



Healthy People. Healthy Communities.

Department of Public Health & Human Services

Montana CANS System (MCS): End User's Guide

2/24/2015 Version No. 1.1

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System Orientation

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Overview

Welcome to the Montana CANS System. The Montana CANS System software helps users enter, manage, and report on CANS assessments entered for Children and Youth.

CANS Users are identified by the State of Montana.

This End-User Guide provides instructions for creating and maintaining records, searching for records, and general system content and use.

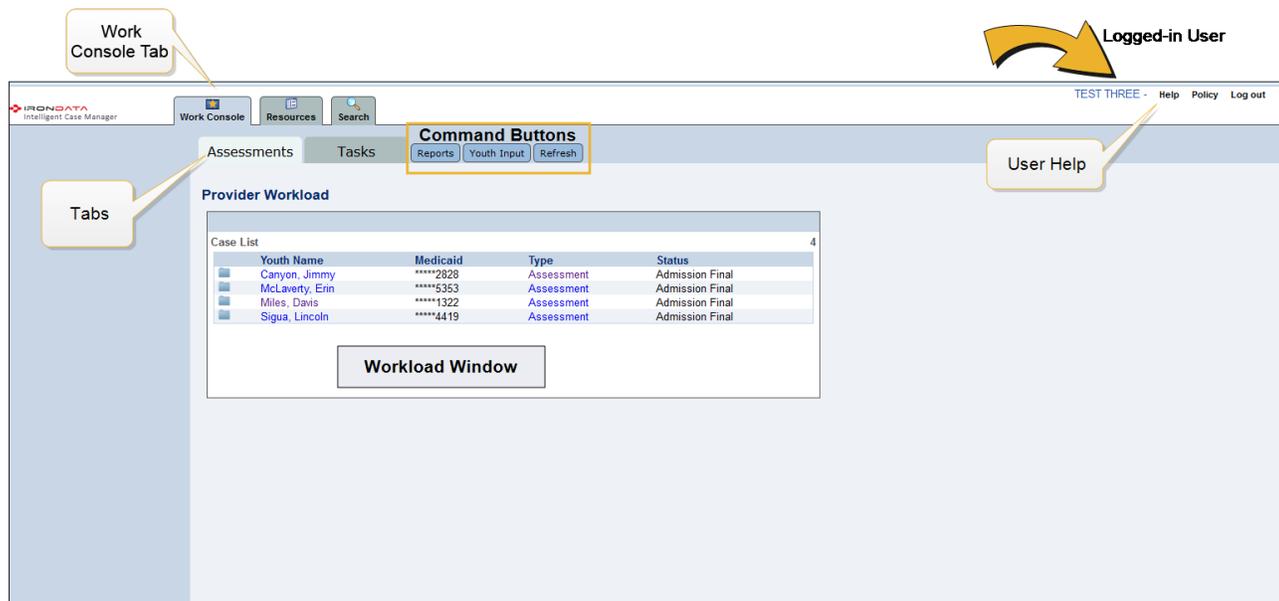


Figure 1: CANS Main Screen

CANS Case Management has three main Consoles:

- Work Console
- Resources
- Search

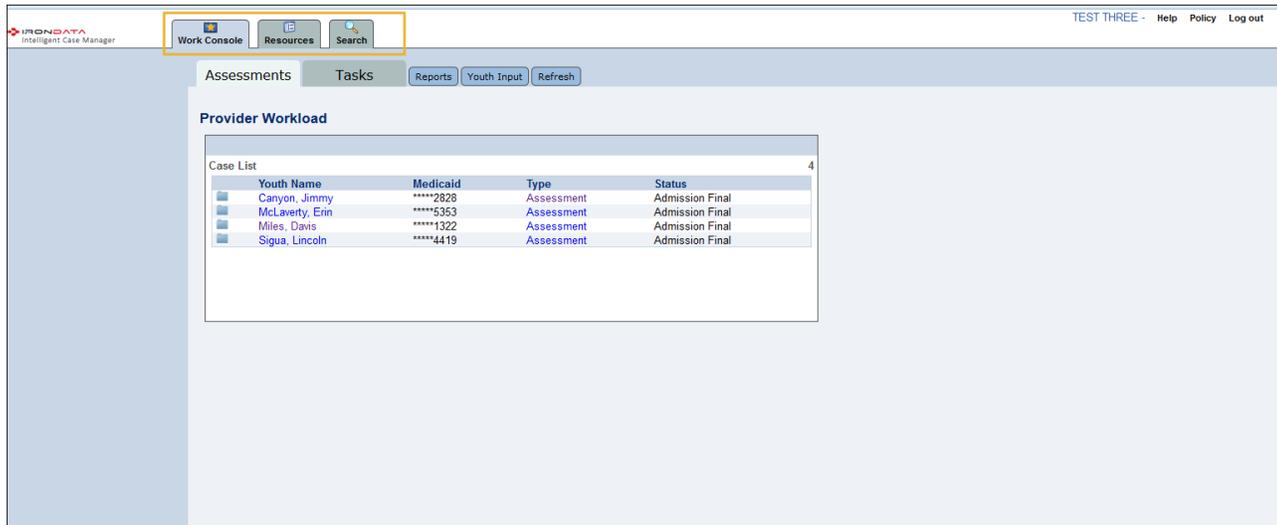


Figure 2: CANS Console Screens

Tip: Use the column headings within the table to sort the results. For example: to sort by name click the "Youth Name " heading.

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:

