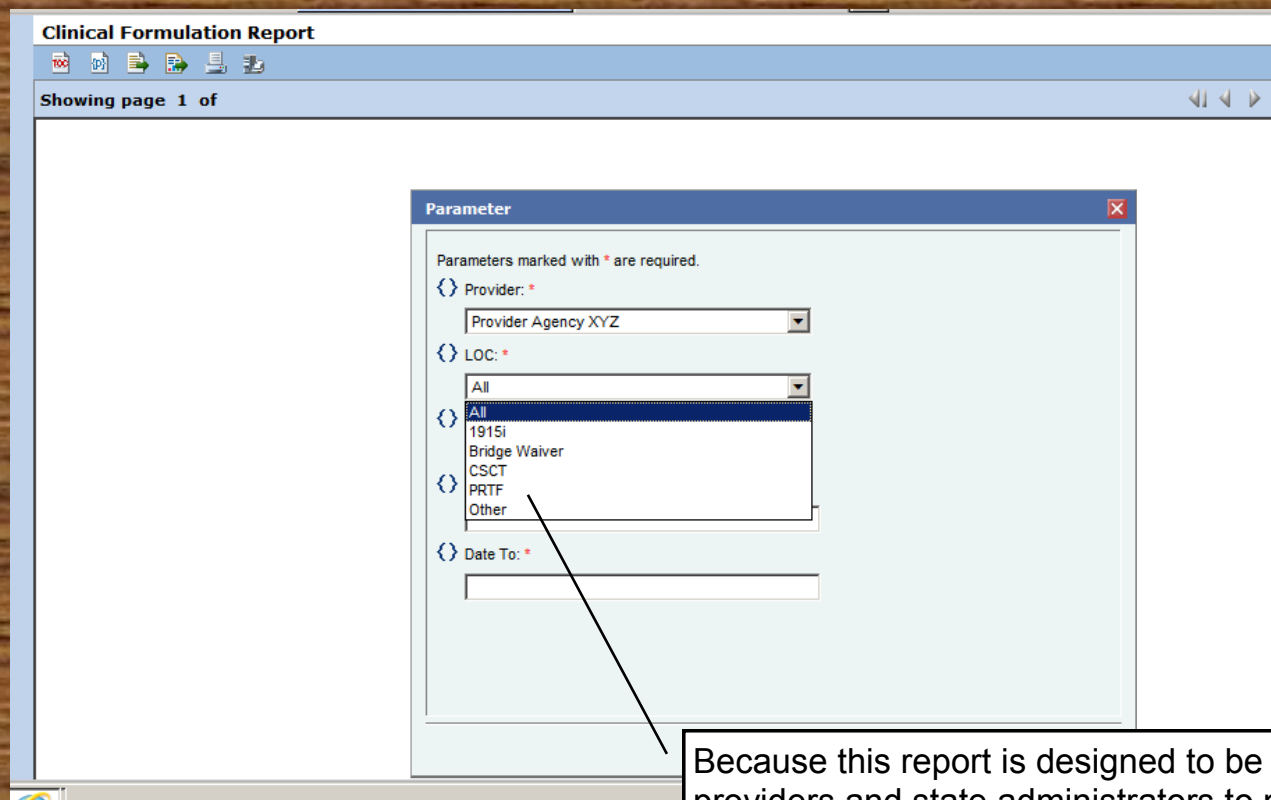
The print parameters dialog box allows you to select the printer, number of copies, page range, fit to the paper, and similar specifications.

CANS Clinical Formulation Report

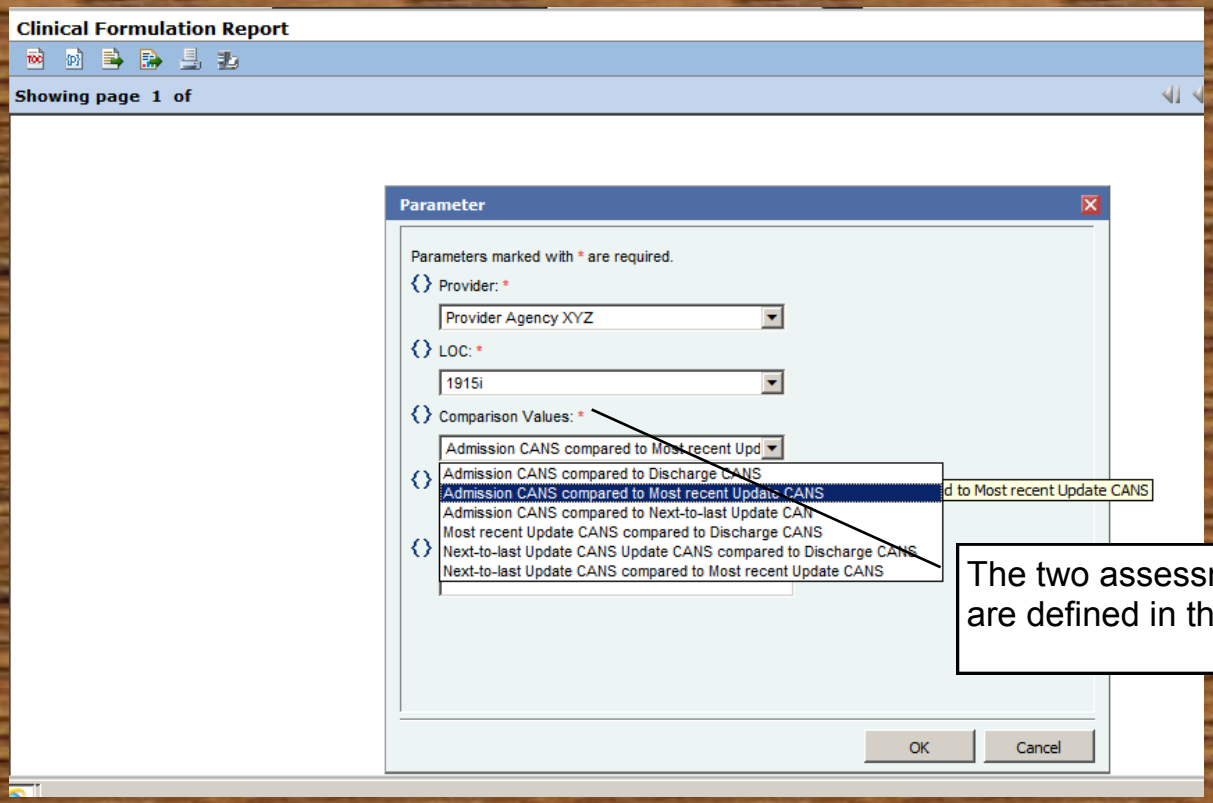


1. To choose the Clinical Formulation Report, click on the Clinical Formulation Report link.

2. The 'Parameter' dialog box will open. Begin with the first drop-down menu, '**Provider**.' Choose your provider name here.



Because this report is designed to be used by providers and state administrators to provide comparisons at the agency level, both Provider and Level of Care must be specified.



The two assessment points for comparison are defined in this drop-down menu.

Clinical Formulation Report

Showing page 1 of 1

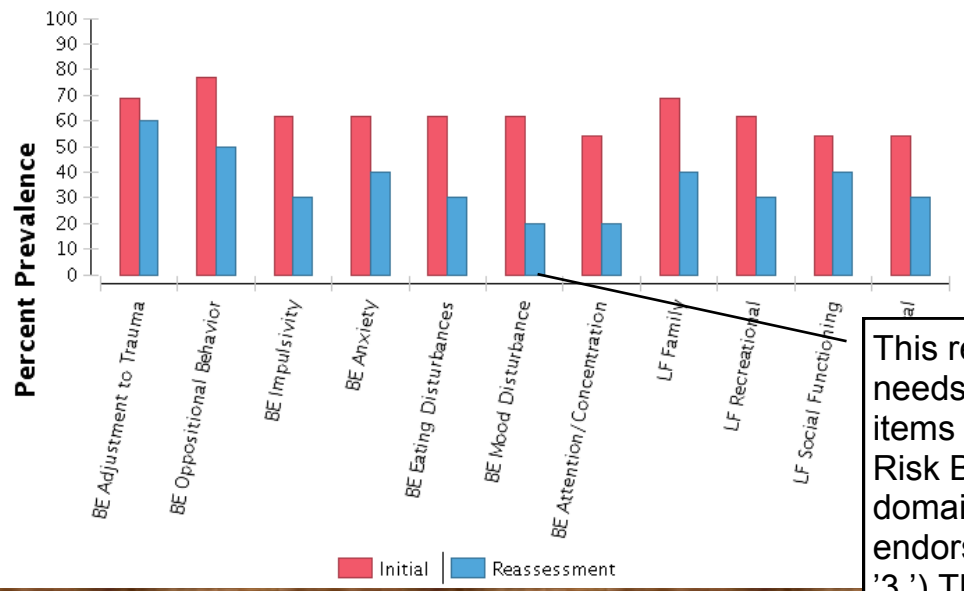
From 01/01/2013 to 08/31/2014

Comparison Value : Admission CANS compared to Most recent Update CANS

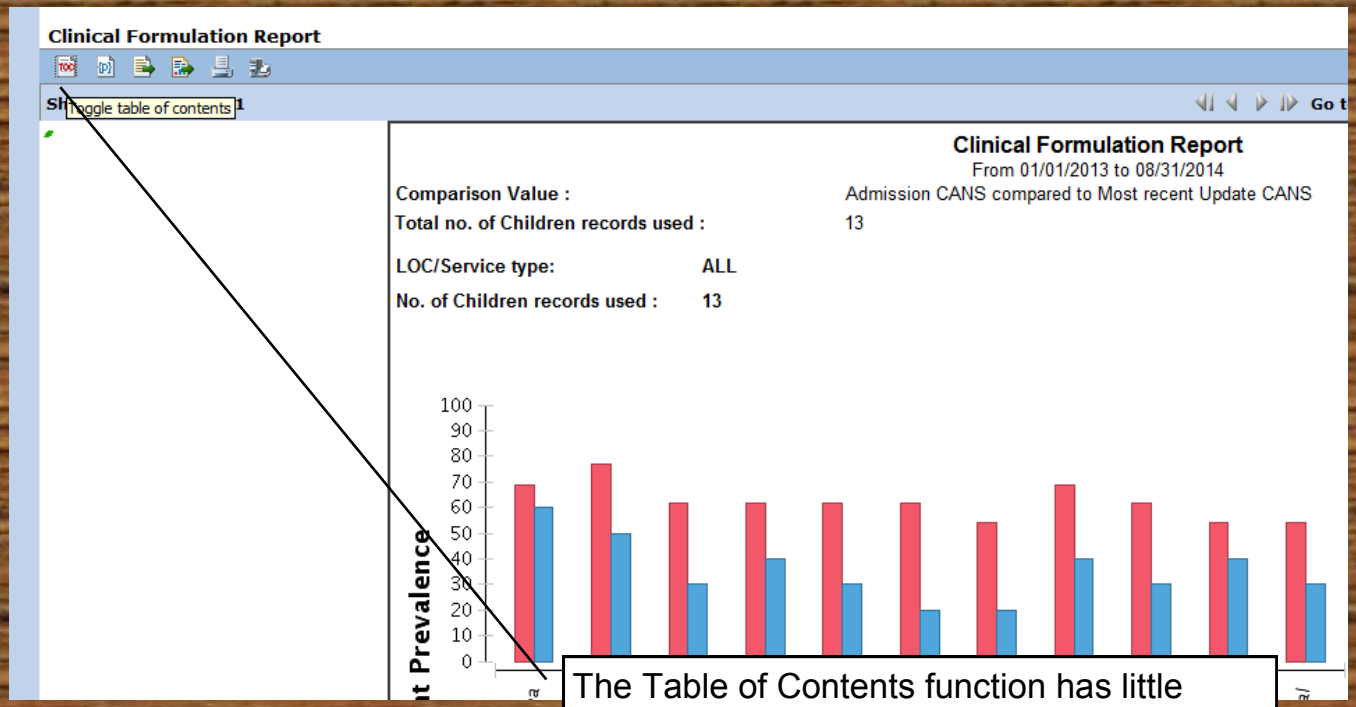
Total no. of Children records used : 13

LOC/Service type: ALL

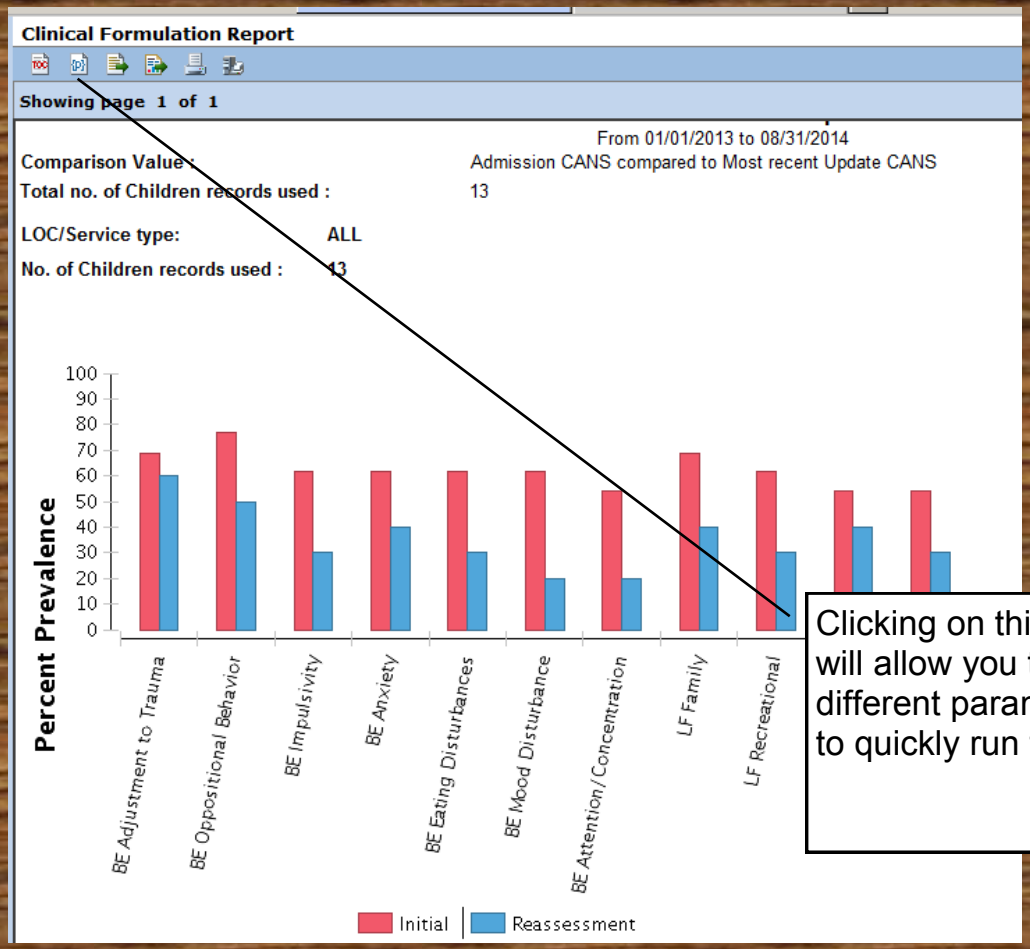
No. of Children records used : 13



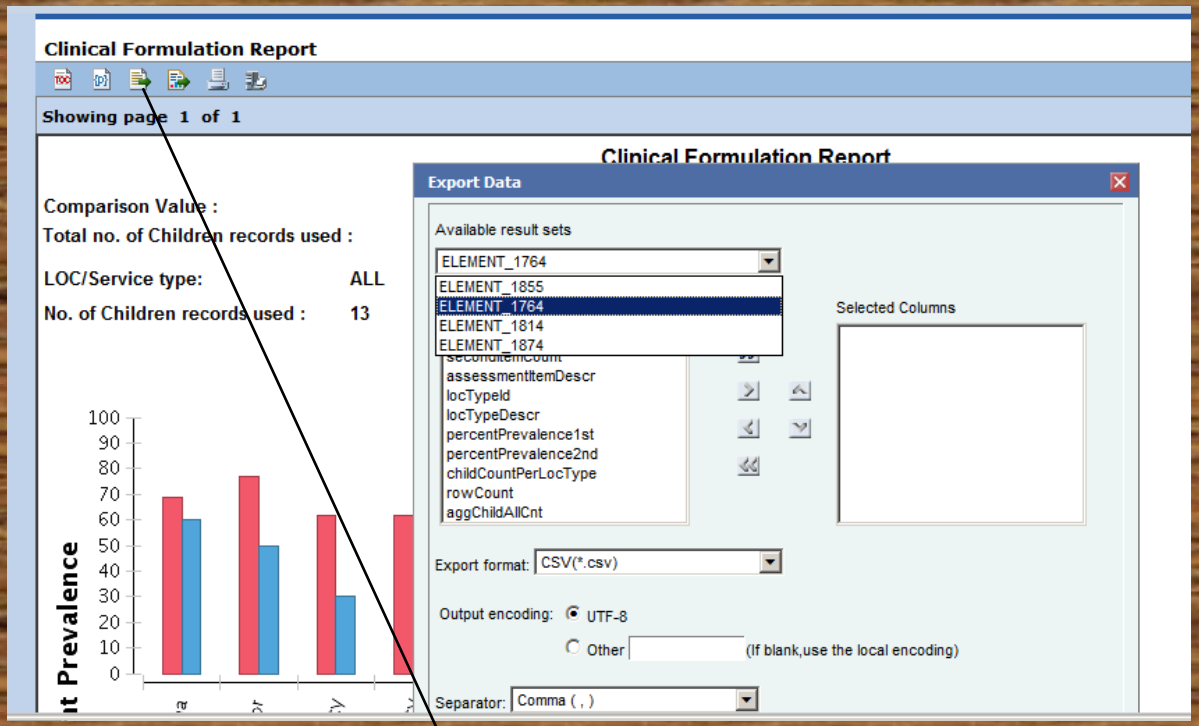
This report allows for comparison of the top ten needs items across time. These include need items from the Behavioral and Emotional Needs, Risk Behaviors, and Impact on Functioning domains. Items are included if they are frequently endorsed as needing treatment (rated as a ’2’ or a ’3.’) The bars represent the percentage of clients with the item rated as a ’2’ or a ’3’ at entry and the comparison point.



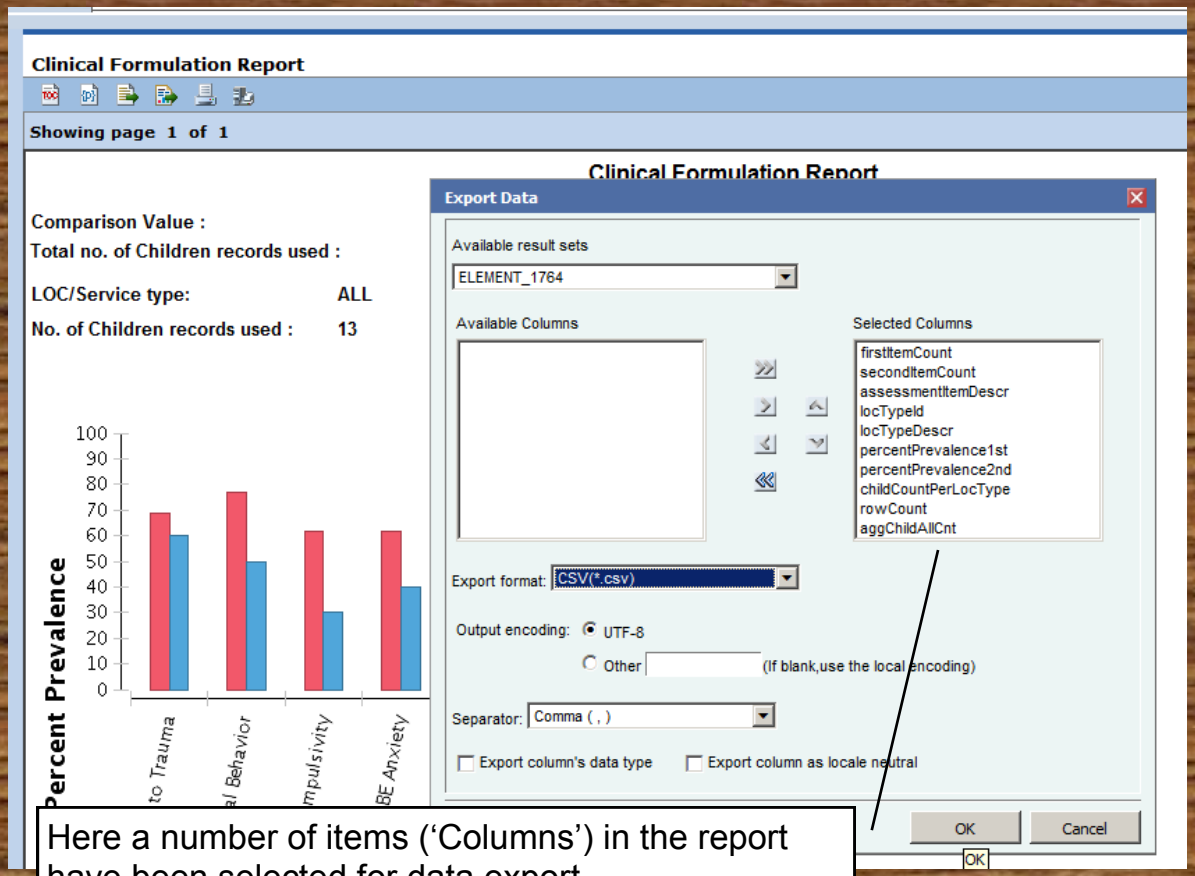
The Table of Contents function has little practical value for this report, as the report is only one page long.