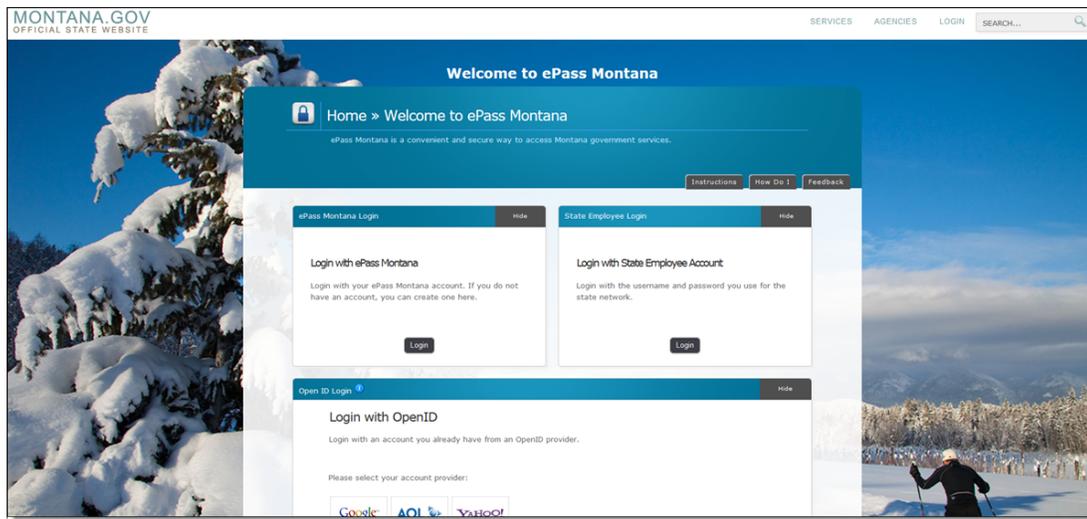


Figure 3: Montana ePass Home Page

1. Click **Login**.

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

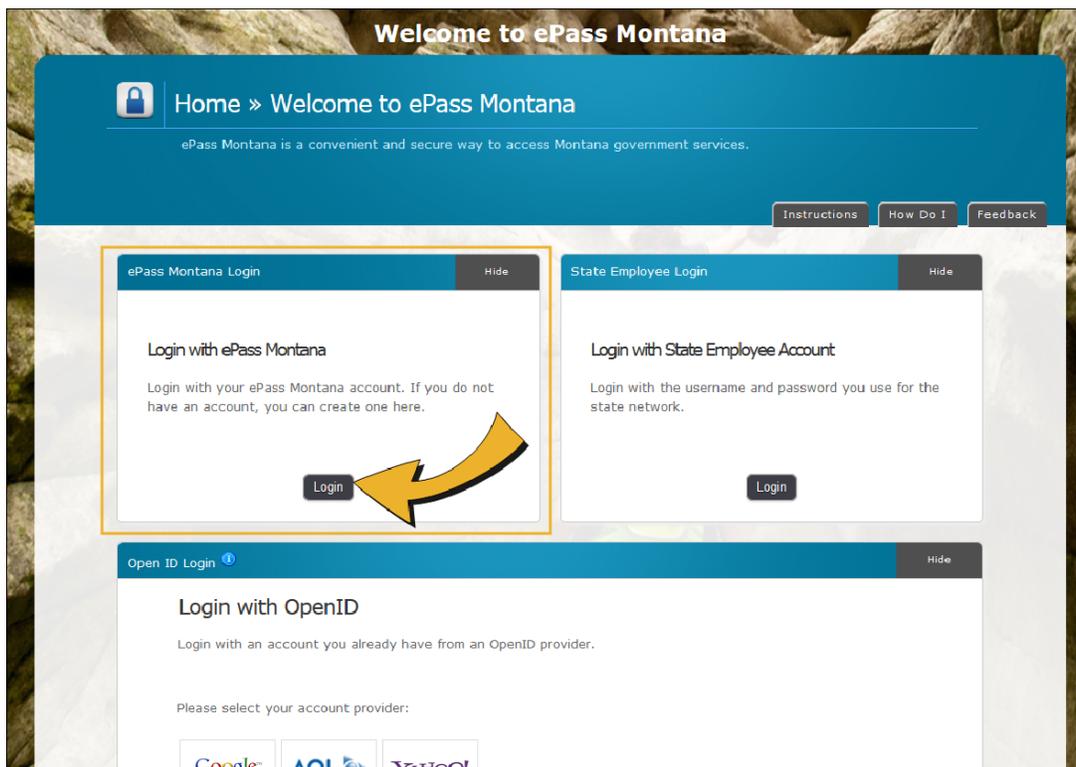


Figure 4: Montana ePass Login Command Button

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

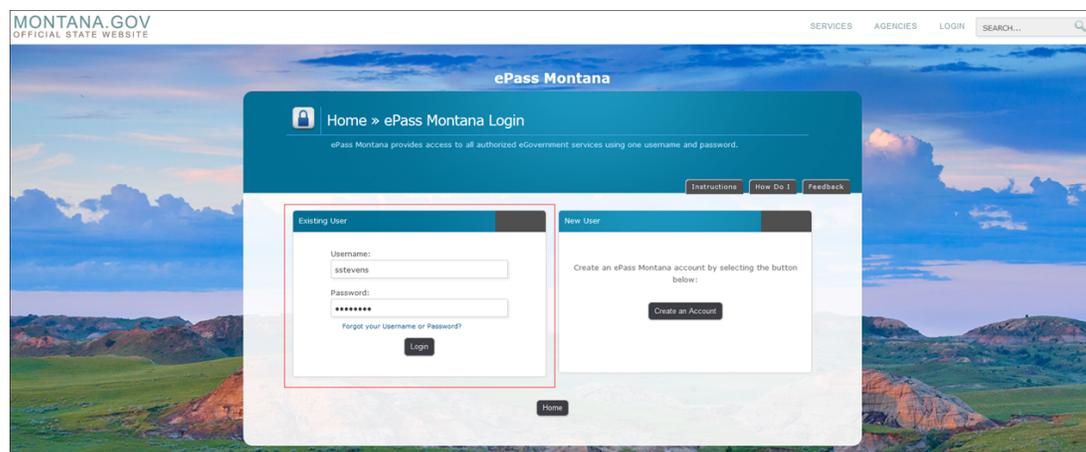


Figure 5: Montana ePass Login

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

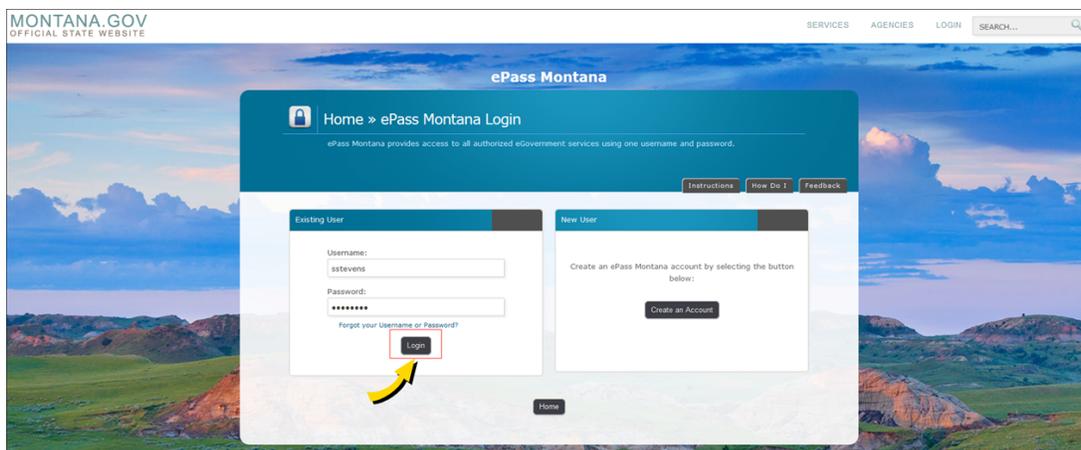
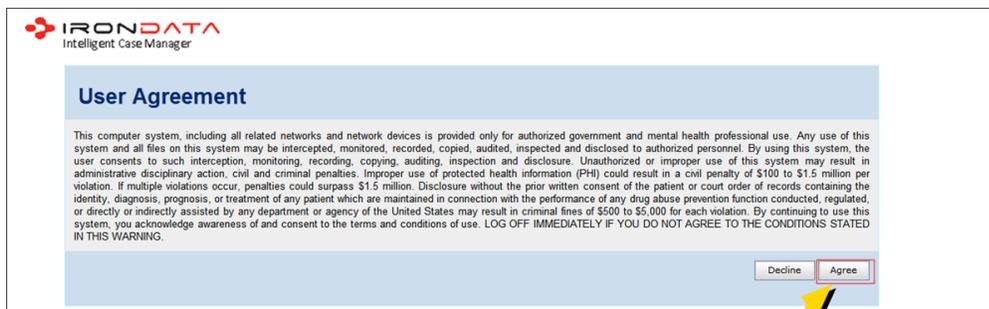


Figure 6: ePass Montana Login Command Button

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.

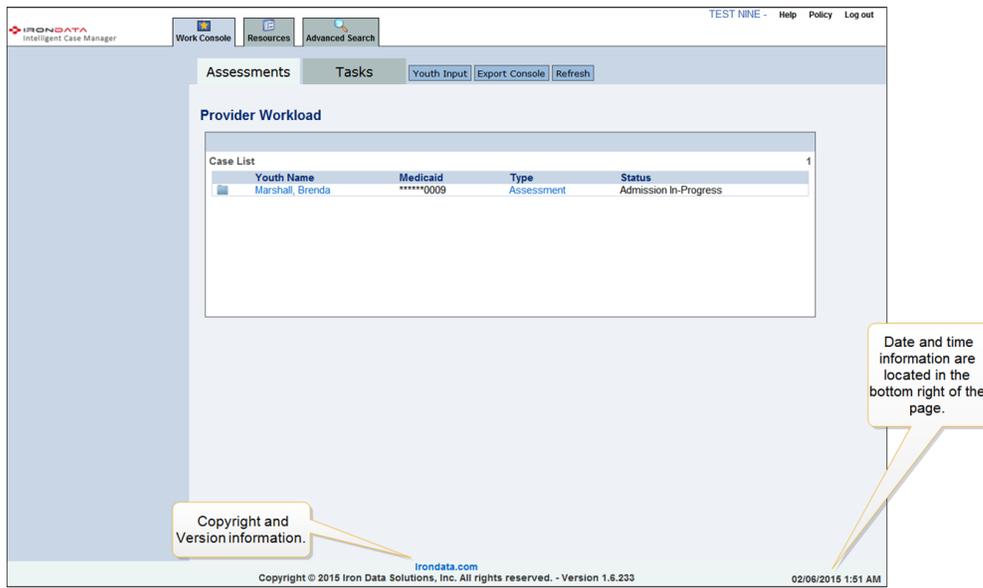


Figure 7: Work Console Screen

Navigating the Work Console Screen

All data entry is done through the CANS MCS Work Console.

The screenshot displays the IronData Work Console interface. At the top, there are navigation tabs for 'Assessments' and 'Tasks', along with buttons for 'Reports', 'Youth Input', and 'Refresh'. The main content area is titled 'Provider Workload' and contains a table with the following data:

Youth Name	Medicaid	Type	Status
Canyon, Jimmy	*****2828	Assessment	Admission Final
McLavery, Emm	*****3533	Assessment	Admission Final
Miles, Davis	*****1322	Assessment	Admission Final
Sigua, Lincoln	*****4419	Assessment	Admission Final

At the bottom of the screen, there is copyright information: 'Copyright © 2013 Iron Data Solutions, Inc. All rights reserved. - Version 51'. In the bottom right corner, the date and time are displayed as '08/17/2013 8:3 PM'.

Figure 8: Work Console

The Work Console has two main tabs:

- Assessments
- Tasks

Assessments Tab

Through the Assessments Tab, users are able to view a case list, run reports, and enter new records.

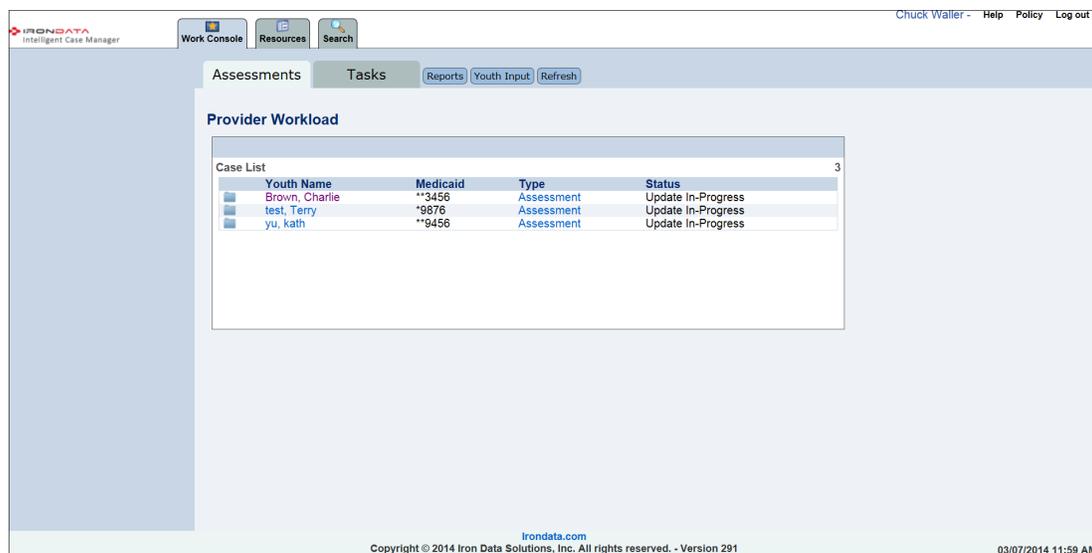


Figure 9: AssessmentsTab

Field Descriptions - Provider Workload

Label	Input Type	Input
Youth Name	read-only	The name of the individual receiving services.
Medicaid	read-only	The state issued Medicaid number for the youth. Only the last 4 digits of the Medicaid number display
Type	read-only	A description of the activity performed.
Status	read-only	The standing of the case.

Table 3: Assessments Tab Field Descriptions - Work Console Screen

Assessments Tab Command Button Descriptions

Command Button	Description
<i>**Viewable from both the Assessments Tab and the Tasks Tab.</i>	
Reports	Directs Users to the Reports window.
Youth Input	Directs Users to the Youth Facesheet to create a new record.
Refresh	Refreshes the Work Console page to update the Workload Window.

Table 4: Assessments Tab Command Button Descriptions

Tasks Tab

The Tasks tab lists all tasks assigned by and assigned to the user.

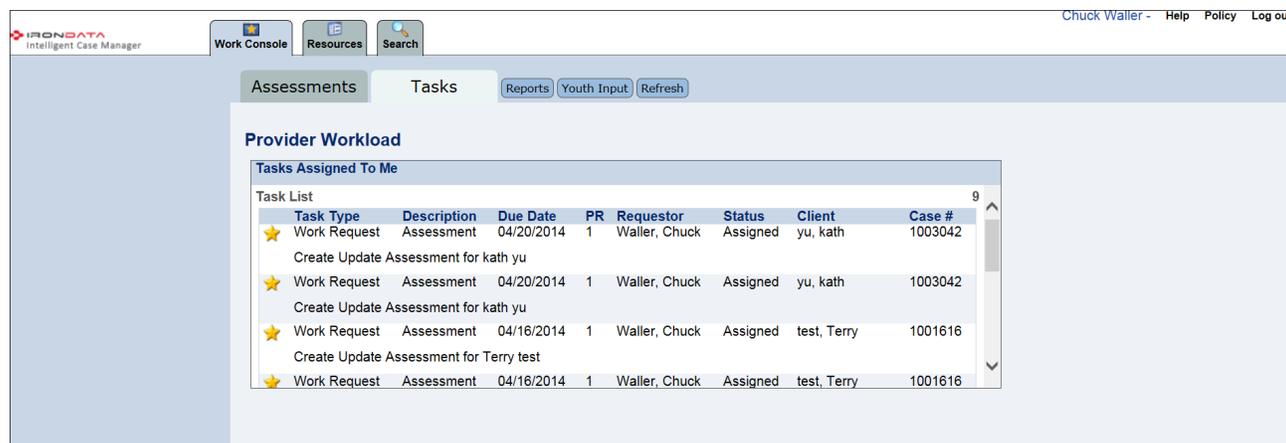


Figure 10: Work Console - Tasks Tab

Tasks Tab Labels and Descriptions

<i>Label</i>	<i>Description</i>
Task Type	Task responsibilities assigned to the user.
Description	The purpose of the task.
Due Date	The date by which the task must be completed.
PR	
Requestor	The individual who assigned the task.
Status	The current stage of the task.
Client	The individual receiving services.
Case #	The Case Number associated with the request.

Figure 11: Tasks Tab Labels and Descriptions

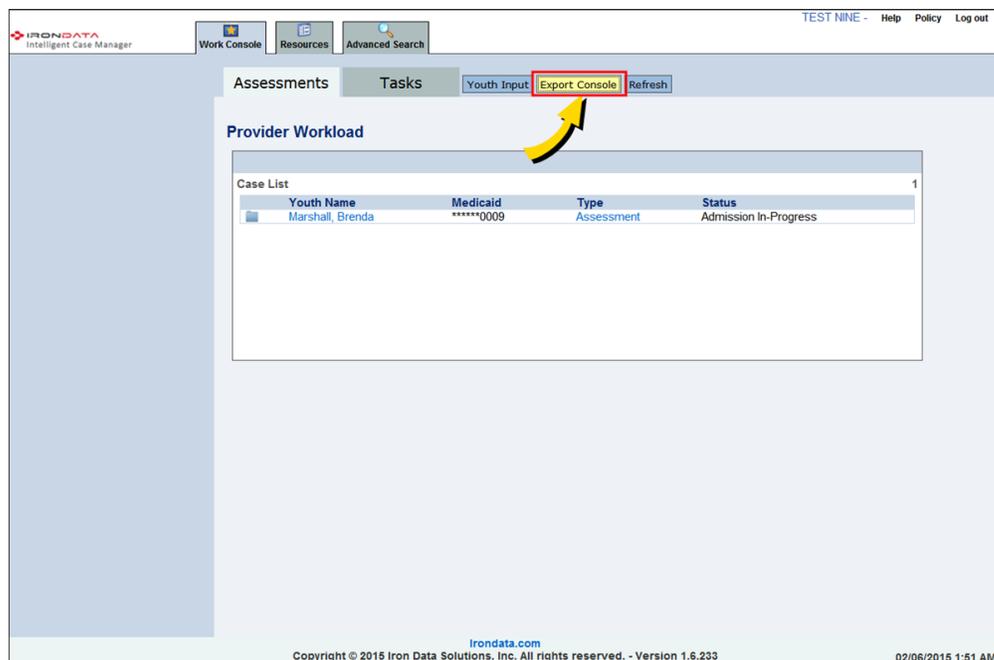
Export Console Tab

Only an Administrator (Bureaus or Provider) can see the **Export Console** tab in the MCS system. This allows the user to download finalized assessment data by provider for a group of youths during the specified period of time. Bureau Administrators can download multiple providers. Provider administrators can only download their own assessments.

To download the finalized assessment file:

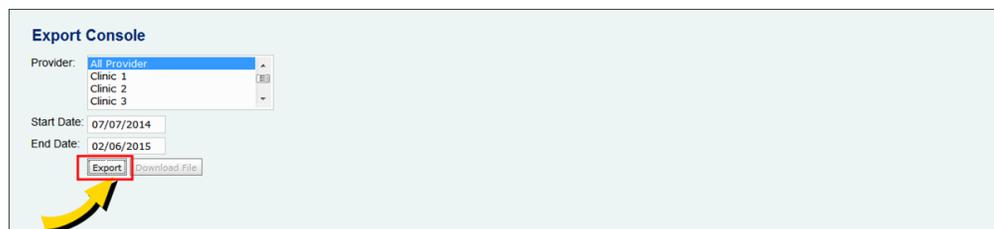
1. Navigate to the **Work Console** page. For more information, see [Work Console](#).
2. Click **Export Console**.

The **Export Console** page is displayed.



3. Select the provider from the **Provider** list.
4. Select the **Start Date** from the calendar.
5. Select the **End Date** from the calendar.
6. Click **Export**.

The **Export file is ready to download** message is displayed.



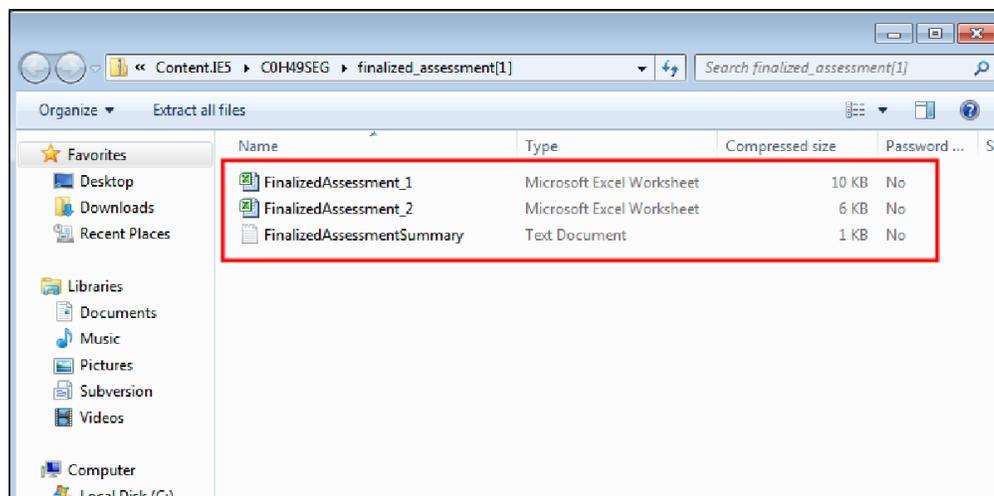
7. Click **Download File**.



The files are downloaded at the location specified.

Note: If multiple providers are selected, a zip file is created that contains one excel worksheet per provider.

Note: If single provider is selected, an excel file is create.



Note:The **Finalized Date** has been replaced by **Administered Date** in the Export Console tab.

Search Tab

The Search tab provides Users a page to perform a search to locate Youth records

Navigate to the Search tab.



Figure 12: Search Tab

Users may only search for a Youth using an exact Medicaid number.

Resources Tab

The Resources tab provides CANS Users a list of resource websites.

Navigate to the Resources tab.

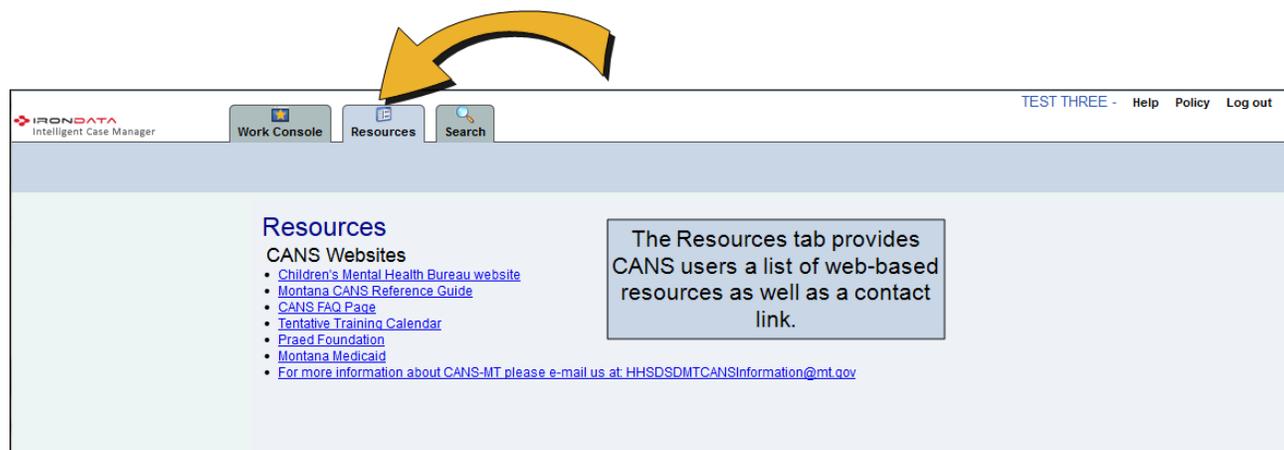


Figure 13: Resources Tab

Activities Console

The Activities Console shows users the completed, outstanding, and available activities for a Youth.

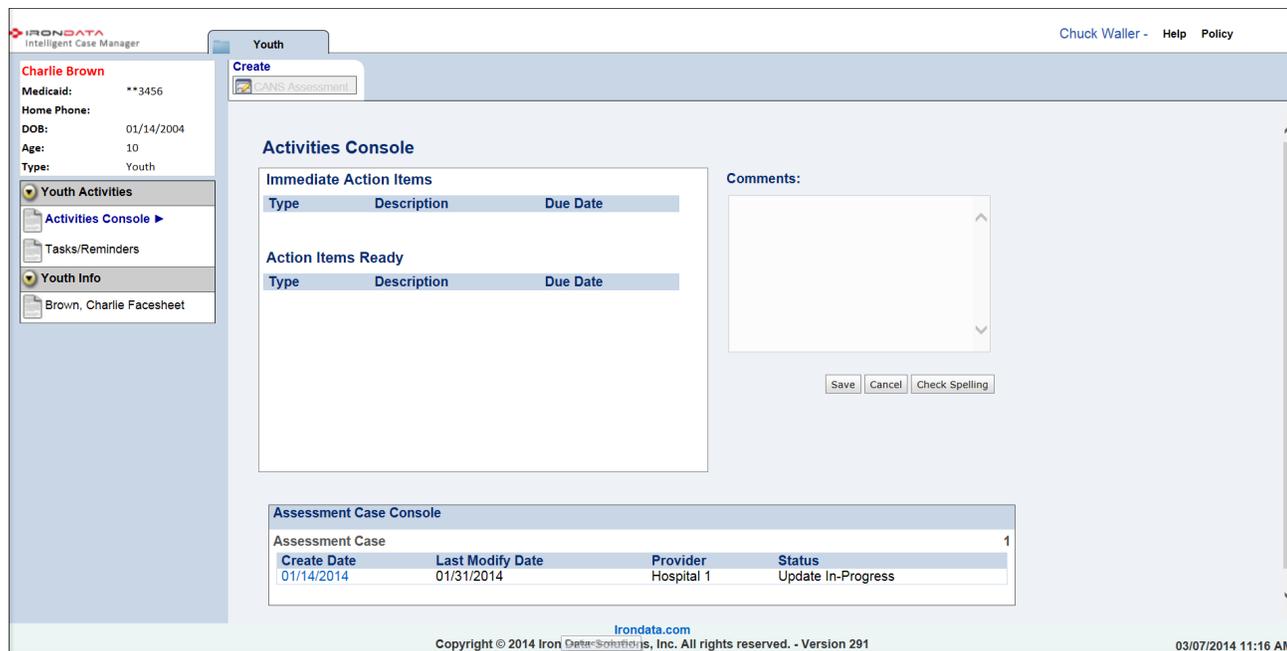


Figure 14: Activities Console

Adding and Searching for Youth Records

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Searching for a Youth.....	25

Adding a Youth Record

Navigate to the Work Console page.