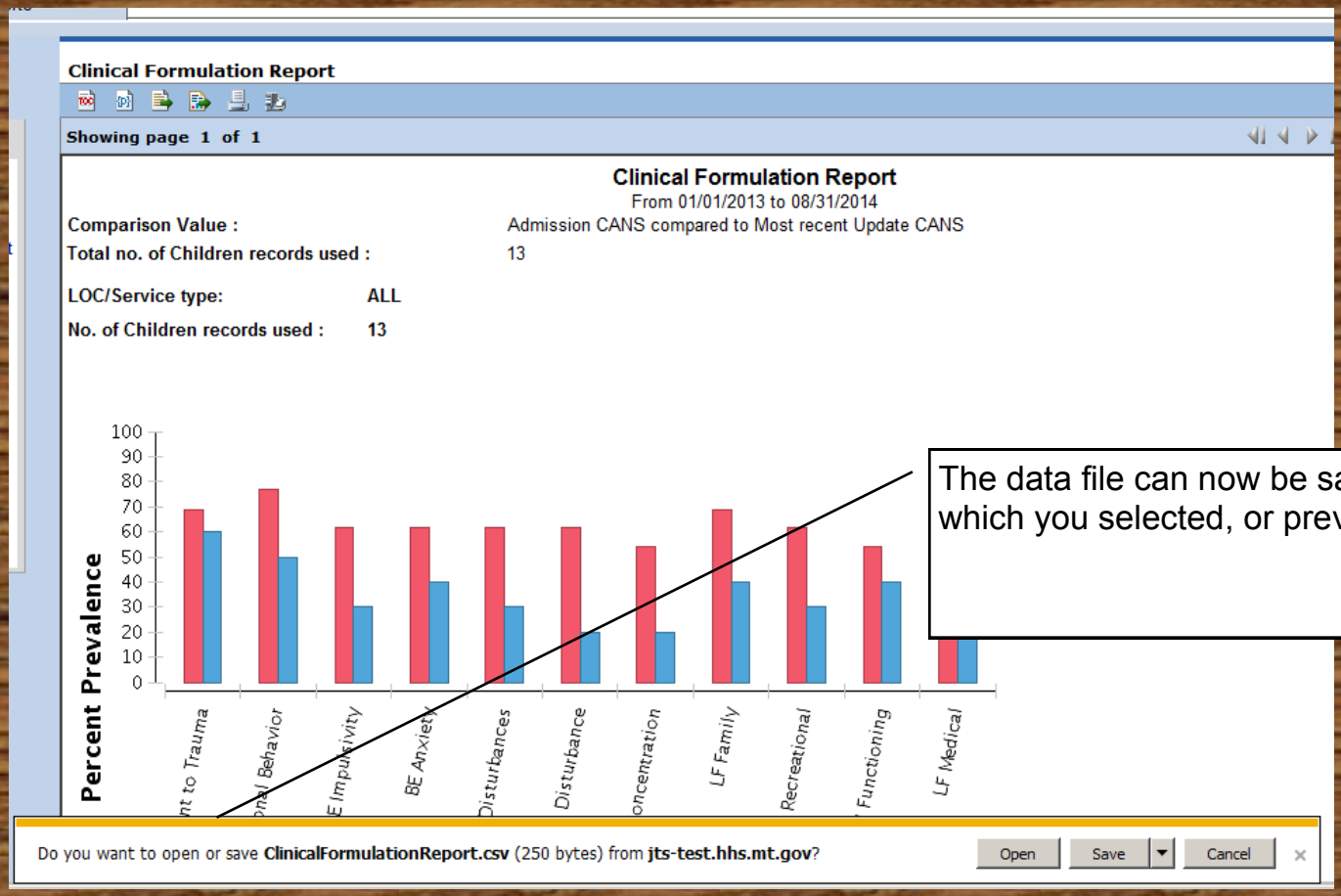
Clicking on this icon will bring up the dialog box which will allow you to run the same report again, but with different parameters entered. This is useful if you need to quickly run this same report for a different time frame



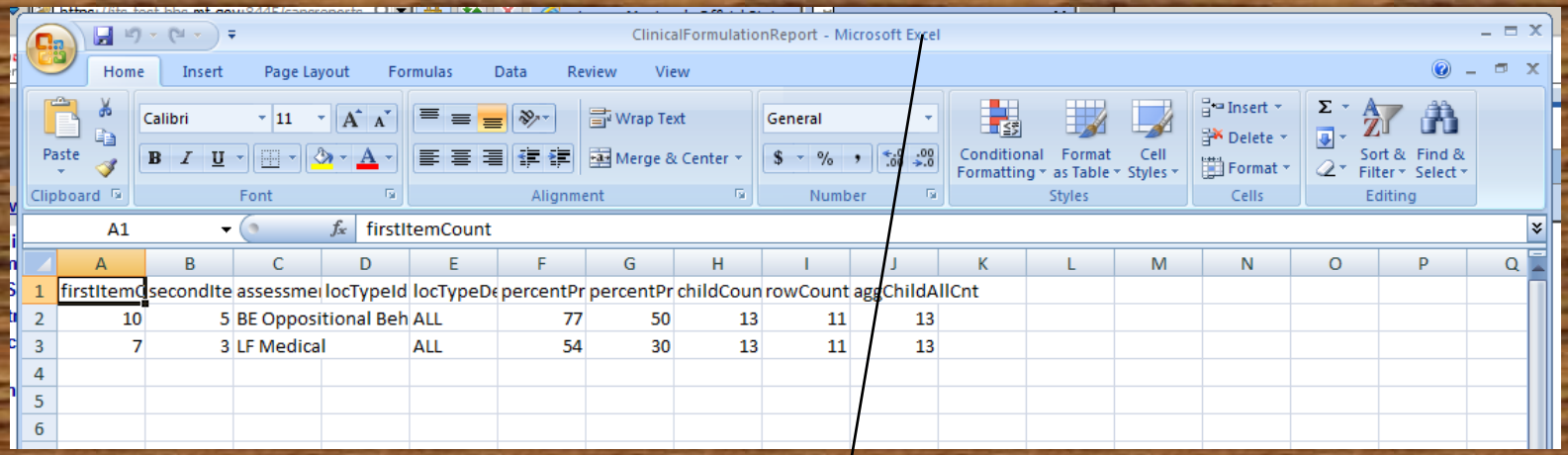
The ‘Export Data’ function is also available for this report. It allows you to select the data for import into a data file. This feature is primarily of interest to data analysts.



Here a number of items ('Columns') in the report have been selected for data export.



The data file can now be saved in the format which you selected, or previewed.



	A	B	C	D	E	F	G	H	I	J
1	firstItemC	secondIte	assessme	locTypeId	locTypeDe	percentPr	percentPr	childCoun	rowCount	aggChildAllCnt
2	10	5	BE Oppositional Beh		ALL	77	50	13	11	13
3	7	3	LF Medical		ALL	54	30	13	11	13
4										
5										
6										

The data import to Microsoft Excel or other data management or data analysis programs.