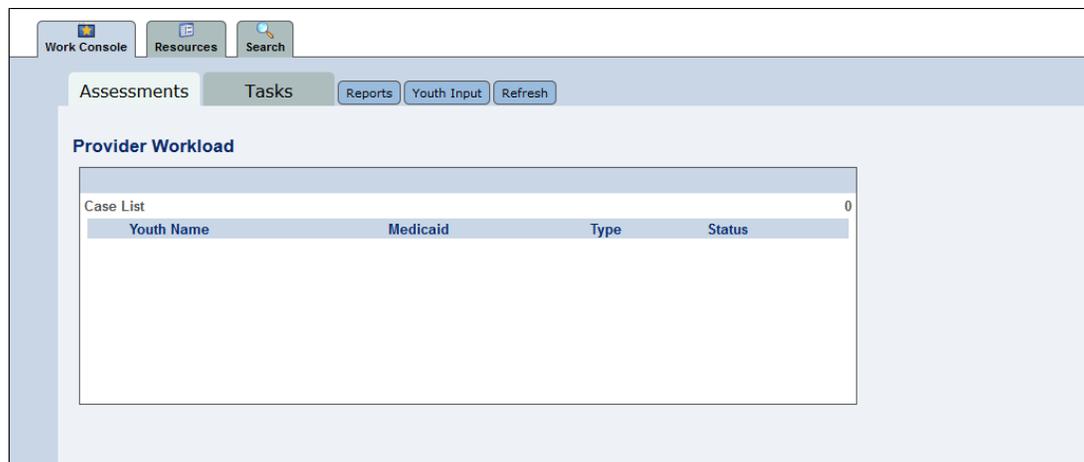


Figure 15: Work Console Screen

Click the Youth Input command button.

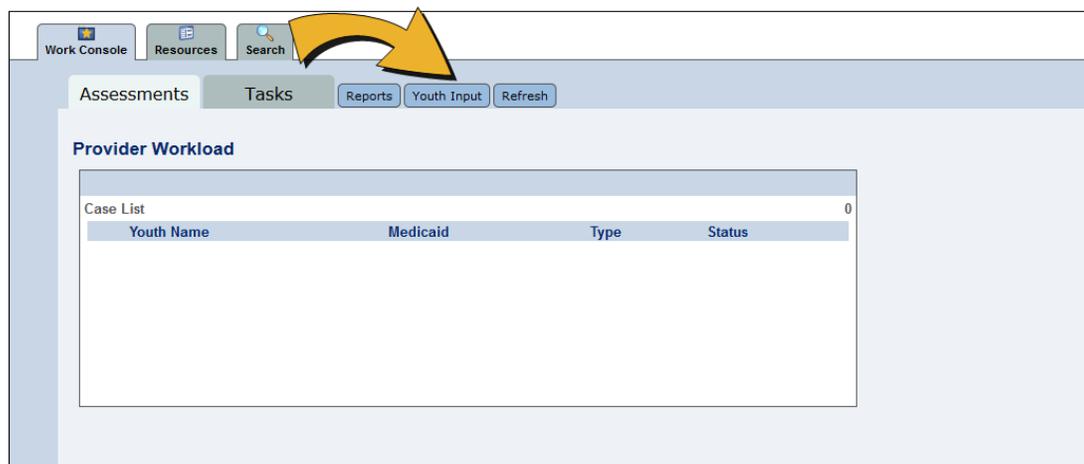


Figure 16: Youth Input Command Button

The Youth Facesheet displays in a new tab.

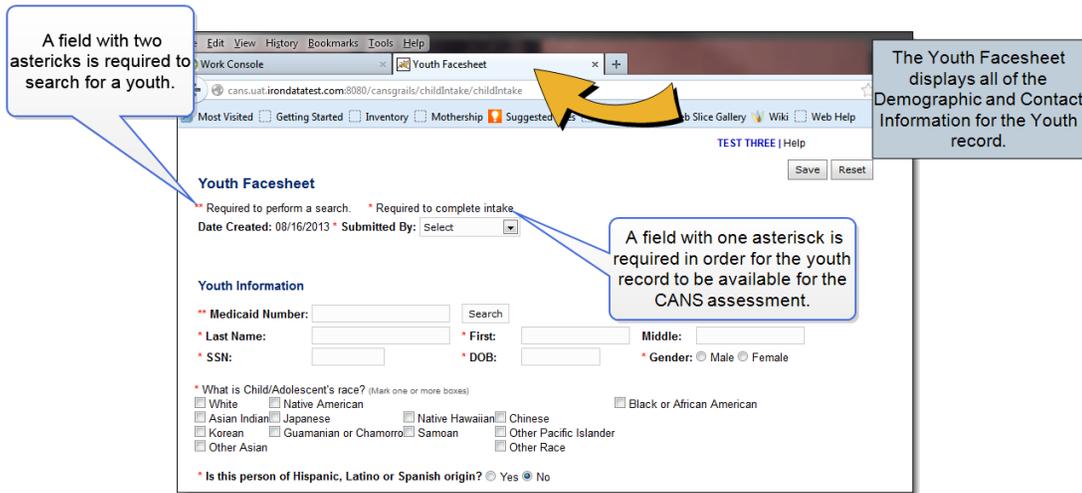


Figure 17: CANS Youth Facesheet

There are two types of required information for the Youth Facesheet:

Youth Facesheet Required Information Types

**Required to perform a search	Information must be entered into the field in order to search for a Youth. The Medicaid field is the only field that maintains this requirement.
*Required to complete input	Information must be entered into this field in order for input to be complete and the youth's record available.

Table 5: Youth Facesheet Required Information Types

Fill in the Youth Facesheet fields. See [Appendix I - Youth Facesheet](#) for field descriptions.

Youth Facesheet Command Button Descriptions

****Command Buttons are available at the top and the bottom of the page.**

Save	Save the current record.
Reset	Clear all of the information from the Youth Facesheet record.

Table 6: Youth Facesheet Command Button Descriptions

Once all of the required information is entered, click the Save command button.

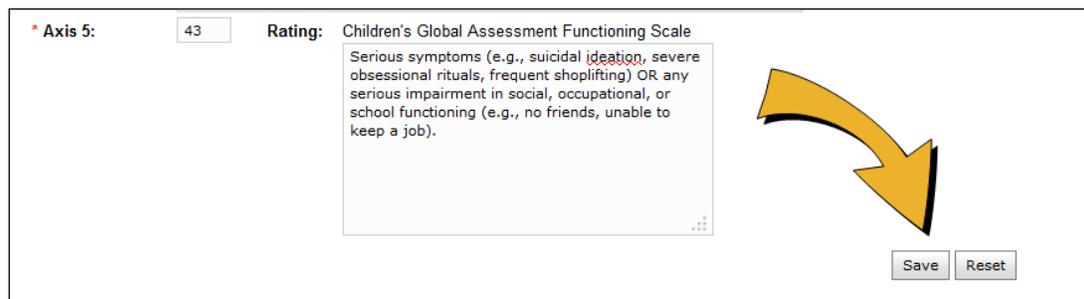


Figure 18: Saving Youth Facesheet Record

Users receive a completion message at the top of the page:

Youth information for <Youth Name> has been successfully added.



Figure 19: Youth Added Message

Close the Youth Facesheet tab.

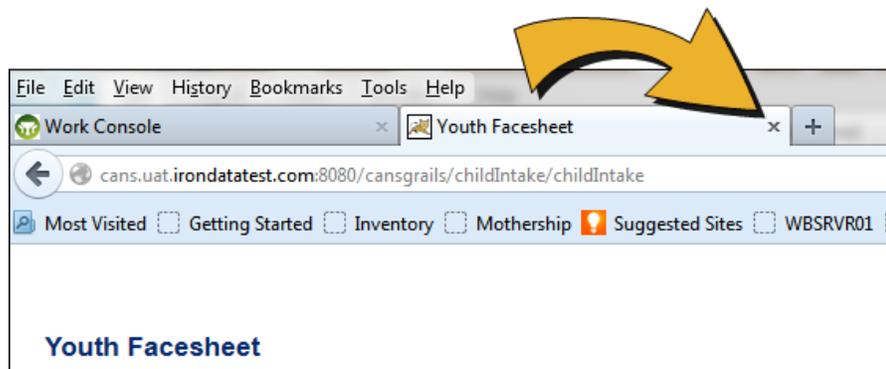


Figure 20: Closing the Youth Facesheet tab.

You can add multiple parents for a youth. For more information, see [Add Multiple Parents](#).

ADDING MULTIPLE PARENTS ON THE YOUTH FACESHEET

Multiple parents can be entered in MT CANS system either during youth input or while editing the youth input information.

To add multiple parents on a youth facesheet

1. Navigate to the **Youth Input** under the **Work Console** tab in the MT CANS system.
The **Youth Facesheet** page is displayed.
2. Click **Add Parent or Guardian**.
The **Add Parent or Legal Guardian** page is displayed.

3. Type the parent or guardian details.
4. Click **Save**.

The multiple parent or guardian information is added and saved and can be viewed in the youth facesheet.

Parent or Legal Guardian	Relationship	Address	Phone	Actions
Marie, Marie	Mother	1124 W 9th Olympia, WA, 98501		Edit Delete
George, Kennedy	Father	1124 W 9th Olympia, WA, 98501		Edit Delete

Note: If you are adding parent information during youth input, click **Save and Continue**.