Clinical Formulation Report

Showing page Export report

Clinical Formulation Report

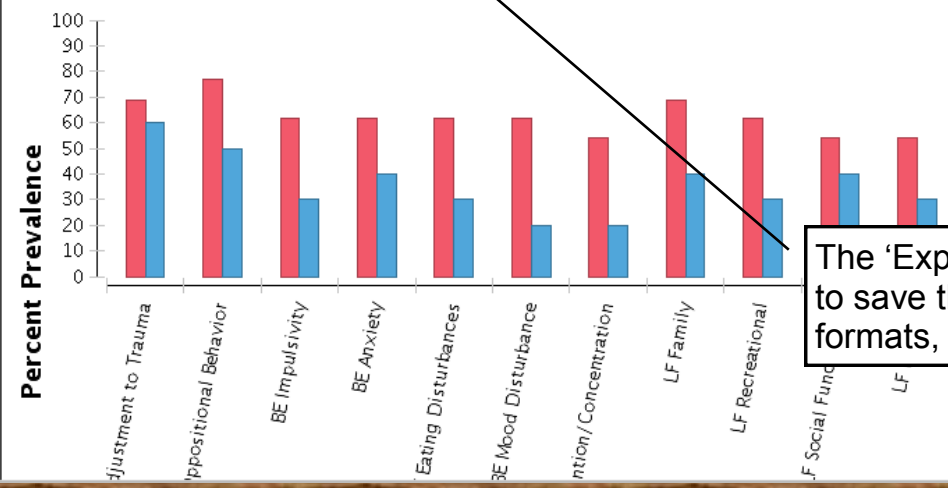
From 01/01/2013 to 08/31/2014

Comparison Value : Admission CANS compared to Most recent Update CANS

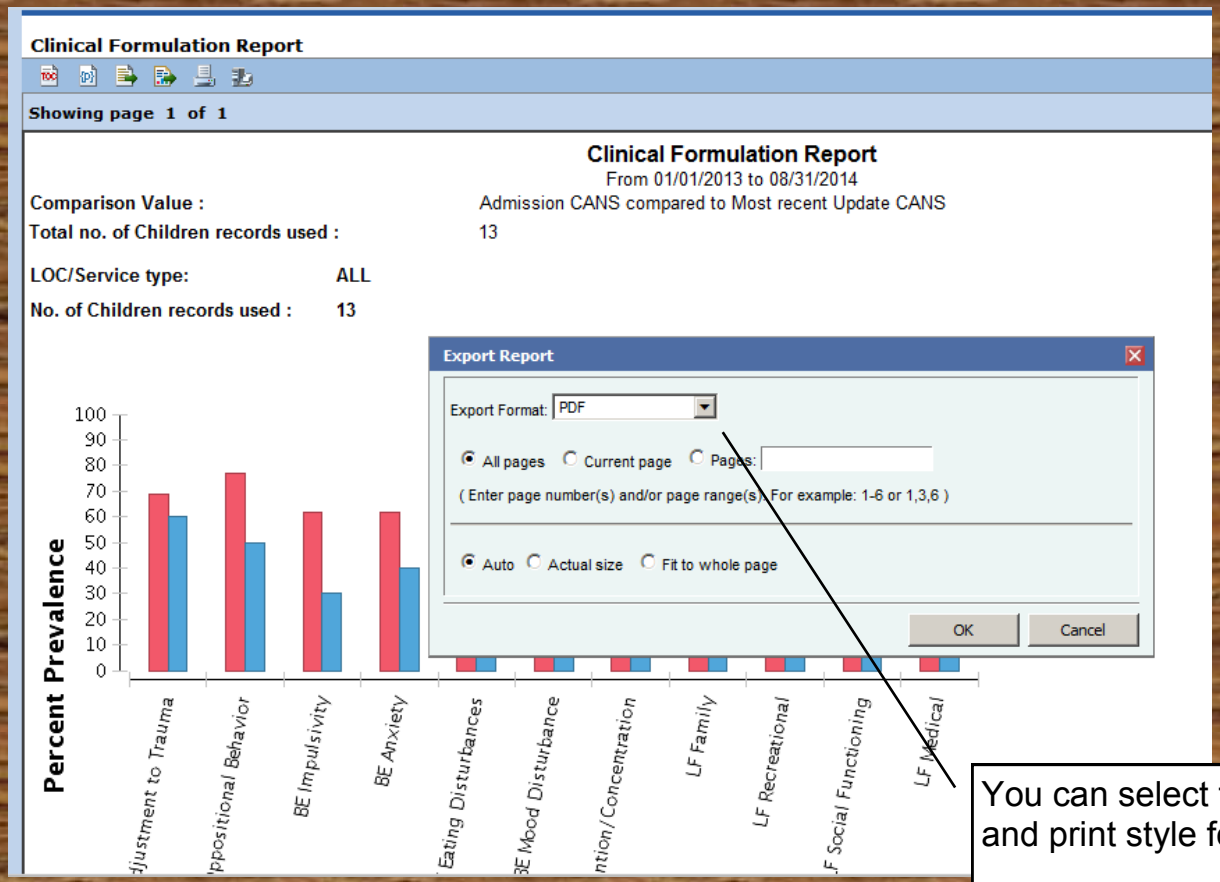
Total no. of Children records used : 13

LOC/Service type: ALL

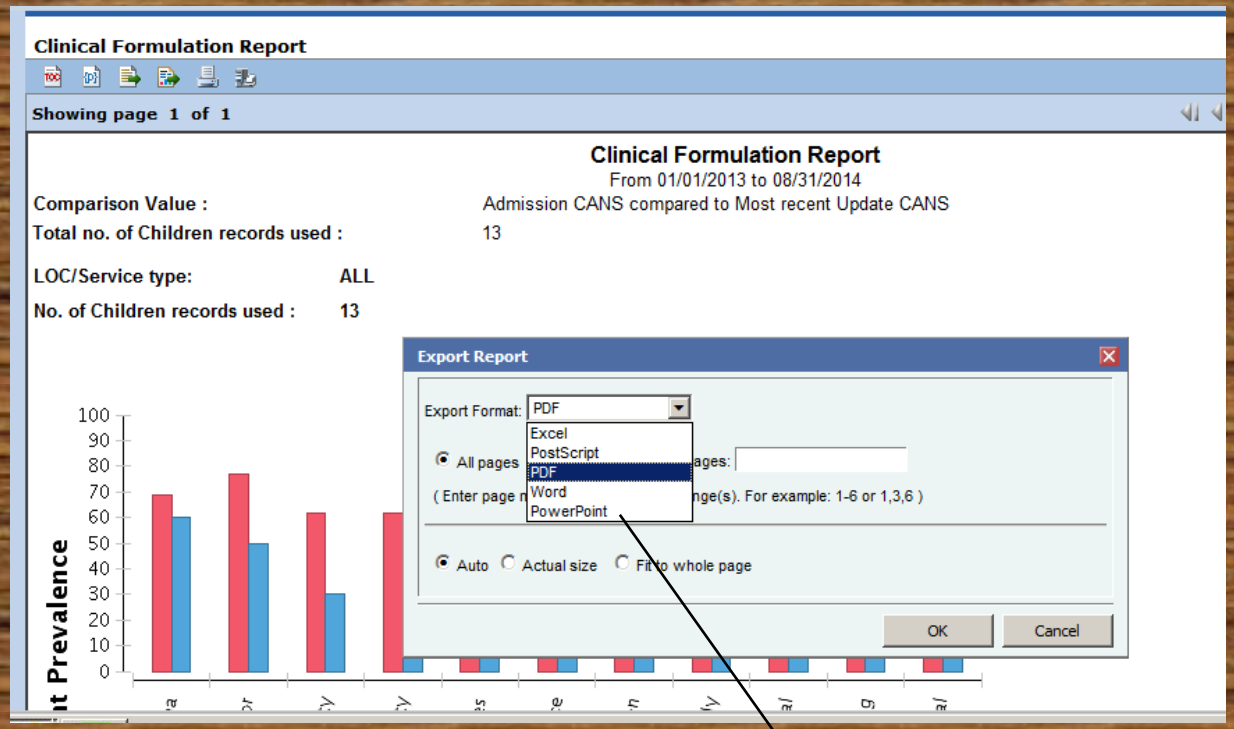
No. of Children records used : 13



The 'Export Report' function gives you the ability to save this report in a variety of different formats, based on your needs.



You can select the file type, page range, and print style for the exported file.



Experiment with these to see what best suits your needs. Each format provide a different advantage, and may be most useful in a specific context (pdfs when people are looking over the report, PowerPoint when presenting to a large group, Word if text needs to be added, etc)

Clinical Formulation Report

Showing page 1 of 1

Clinical Formulation Report

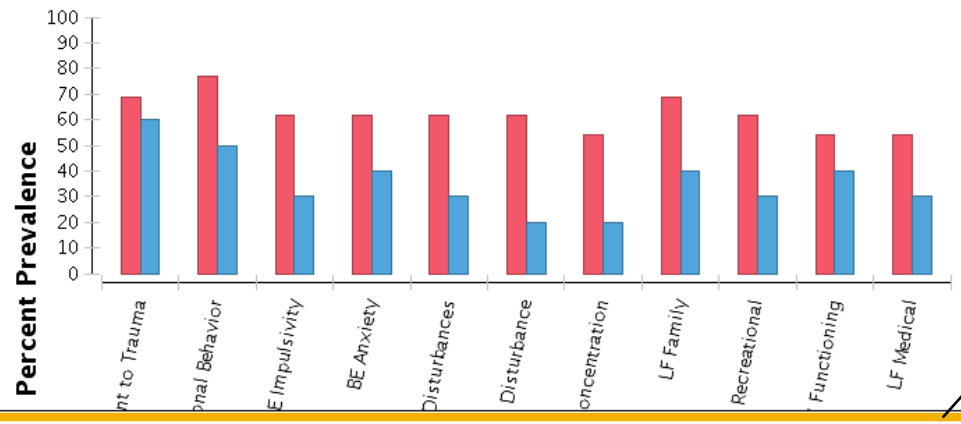
From 01/01/2013 to 08/31/2014

Comparison Value : Admission CANS compared to Most recent Update CANS

Total no. of Children records used : 13

LOC/Service type: ALL

No. of Children records used : 13



Do you want to open or save **ClinicalFormulationReport.pdf** from **jts-test.hhs.mt.gov**?

Open | Save | Cancel

Open or save in the format you have selected.

ClinicalFormulationReport.pdf - Adobe Reader

Edit View Window Help

1 / 1 75%

Bookmarks

Clinical Formulation Report

From 01/01/2013 to 08/31/2014

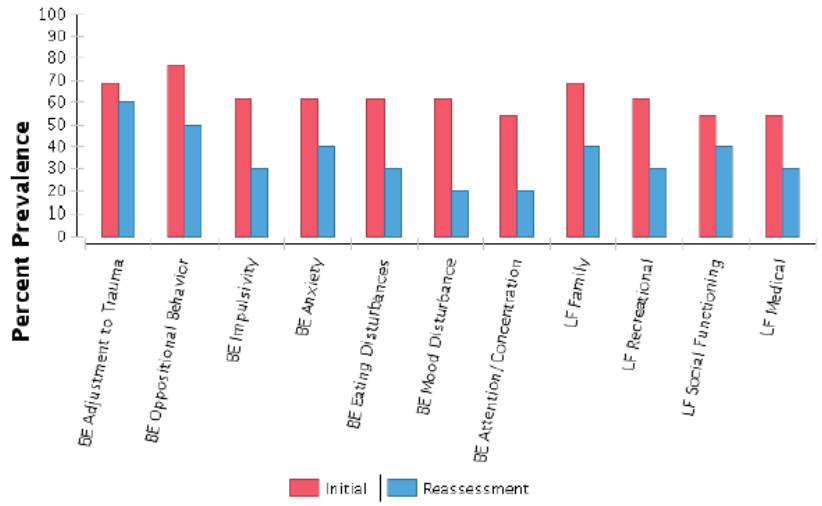
Comparison Value : Admission CANS compared to Most recent Update CANS

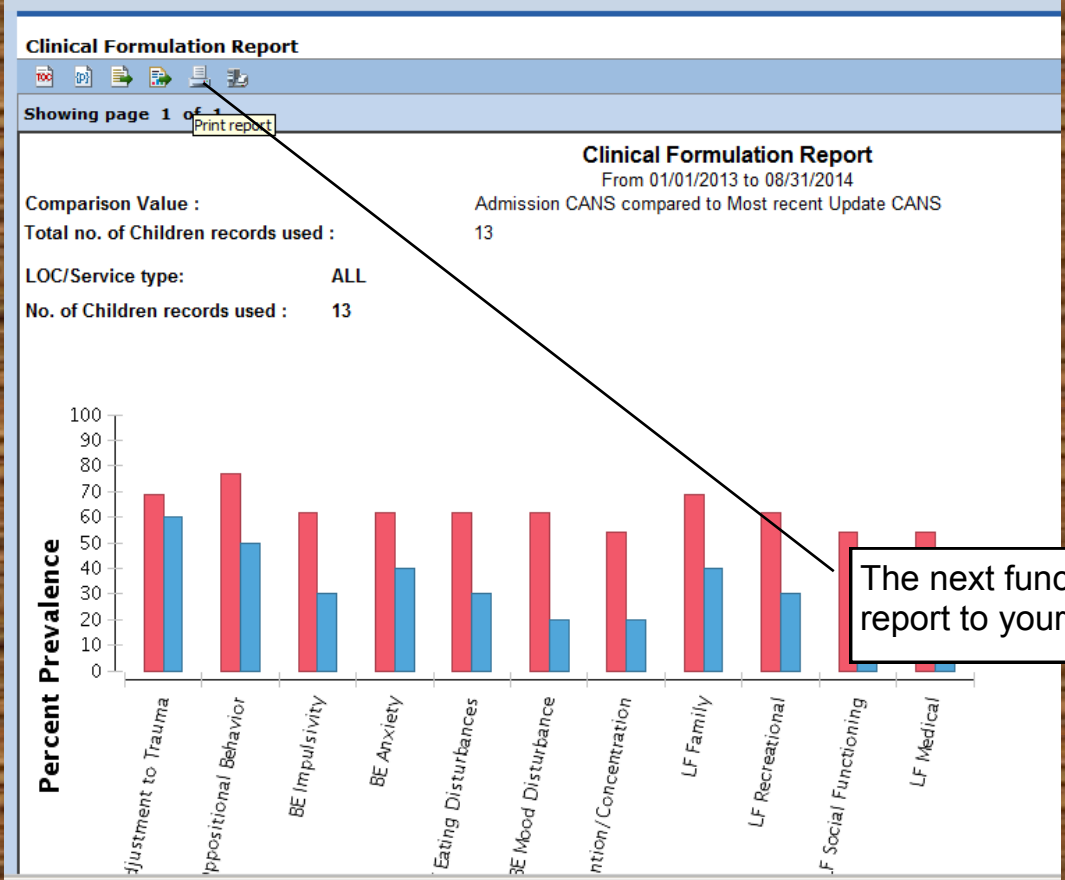
Total no. of Children records used : 13

LOC/Service type: ALL

No. of Children records used : 13

Here is an example of the report opened as a.pdf.





The next function in the toolbar allows you to print the report to your local printer.

Clinical Formulation Report

Showing page 1 of 1

Clinical Formulation Report
From 01/01/2013 to 08/31/2014

Comparison Value : Admission CANS compared to Most recent Update CANS
Total no. of Children records used : 13

LOC/Service type: ALL
No. of Children records used : 13

Print Report

Print Format
HTML
PDF Auto

All pages Current page Pages:
(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

OK Cancel

Percent Prevalence
100 90 80 70 60 50 40 30 20 10 0

djustment to Trauma
ppositional Behavior
BE Impulsivity
BE Anxiety
Eating Disturbances
BE Mood Disturbance
ntion/Concentration
LF Family
LF Recreational
F Social Functioning
LF Medical

Choose the print options which works best for you, and then click on 'OK.' The .pdf format allows you to save or print from the next screen.