Editing Youth Diagnosis

The provider admin or the bureau user has the option to use DSM9 or ICD10 codes on the youth facesheet. The youth facesheet must have either DSM9 or ICD10, but not both. The format is based on the first or primary diagnosis selected. The remaining fields are displayed as per the format of DSM9 or ICD10 codes.

To edit the youth diagnosis:

1. Navigate to the **Work Console** page. For more information, see [Work Console](#).
2. Select any youth under the **Youth Name** column for editing the diagnosis.

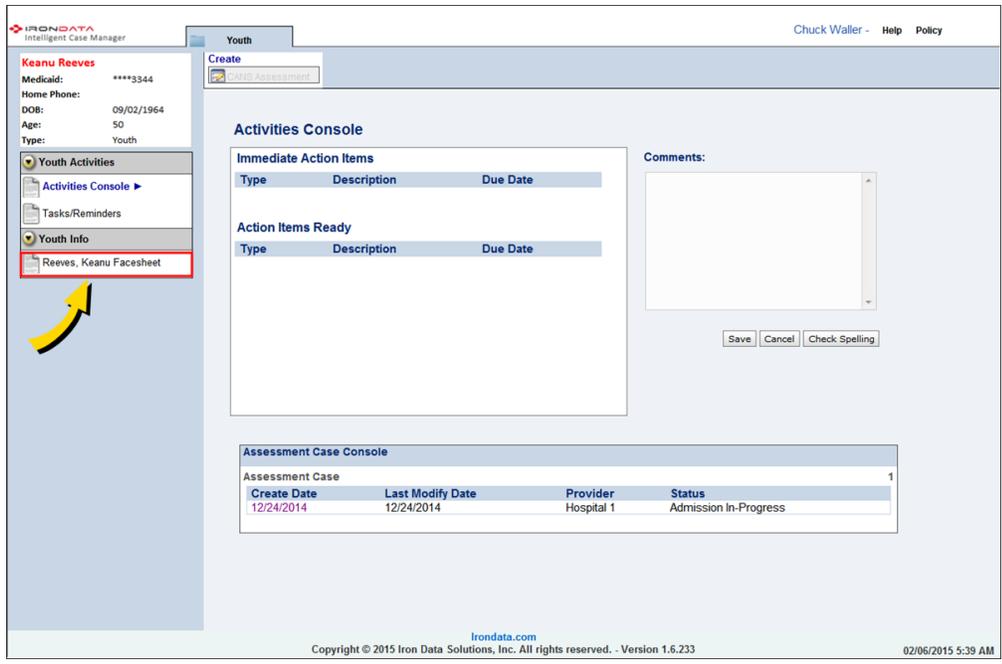
The youth's **Activities Console** page is displayed.

The screenshot shows the IronData Work Console interface. At the top, there are navigation tabs for 'Assessments', 'Tasks', 'Youth Input', and 'Refresh'. Below this is a 'Provider Workload' section containing a 'Case List' table. The table has the following data:

Youth Name	Medicaid	Type	Status
Bedwell, Christopher	****0234	Assessment	Update Final
Brown, Charles	****5666	Assessment	Discharge Final
Buchanan, Cynthia	****5678	Assessment	Discharge Final
Buchanan, Robert	*****1016	Assessment	Admission In-Progress
Fudd, Alice	****0000	Assessment	Admission Final
Harris, Randolph	****0018	Assessment	Discharge Final
Marshall, Brenda	****0009	Assessment	Admission In-Progress
Reeves, Keanu	****3344	Assessment	Admission In-Progress

The 'Reeves, Keanu' row is highlighted with a red box, and a yellow arrow points to it from the bottom left. The footer of the page includes 'Copyright © 2015 Iron Data Solutions, Inc. All rights reserved. - Version 1.6.233' and the date '02/06/2015 4:55 AM'.

3. Select the youth name under the **Youth Info** section on the left navigation pane. The **Youth Facesheet** page is displayed.



4. Click **Edit**.
The **Edit Youth Facesheet** page is displayed.

IRONDATA
Intelligent Case Manager

Chuck Waller - Help Policy

Keanu Reeves
Medicaid: ****3344
Home Phone:
DOB: 09/02/1964
Age: 50
Type: Youth

Youth Activities
Activities Console
Tasks/Reminders

Youth Info
Reeves, Keanu Facesheet

Youth Facesheet
Date Created: 12/24/2014 Submitted By: Chuck Waller

Youth Information
Last Name: Reeves First: Keanu Middle:
SSN: ***-**-1222 Medicaid Number: ****3344
DOB: 09/02/1964 Gender: Male
Race: Other Pacific Islander - Test Other Pacific
Is this person of Hispanic, Latino or Spanish origin? No

Custody
Custody Type: Tribal
Custody Address
Street 1: 123 Main Street
Street 2:
City: Great Falls State: Montana ZIP Code: 59401
Phone: (406) 390-0009

Parent or Legal Guardian
Last Name: Reeves First: Lisa Middle:
Relationship: Tribal
Street 1: 123 Main Street
Street 2:
City: Great Falls State: Montana ZIP Code: 59401
Phone: (406) 390-0009

Diagnosis
Date Diagnosed: 12/19/2014
Last Modified Date: 12/24/2014
Primary: F41.0 Panic disorder [episodic paroxysmal anxiety] without agoraphobia
Secondary:
Comment:

Print Edit Cancel

Edit Cancel

5. Click **Save**.

Resetting the Youth Facesheet

Users can reset the Youth Facesheet. Doing so will delete all of the information that currently displays on the page.

Note: If the Youth record has been submitted it will not be deleted. Clicking the Back button on the browser will return users to the previous information recorded on the Youth Facesheet . Resetting the information on this page will not delete the record from the CANS database.

While on the Youth Facesheet page, click the **Reset** button at the top or the bottom of the page.

Top of page:

The screenshot shows the top portion of the 'Youth Facesheet' form. At the top right, there are two buttons: 'Save' and 'Reset'. A large yellow arrow points from the right towards the 'Reset' button. Below the buttons, the form contains several fields: 'Date Created: 08/30/2013', 'Submitted By: Sherry Stevens' (with a dropdown arrow), 'Youth Information' section with fields for 'Medicaid Number: 321321321', 'Last Name: Finkel', 'First: Jon', 'Middle:', 'SSN: 321321321', 'DOB: 01/01/2000', and 'Gender: Male (selected) / Female'. There is also a section for 'What is Child/Adolescent's race?' with multiple checkboxes for various ethnicities.

Figure 21: Reset Button - Top of Youth Facesheet Page

Bottom of page:

The screenshot shows the bottom portion of the form. It features a text area with the following content: '* Axis 5: 43', 'Rating: Children's Global Assessment Functioning Scale', and a detailed description: 'Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or school functioning (e.g., no friends, unable to keep a job)'. At the bottom right of this section, there are 'Save' and 'Reset' buttons. A large yellow arrow points from the right towards the 'Reset' button.

Figure 22: Reset Button - Bottom of Youth Facesheet Page

Users receive a warning message:

You are about to reset all entries you've made on this page. Do you wish to proceed?

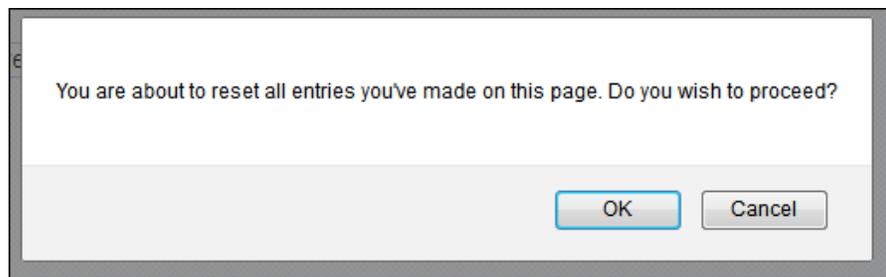


Figure 23: Youth Facesheet Reset Message

To proceed, click the OK button.

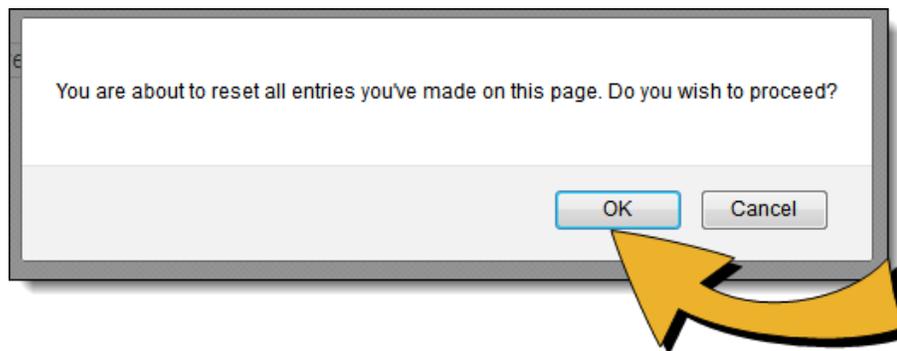


Figure 24: Resetting the Youth Facesheet

The Youth Facesheet fields are cleared.

[TEST THREE](#) | [Help](#)

Youth Facesheet

**** Required to perform a search. * Required to complete intake**

Date Created: 08/17/2013 * Submitted By:

Youth Information

**** Medicaid Number:**

* Last Name: * First: Middle:

* SSN: * DOB: * Gender: Male Female

Figure 25: Reset Youth Facesheet

SEARCHING FOR A YOUTH

Users may only search for a Youth by Medicaid number. The Medicaid number must be exact or Users will receive an error message. If there is a match, the Returned Result displays.

Navigate to the Search tab.

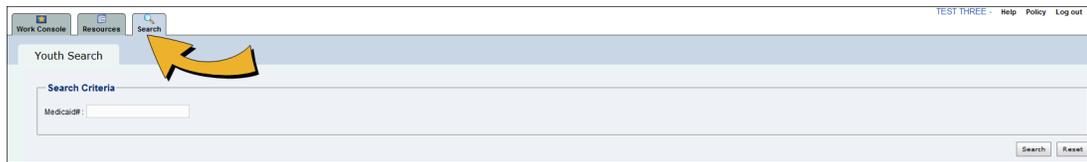


Figure 26: Search Tab

The Youth Search page displays.



Figure 27: Youth Search Screen

Youth Search Labels and Input

<i>Label</i>	<i>Input Type</i>	<i>Input</i>
Medicaid #	numerical text box	The Medicaid Number of the Youth. Match must be exact in order for Users to receive results.

Table 7: Youth Search Labels and Input

Youth Search Command Button Descriptions

<i>Command Button</i>	<i>Description</i>
Search	Searches the database for a record.
Reset	Clears all information from page fields.

Table 8: Searching for a Youth

Enter the Youth's Medicaid number in the Medicaid # field in the Search Criteria box.

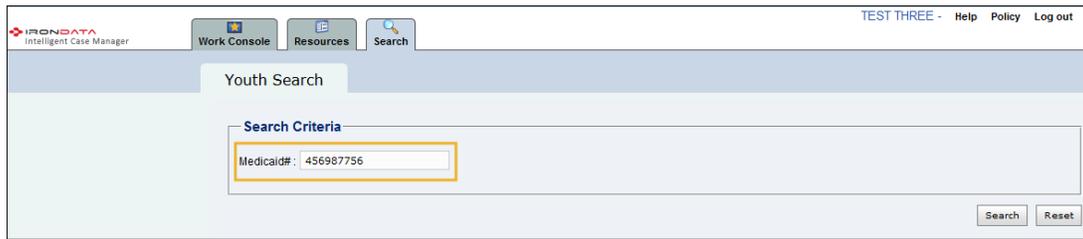


Figure 28: Youth Search Criteria - Medicaid Number

Click the Search button.

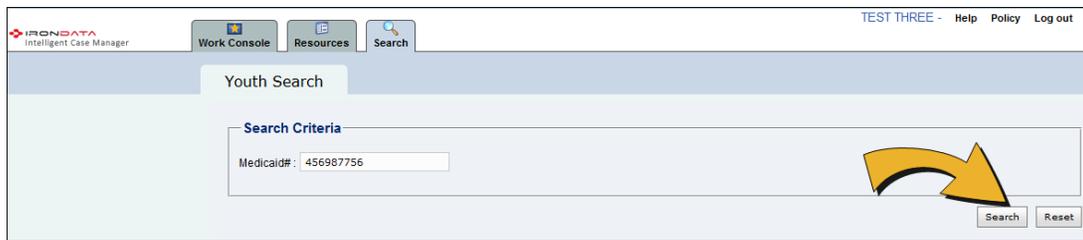


Figure 29: Youth Search Criteria - Search Button

If there is an exact match, the Search **Results** display beneath the Search **Criteria**.

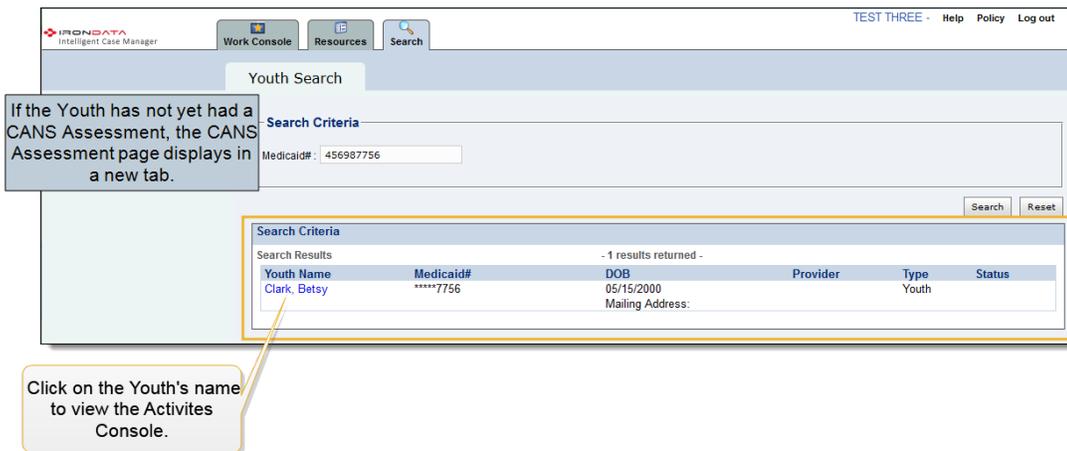


Figure 30: Youth Search Criteria - Returned Results

Youth Search Criteria Labels and Input

Label	Input Type	Input
Youth Name	read-only	Name of the Youth.
Medicaid #	read-only	The state issued Medicaid number.
DOB	read-only	Date of Birth of the Youth.
Provider	read-only	The Provider currently responsible for the Youth's mental health care.
Type	read-only	
Status	read-only	Current state of the

Table 9: Field Descriptions - Youth Search - Returned Results

Note: If there are no returned results, Users have the option to enter a new Youth record by clicking the Youth Input command button.

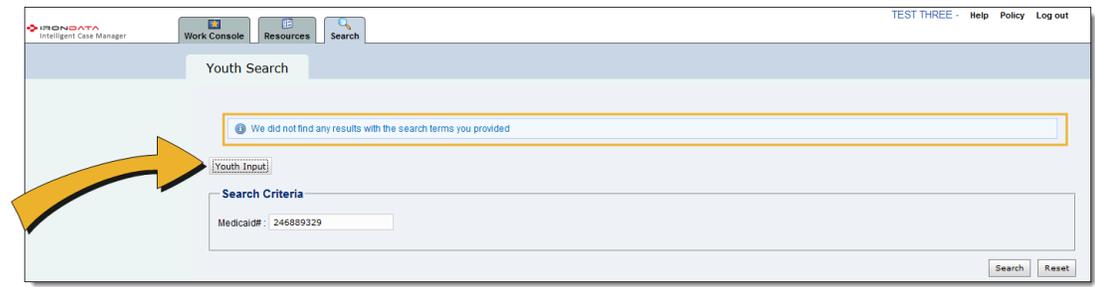


Figure 31: Youth Facesheet Command Button

eResetting the Youth Search Screen

Click the Reset command button beneath the Search Criteria box.



Figure 32: Youth Search - Reset Button

Search Results are cleared from the Youth Search page.



Figure 33: Youth Search - Reset

CANS Assessment

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CANS Assessment Overview

Users enter assessment results in the CANS Assessment Interface. Users can save Assessments as drafts and return to complete them at a later date.

Note: In order to save the Assessment as Final, Users must fill out each item in the CANS Assessment.

CANS Assessment - Main Window

The Main Window is where the Assessment Steps display. All fields are required in order to submit the CANS Assessment.

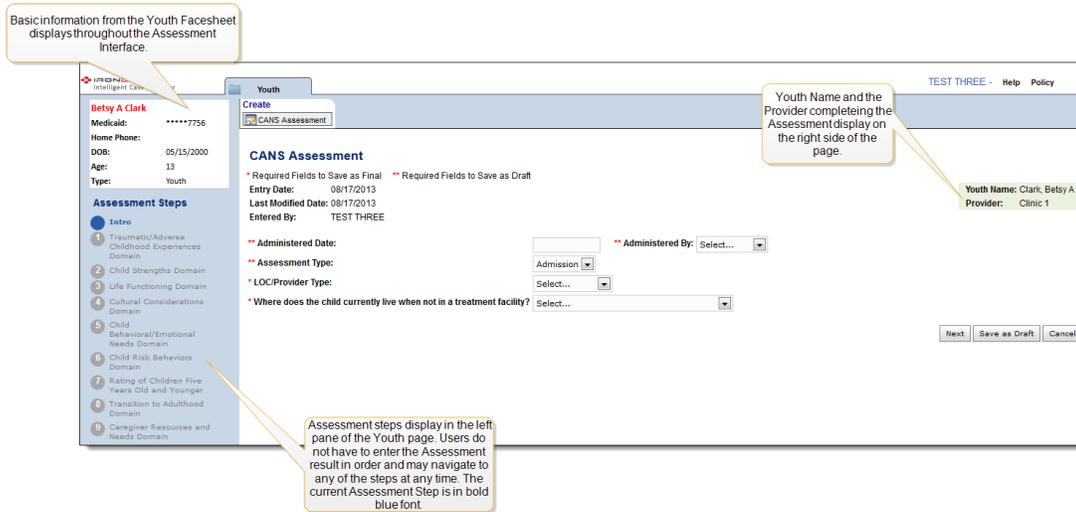


Figure 34: CANS Assessment - Main Window

Main Window Field Descriptions

Entry Date	This field is auto-populated based on the information entered in the dropdown menu in the Intro section of the CANS Assessment.
Last Modified Date	This field is auto-populated based on the last date that the provider edited the CANS Assessment.
Entered By	The individual who entered the CANS Assessment results. This does not have to be the same person who Administered the Assessment.
Assessment Fields	<p>Numbered CANS items within a certain Domain.</p> <p>Response categories or Ratings:</p> <p>** Below are the overall rating scale items in the Needs Domain. See the Key or Domain text in the CANS Resource Guide in each step for complete definitions.</p> <ul style="list-style-type: none"> ● 0 No evidence of a need. ● 1 Watchful waiting. ● 2 Action needed. ● 3 Immediate/Intensive action. ● N/A Not applicable to the child. These fields display in Assessment Steps 2, 3, 7, 8, and 9.
Comments	Comments regarding the results of the Assessment.

Table 10: CANS Assessment - Main Window Field Descriptions

Assessment Introduction

Users enter Administrative information into the Intro page.

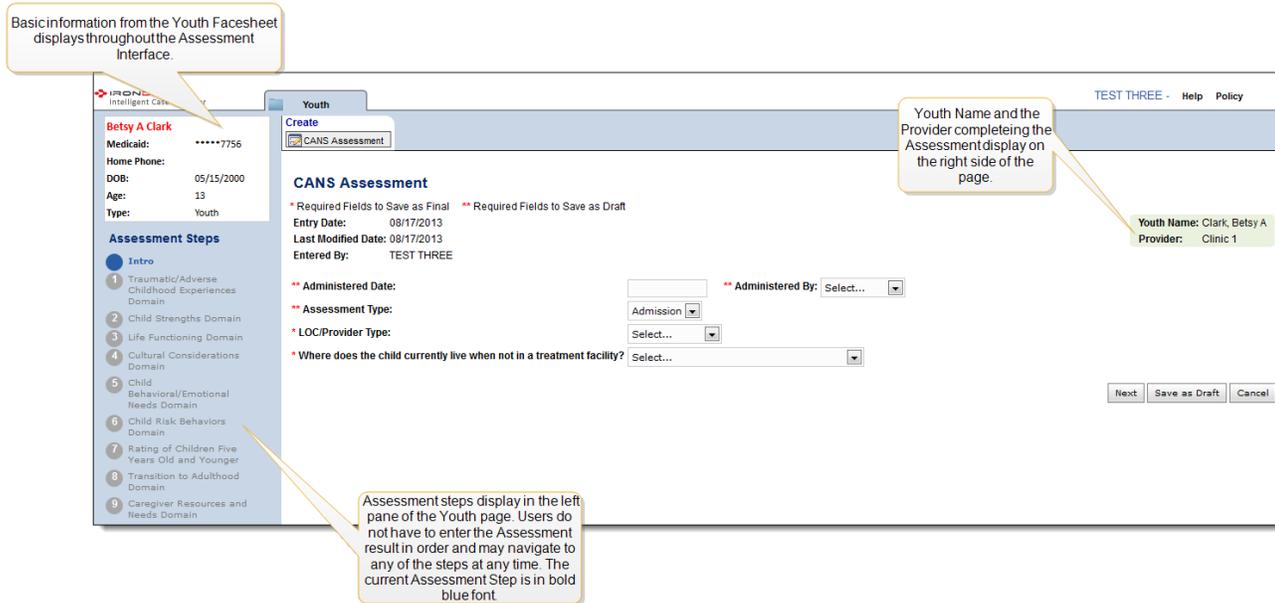


Figure 35: CANS Assessment Screen

There are two types of required fields for the CANS Assessment:

CANS Assessment Required Label Descriptions	
<i>Label</i>	<i>Description</i>
Required Fields to Save as Final	Fields with one asterisk () must be populated to save the record as final.
Required Fields to Save as Draft	Fields with two asterisks () must be populated to save the record as a draft.