Clinical Formulation Report

Showing page 1 of 1 Print report on the server

Clinical Formulation Report

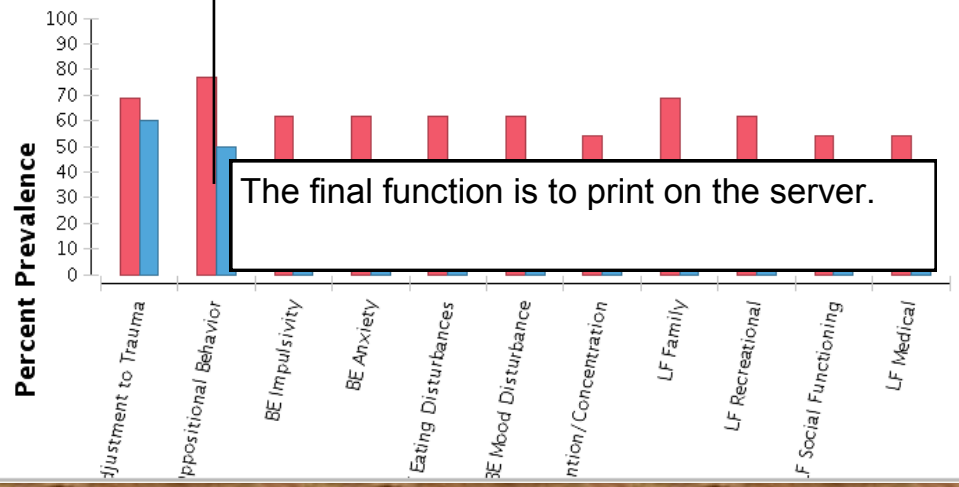
From 01/01/2013 to 08/31/2014

Comparison Value : Admission CANS compared to Most recent Update CANS

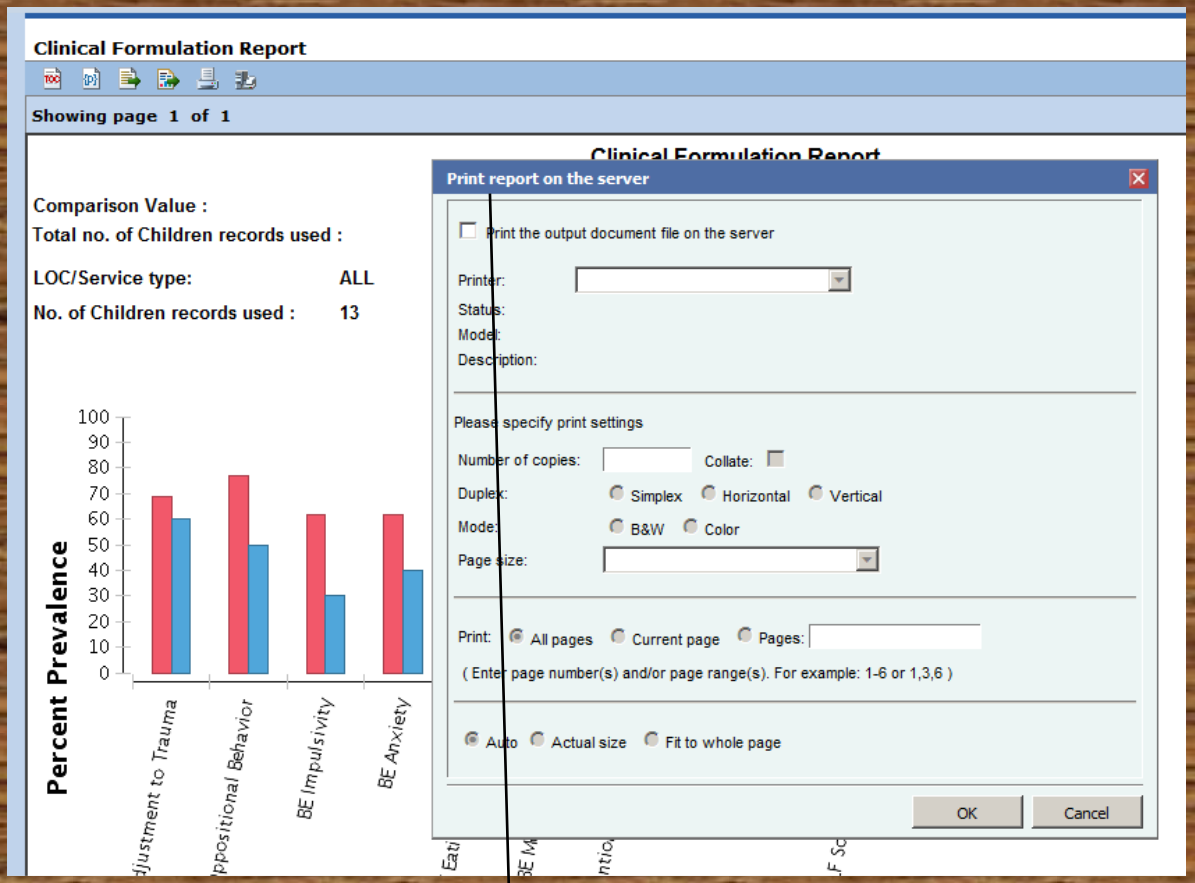
Total no. of Children records used : 13

LOC/Service type: ALL

No. of Children records used : 13



The final function is to print on the server.



The print parameters dialog box allows you to select the specifications for the print job you are about to send to the networked printer.

CANS Youth Facesheet Report

1. To choose the Youth Facesheet Report, click on the Youth Facesheet Report link.

IRONDATA Intelligent Case Manager

Reports

Reports

View Reports

Finalized CANS Assessment Report

CANS Summary Report

Treatment Progress Report

Clinical Formulation Report

Youth Facesheet Report

Youth Face Sheet Report

Showing page 1 of

Parameter

Parameters marked with * are required.

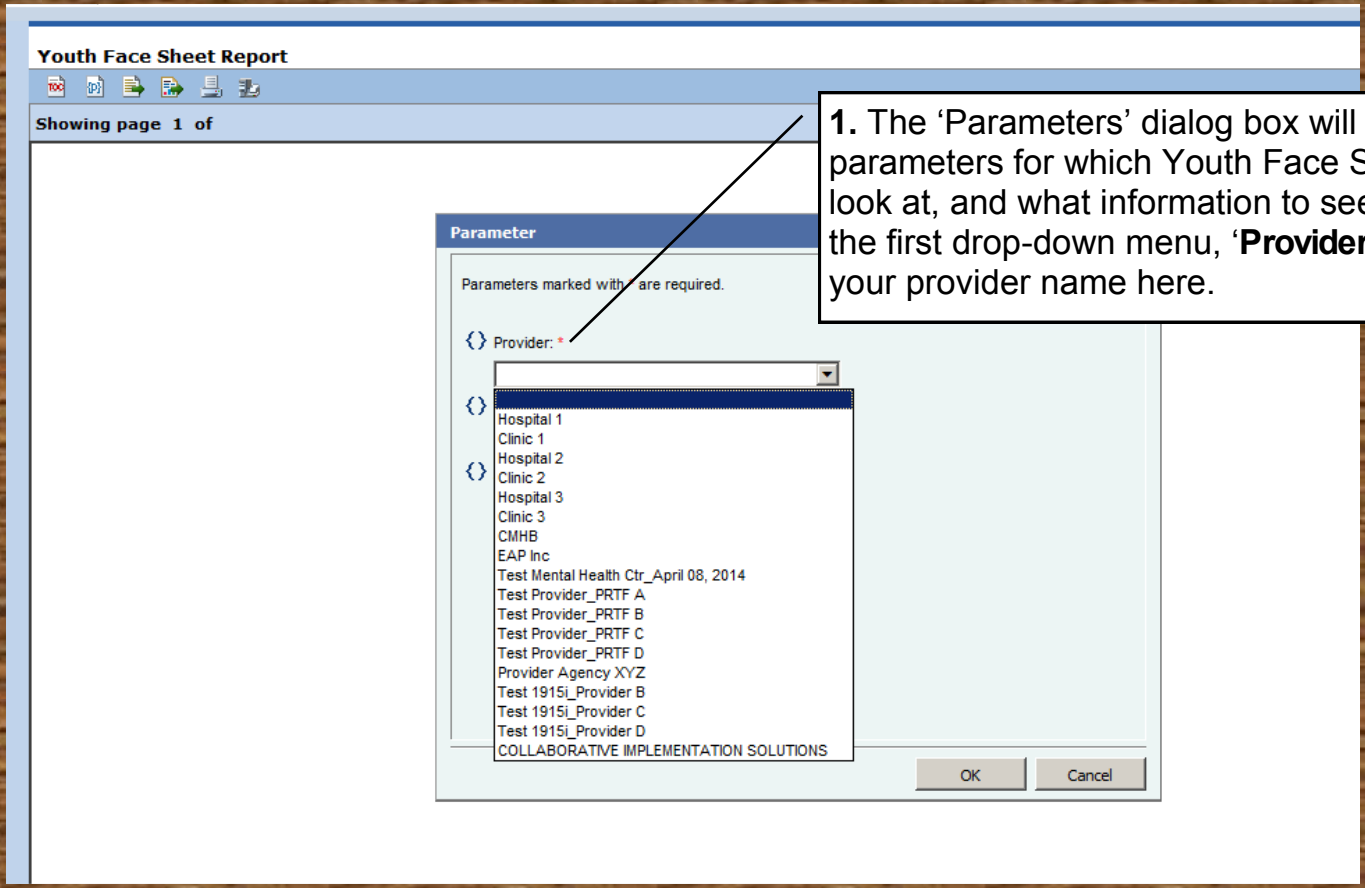
Provider: *

Youth: *

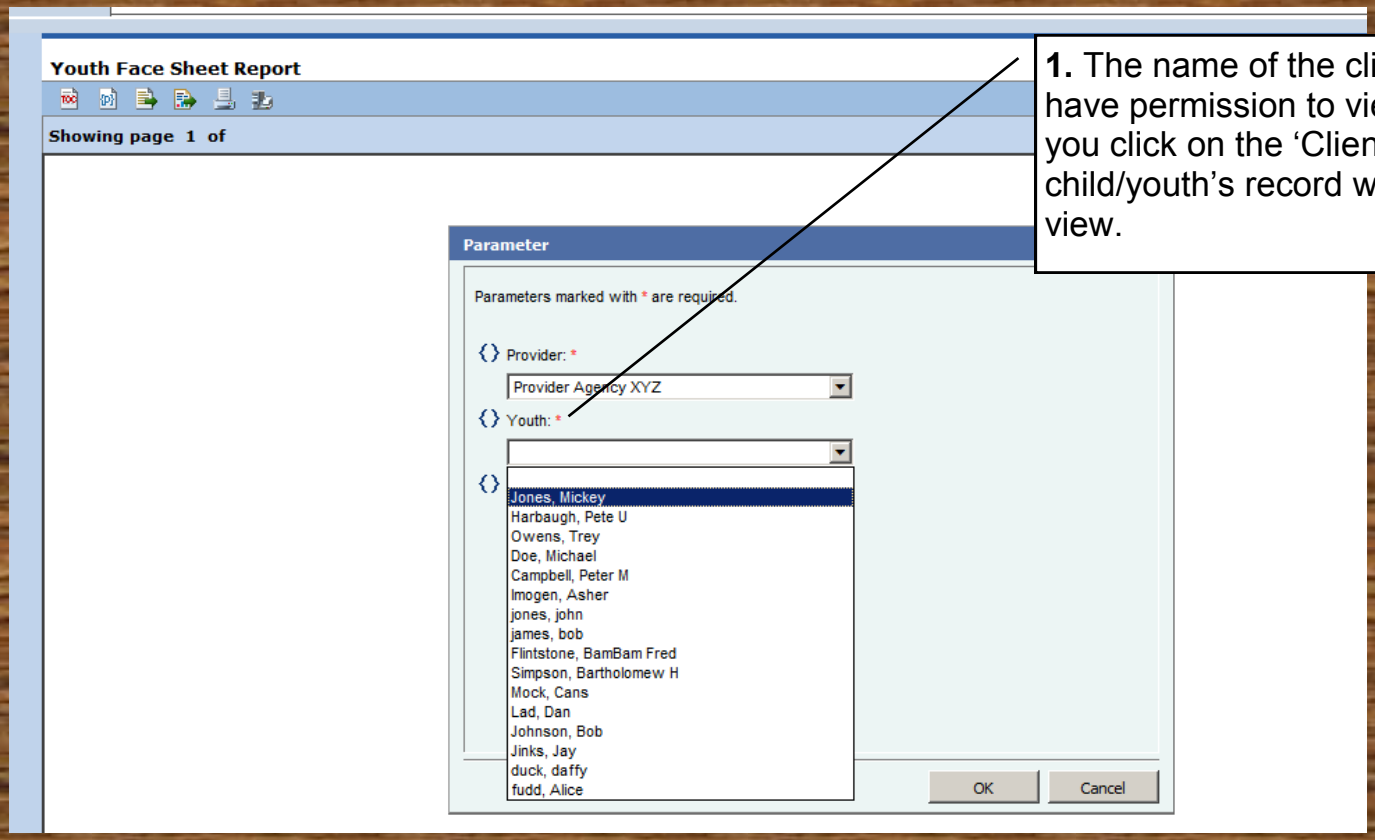
Assessment Date: *

OK

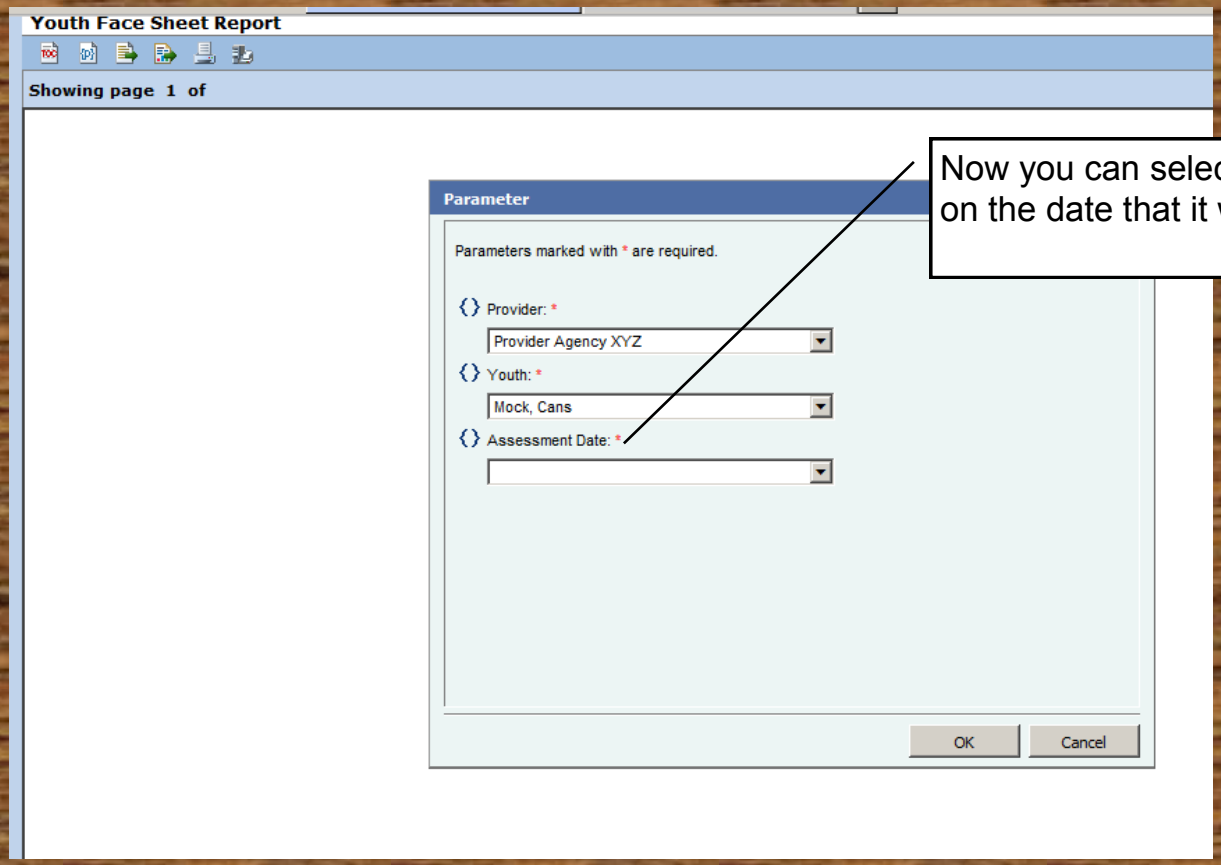
Cancel



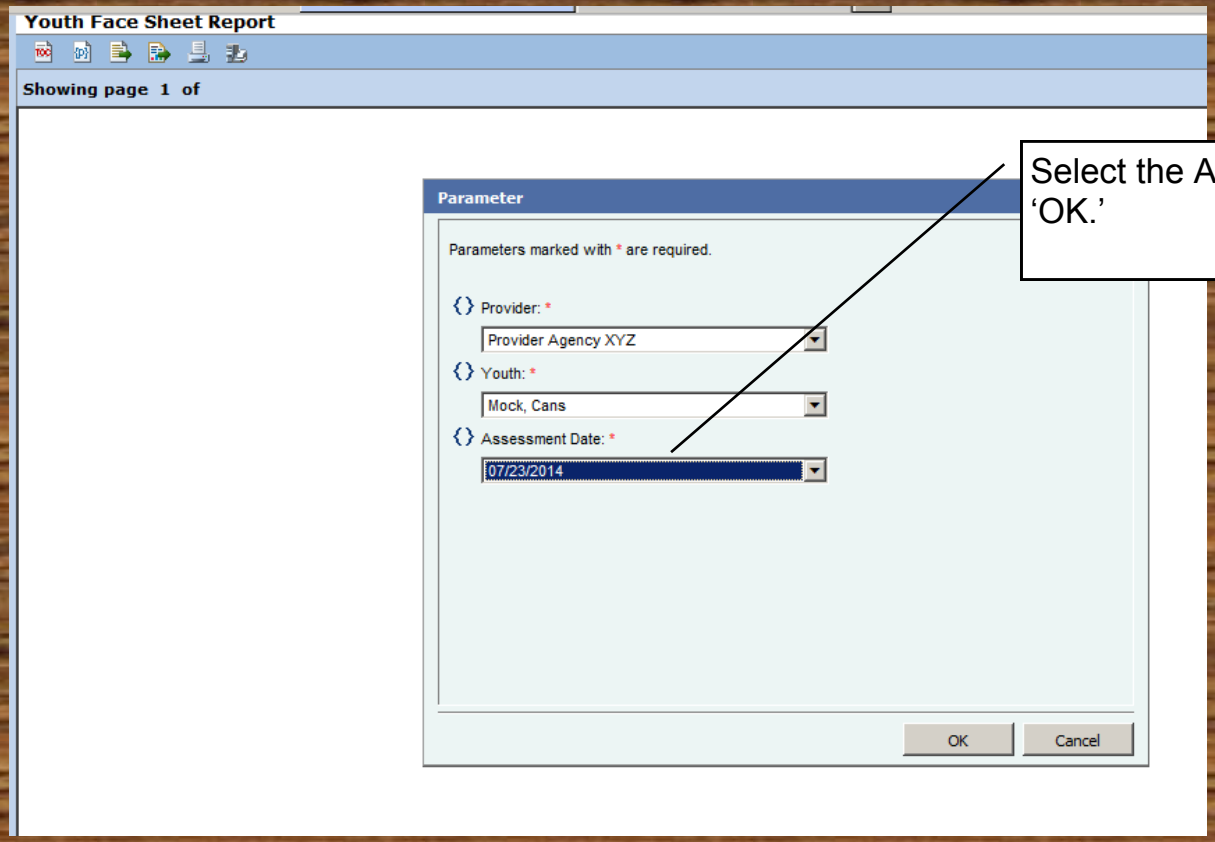
1. The 'Parameters' dialog box will let you set the parameters for which Youth Face Sheet Report to look at, and what information to see. Begin with the first drop-down menu, '**Provider**.' Choose your provider name here.



1. The name of the client(s) which you have permission to view will appear when you click on the 'Client' menu. Select the child/youth's record which you need to view.



Now you can select the assessment based on the date that it was finalized.



Select the Assessment and then click on 'OK.'

Youth Face Sheet Report

Showing page 1 of 1

Here's the report! Now we have a series of functions we can use with this report.

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

Youth Face Sheet Report

Showing page 1 of 1 Go to page:

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

Because this is a one-page report, the Table of Contents function serves little purpose for this report.

Youth Face Sheet Report

Showin Run report 1 of 1

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code :

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

The 'Run Report' function will allow you to run this report using different parameters (Provider, Youth, Assessment Date).