Table 11: CANS Assessment Required Label Descriptions

CANS Assessment Intro Auto-Populated Labels and Input	
<i>Label</i>	<i>Input</i>
Entry Date	Date the record is added. This field is auto-populated.
Last Modified Date	The date the record was last modified. This field is auto-populated.
Entered By	The Provider who entered the CANS Assessment record.
Entry Date	Date the record is added. This field is auto-populated.
Last Modified Date	The date the record was last modified. This field is auto-populated.
Entered By	The Provider who entered the CANS Assessment record.

Table 12: CANS Assessment Intro Auto-Populated Labels and Input

CANS Assessment Intro Dropdown Field Descriptions	
<i>Dropdown</i>	<i>Description</i>
**Administered Date	The date the CANS Assessment was administered. This date does not have to be the same as the entry date. A dropdown calendar displays.
**Administered By	The individual who administered the assessment.
**Assessment Type	<p>The status of the assessment in the Youth's treatment plan.</p> <p>Options:</p> <ul style="list-style-type: none"> • Admission - Initial assessment. • Update - Subsequent update to monitor progress. • Discharge -Final assessment to discharge the Youth from the Provider service/LOC.
*LOC/Provider Type	<p>Options:</p> <ul style="list-style-type: none"> • 1915i • Bridge Waiver • CSCT • PRTF • Other
*Where does the child currently live when not in a treatment facility?	<p>Child's place of residence.</p> <p>Options:</p> <ul style="list-style-type: none"> • Birth Home • Adoptive Home • Foster home/kinship (state sponsored) • Other caregiver (with defined responsibility) • Homeless • Shelter care

Table 13: CANS Assessment Intro Dropdown Field Descriptions

CANS Assessment Command Button Descriptions	
<i>Command Button</i>	<i>Description</i>
CANS Assessment	Begins a new Assessment.
Next	Directs Users to the next Assessment step.
Save as Draft	Allows Users to save the current Assessment as a draft. Fields with two asterisks (**) must be completed.
Cancel	Cancels the current Assessment and directs users to the Youth's Activities Console.

Table 14: CANS Assessment Command Button Descriptions

CANS Assessment Steps

- 1. Traumatic/Adverse Childhood Experiences Domain**

- 2. Child Strengths Domain**

- 3. Life Functioning Domain**

- 4. Cultural Considerations Domain**

- 5. Child Behavioral/ Emotional Needs Domain**

- 6. Child Risk Behaviors Domain**

- 7. Rating of Children Five Years Old and Younger**

- 8. Transition to Adulthood Domain**

- 9. Caregiver Resources and Needs Domain**

Figure 36: CANS Assessment Steps

Assessment Steps

The Assessment Steps pages have the same page layouts for each domain.

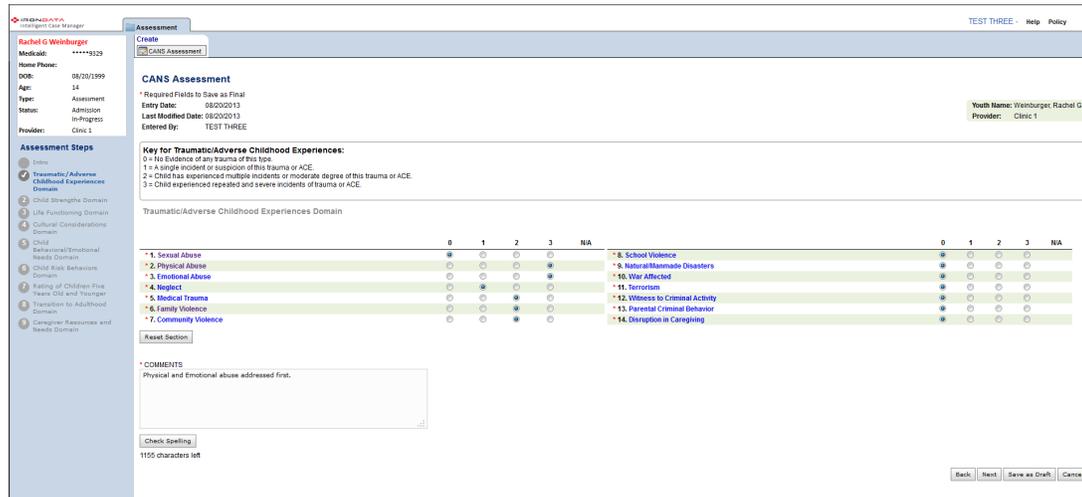


Figure 37: CANS Assessment Pages

Left-Side Menu

The Left-Side Menu contains an Assessment navigational menu and some Youth demographic information.

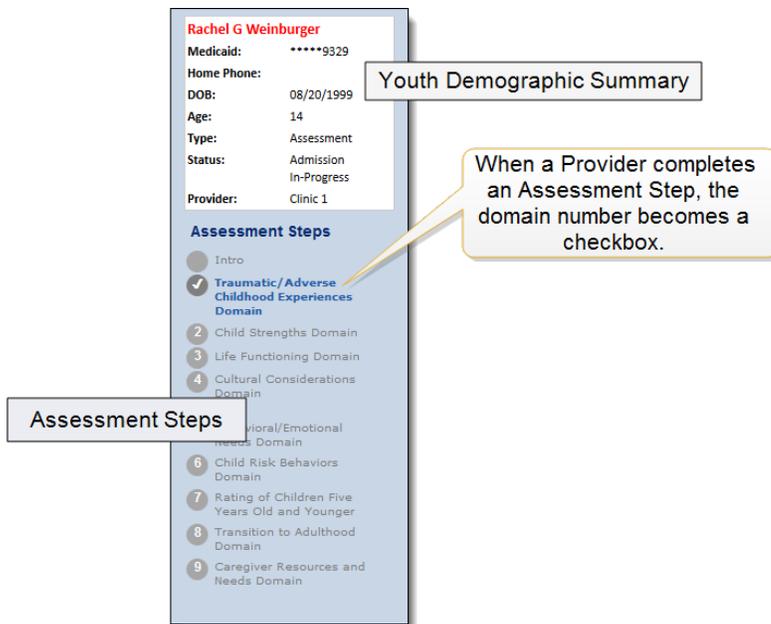


Figure 38: CANS Assessment - Left-Side Menu

Youth Demographic Labels and Input Descriptions

Label	Input
Medicaid	Masked version of the Youth's Medicaid number.
Home Phone	The home phone number to contact Youths or their parents or legal guardians.
DOB	Youth's Date of Birth.
Age	The Youth's age. This can be helpful when filling out Assessment Steps 7 and 8.
Type	The type of review being performed.
Status	The Assessment Type and the status of the Assessment. The status of the Assessment is auto-populated based on the provider's progression through the Assessment.
Provider	The name of the Provider performing the Assessment.

Table 15: Youth Demographic Labels and Input Descriptions

ASSESSMENT OF A YOUTH OR A CHILD

Every youth or a child that is assessed by a provider admin or bureau user is registered in the MT CANS system. A child can be assessed by multiple providers.

For example if a youth or a child is treated by five different providers or bureau users, the last provider or the bureau user is the treating provider and can view all the four previous assessments of a child. The fifth provider cannot edit the previous four assessments. The provider who assesses the child for a particular assessment can only edit that particular assessment.

The provider admin or bureau users of a child's treating provider can see all the CANS assessments for a child, regardless of the provider who created the assessment. A provider is promoted to a child's treating provider when one of its users creates a CANS admission assessment for the child. There can be multiple treating providers. A provider is a treating provider if one of its employees:

- Created the most current admissions assessment (draft or final) that doesn't have a subsequent finalized discharge assessment.
- Created an admissions or updated the assessment in the past 60 days that doesn't have a subsequent finalized discharge assessment

Note:The treating provider can no longer see other providers' assessments after 60 days.

- Modify listing to include all assessments cases for youths assigned in user's assessment case console on the youth tab if the user's provider is the youth's treating provider.
- Modify report selection to allow user to print a CANS assessment from another provider if the user's provider is the youth's treating provider.
- Reports allow user to select an assessment by the provider and finalized assessment date. Allow the user to request a report for a youth assessment from another provider if the user's provider is the youth's treating provider.

The multiple providers are visible in the application under the **Assessment** tab.

The screenshot shows a web form titled "CANS Assessment". At the top left, there are two legends: "* Required Fields to Save as Final" and "** Required Fields to Save as Draft". Below these are several fields: "Entry Date: 02/11/2015", "Last Modified Date: 02/11/2015", and "Entered By: TEST NINE". On the right side, there are two fields: "Youth Name: Ben. Affleck" and "Provider: The Agency". Below these are more fields: "** Administered Date: 02/11/2015", "** Administered By: Diana Lee", "** Assessment Type: Admission", and "* Where does the child currently live when not in a treatment facility? Adoptive home". A red rectangular box highlights the "Primary Provider" and "Secondary Provider" sections. The "Primary Provider" section shows "The Agency" as the provider and "1915i" as the LOC, with a green star icon and the text "Primary LOC". The "Secondary Provider" section shows "Hospital 1" as the provider and "PRTF" as the LOC, and "Hospital 2" as the provider and "Hospital" as the LOC. At the bottom right of the form, there are three buttons: "Next", "Edit", and "Cancel".

Creating a CANS Assessment

Youths may have multiple CANS Assessments in their record.

Search for the Youth's record. See [Searching for a Youth](#) for more information about CANS Youth Searches.

The Youth's Activities Console page displays.