Youth Face Sheet Report

Showing p Export data 1

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

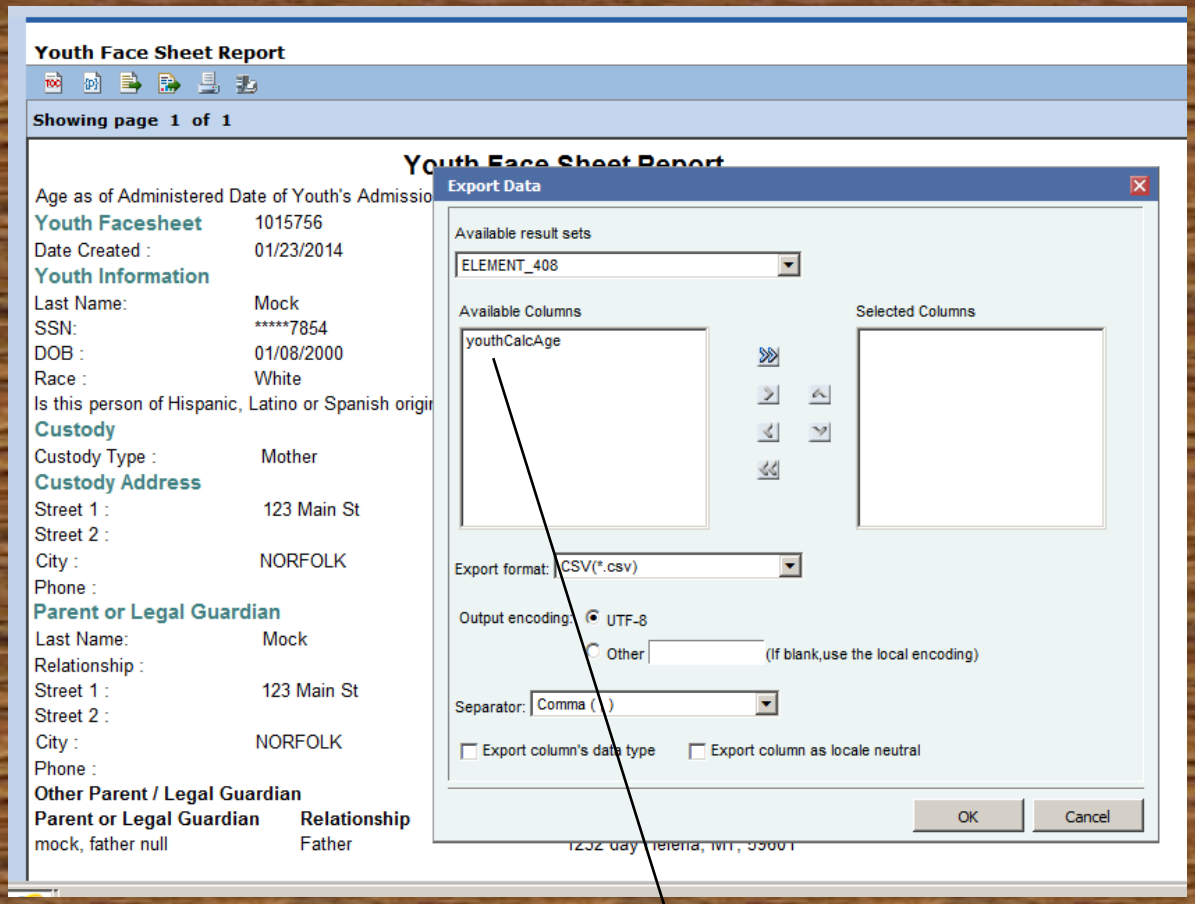
City : NORFOLK State : MA ZIP Code : 02056

Phone :

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

The 'Export Data' function is available for the Youth Face Sheet Report. It allows you to select specific data elements for import into a data file. This feature is primarily of interest to data analysts.



Data elements ('Columns') can be selected from the underlying tables in the relational database to be included in a data file for later statistical analysis.

Youth Face Sheet Report

Showing page 1 of 1

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

This new data table can then be opened (for preview) or saved.

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

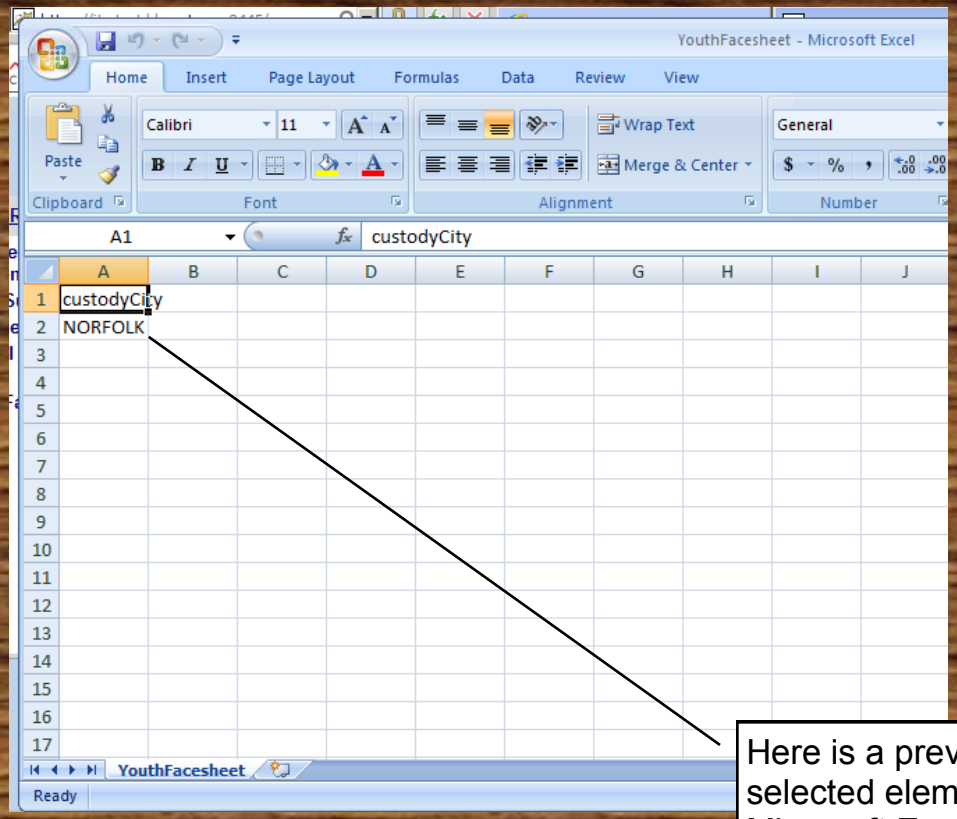
Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

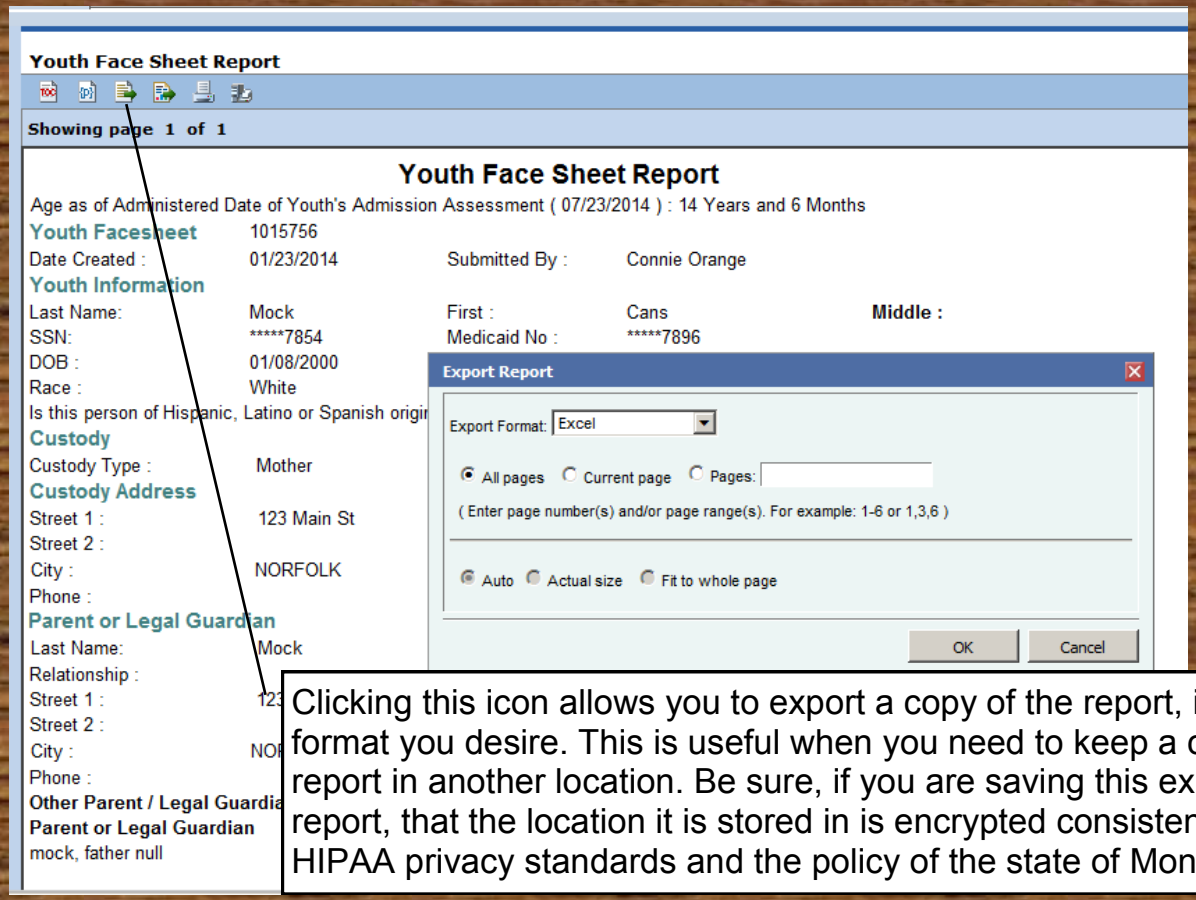
Phone :

Other Parent / Legal Guardian

Do you want to open or save **YouthFacesheet.csv** (20 bytes) from **jts-test.hhs.mt.gov**? Open Save Cancel



Here is a preview of the data table with a single selected element. It has been imported into Microsoft Excel and can be saved and edited as desired.



Clicking this icon allows you to export a copy of the report, in the format you desire. This is useful when you need to keep a copy of the report in another location. Be sure, if you are saving this exported report, that the location it is stored in is encrypted consistent with HIPAA privacy standards and the policy of the state of Montana.

Youth Face Sheet Report

Showing page 1 of 1

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000

Race : White

Is this person of Hispanic, Latino or Spanish origi

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK

Phone :

Parent or Legal Guardian

Last Name: Mock

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address
mock, father null	Father	1232 day Helena, MT, 5960

Export Report

Export Format: Excel

Excel
PostScript
PDF
Word
PowerPoint

All pages ages:

(Enter page n nge(s). For example: 1-6 or 1,3,6)

Auto Actual size Fit to whole page

OK Cancel

You can choose the file type in which to save the file. The .pdf format is easiest for viewing and printing. The Word format is easiest for any editing. However, any editing done outside of the online system will not show up or be recorded online.

Youth Face Sheet Report

Showing page 1 of 1

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Other Parent / Legal Guardian

Do you want to open or save **YouthFacesheet.pdf** from **jts-test.hhs.mt.gov**? Open Save Cancel

These controls allow you to preview (Open) or save the file in the format you have selected.

YouthFacesheet.pdf - Adobe Reader

File Edit View Window Help

1 / 1 75% Comment

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans Middle :

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOL St

Phone :

Other Parent / Legal Guardian

Youth Face Sheet Report

Showing page 1 of 1

Age as of Administered Date of Yout

Youth Facesheet 1015756

Date Created : 01/23/201

Youth Information

Last Name: Mock

SSN: *****7854

DOB : 01/08/200

Race : White

Is this person of Hispanic, Latino or S

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Mair

Street 2 :

City : NORFOL

Phone :

Parent or Legal Guardian

Last Name: Mock

Relationship :

Street 1 : 123 Mair

Street 2 :

City : NORFOL

Phone :

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address	Pho
mock, father null	Father	1232 day Helena, MT, 59601	

Here is an example of a .pdf preview of the Youth Face Sheet Report. You'll notice that the formatting is clear and easily readable.

Youth Face Sheet Report

Showing page 1 of 1

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000

Race : White

Is this person of Hispanic, Latino or Spanish origi

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK

Phone :

Parent or Legal Guardian

Last Name: Mock

Relationship :

Street 1 : 123 Main St

Street 2 :

City :

Phone :

Other Parent / Legal

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

Print Report

Print Format

HTML

PDF Auto

All pages Current page Pages:

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

OK Cancel

This function allows you to print the report to your local printer.

Youth Face Sheet Report

Showing page 1 of 1

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000

Race : White

Is this person of Hispanic, Latino or Spanish origi

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK

Phone :

Parent or Legal Guardian

Last Name: Mock

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

Print Report

Print Format

HTML

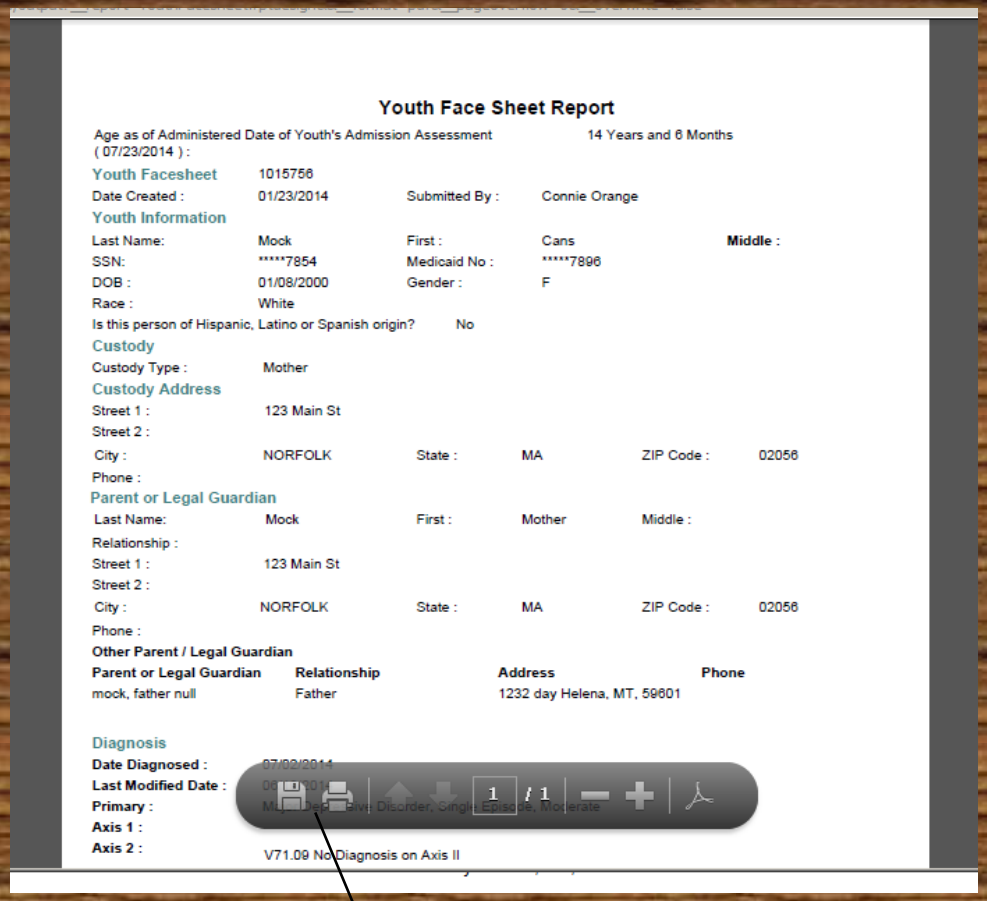
PDF Auto

All pages Current page Pages:

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

OK Cancel

Choose the appropriate format for printing. The .pdf format usually produces the most visually understandable reports.



Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

Last Name: Mock First : Cans **Middle :**

SSN: *****7854 Medicaid No : *****7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

Custody

Custody Type : Mother

Custody Address

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

Diagnosis

Date Diagnosed : 07/02/2014

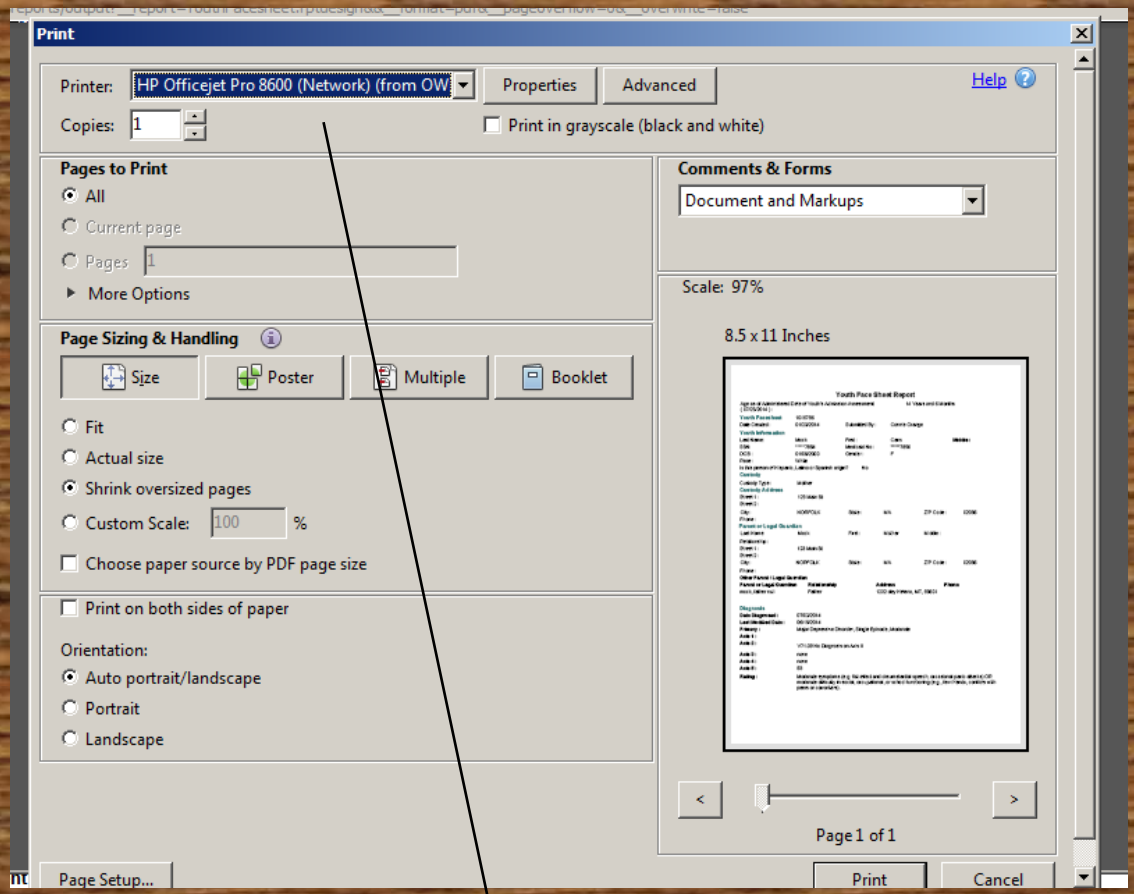
Last Modified Date : 06/[illegible]/2014

Primary : Major Dep. Dive Disorder, Single Episode, Moderate

Axis 1 :

Axis 2 : V71.09 No Diagnosis on Axis II

The .pdf format allows you to save or print from this screen.



Simply choose your printer and print options and print.

Youth Face Sheet Report

Showing page 1 of 1 Print report on the server

Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment (07/23/2014) : 14 Years and 6 Months

Youth Facesheet 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

Youth Information

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Custody

Custody Type : Mother

Custody Address

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Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

Parent or Legal Guardian

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

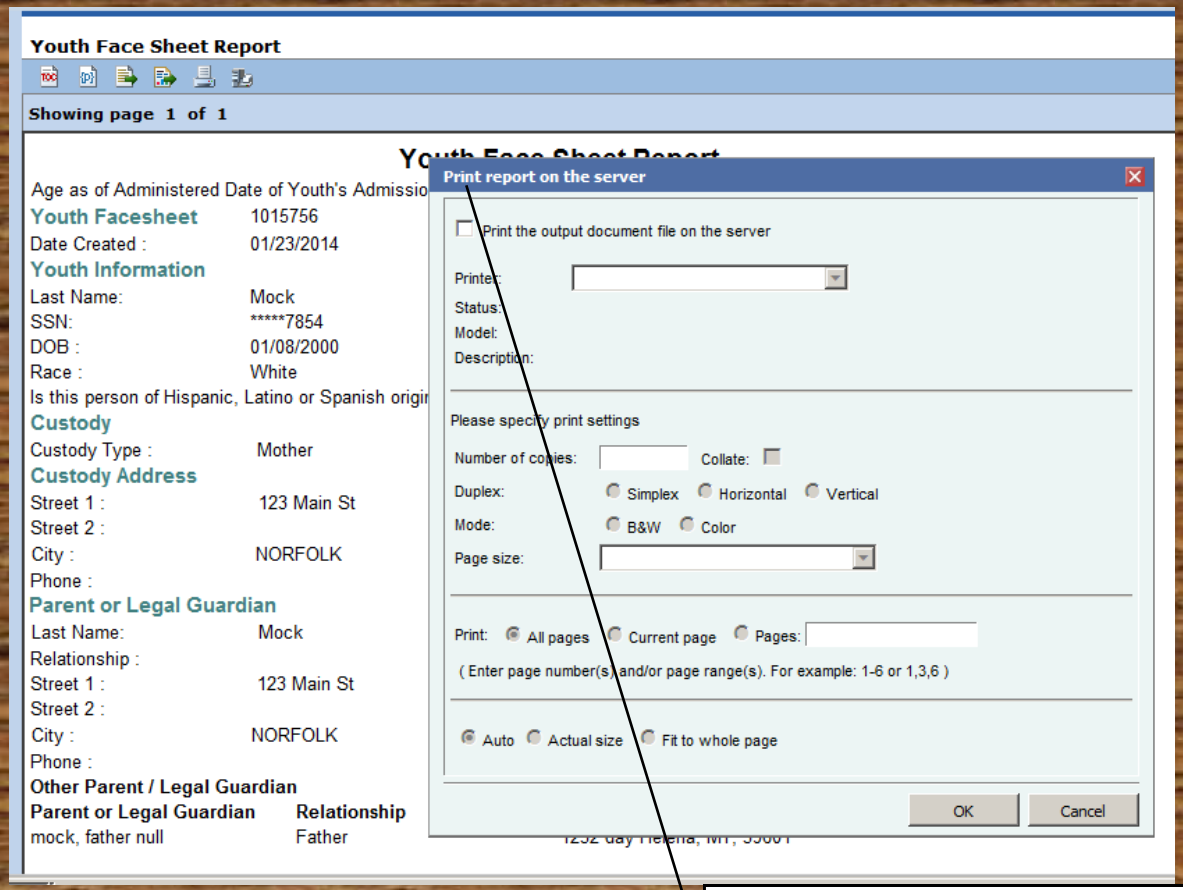
City : NORFOLK State : MA ZIP Code : 02056

Phone :

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

The final function is to print the report on the server.



The print parameters dialog box allows you to select important parameters such as the printer, the number of copies, duplex, page range, fit to the paper, and other specifications.

CONGRATULATIONS!

You've completed the Guide to Reports.

For additional assistance regarding the CANS Reports, please contact:

Robin Albee
ralbee@mt.gov