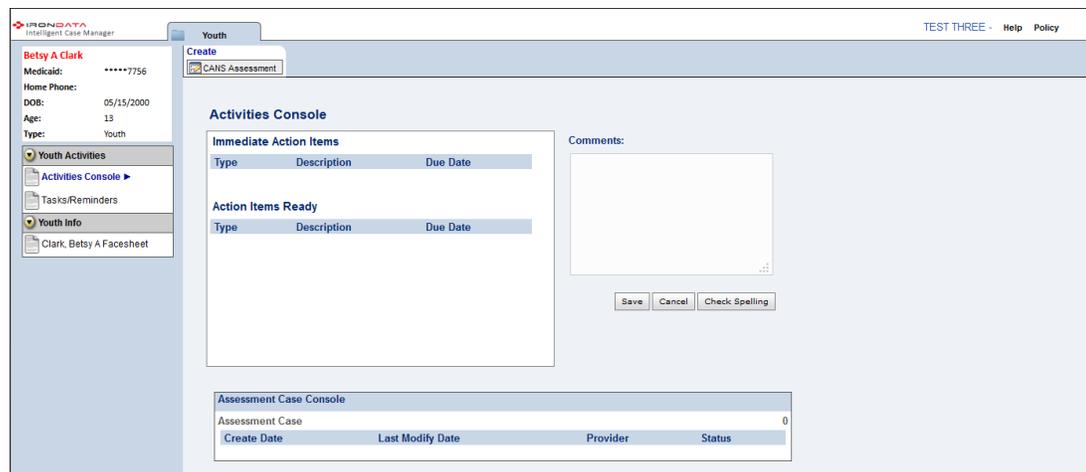


Figure 39: Activities Console Page

Click the CANS Assessment Command Button under the Create heading.



Figure 40: CANS Assessment - Creating a New Assessment

The CANS Assessment page displays.

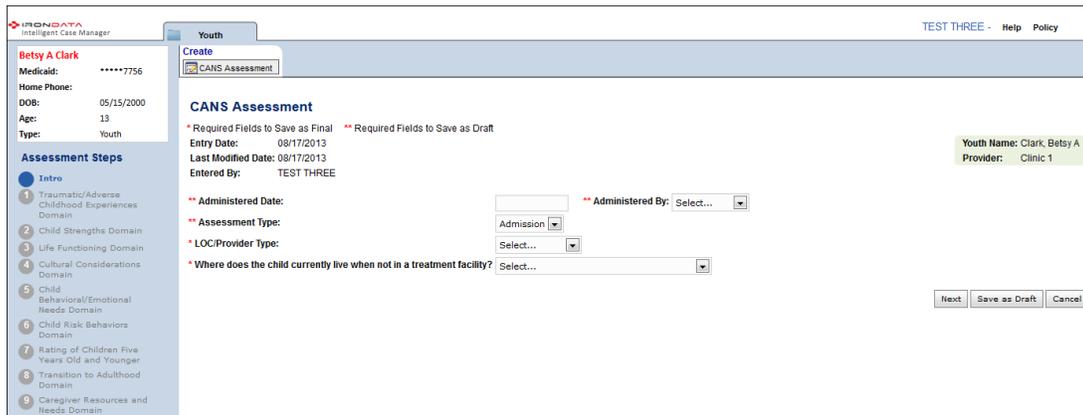


Figure 41: CANS Assessment Page

Completing a CANS Assessment

The CANS Assessment is completed by a provider on paper who transfers the results into the ICM CANS program. For information about Fields and Command Buttons on the Assessment pages see Appendix II - CANS Assessment Fields and Command Buttons.

Navigate to a Youth record. See [Searching for a Youth](#) for more information.

If no CANS Assessment has been performed, Users are directed to the CANS Assessment page.

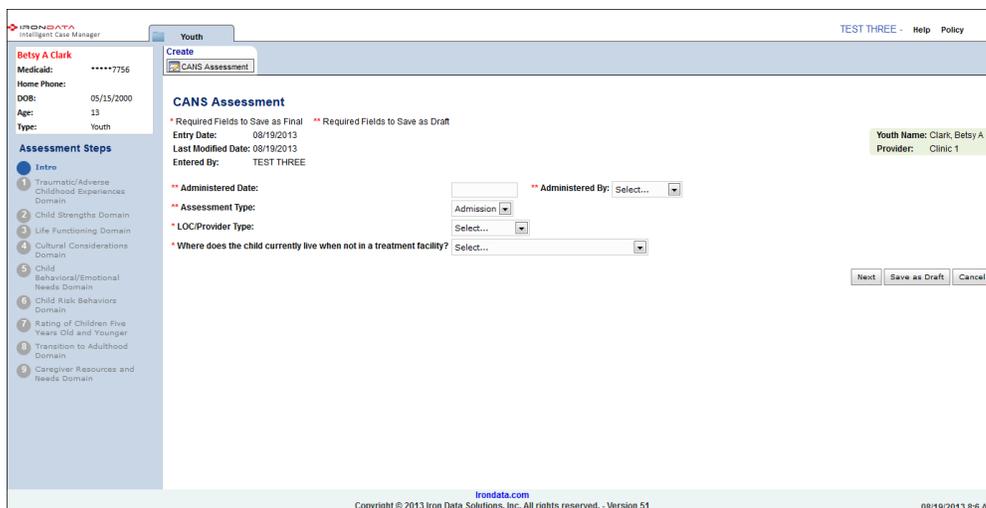


Figure 42: CANS Assessment Page

Fill in any required fields. For more information about the required fields and command buttons, see the [CANS Assessment Overview](#).

The screenshot shows the 'CANS Assessment' form in the 'Youth' section. A callout box points to the 'Administered Date' and 'Administered By' fields, stating: 'Fields with two asterisks (**) are required to save the Assessment as a draft and as final.' The form includes the following fields and values:

- Entry Date:** 08/19/2013
- Last Modified Date:** 08/19/2013
- Entered By:** TEST THREE
- Youth Name:** Clark, Betsy A
- Provider:** Clinic 1
- Administered Date:** 08/02/2013
- Administered By:** TEST THREE
- Assessment Type:** Admission
- LOC/Provider Type:** 191Si
- Where does the child currently live when not in a treatment facility?:** Birth home

Buttons at the bottom right: Next, Save as Draft, Cancel.

Figure 43: CANS Assessment: Enter Required Fields

Click the Next command button.

This screenshot is identical to Figure 43, but with a large yellow arrow pointing to the 'Next' button at the bottom right of the form.

Figure 44: CANS Assessment- Continue to Next Screen

The Traumatic/Adverse Childhood Experiences page displays.

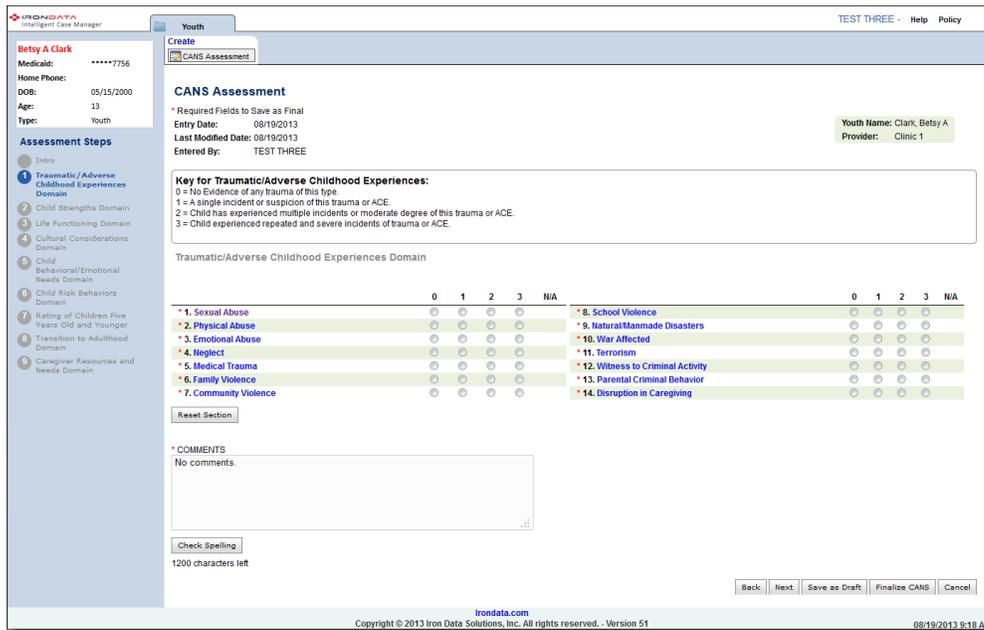


Figure 45: CANS Assessment (Step 1) - Traumatic/Adverse Childhood Experiences

Use the Key for Traumatic/Adverse Childhood Experiences ratings to fill in the Assessment items.

Tip: See the item-specific definitions in the CANS Reference Guide for a more detailed explanation on how to rate CANS Trauma items.

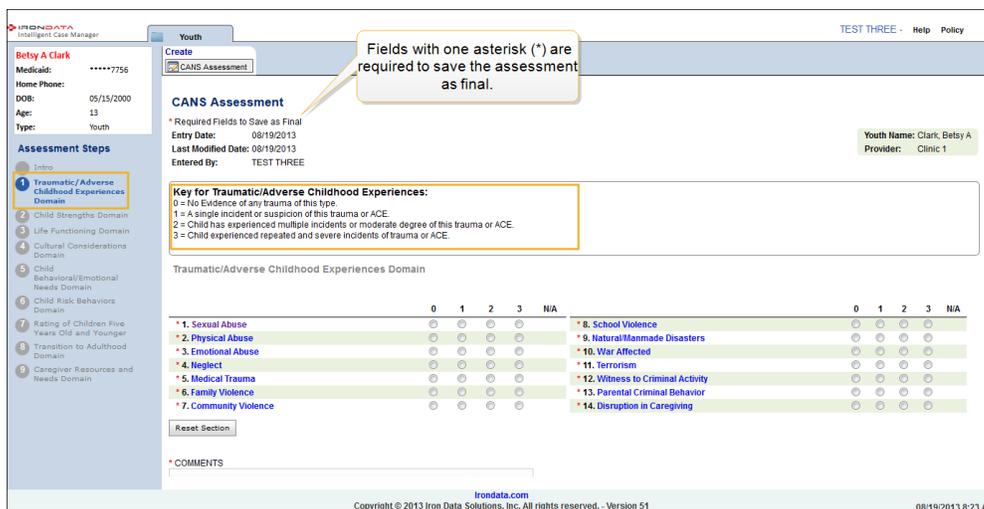


Figure 46: CANS Assessment (Step 1) - Completed Fields

Click the Next command button.

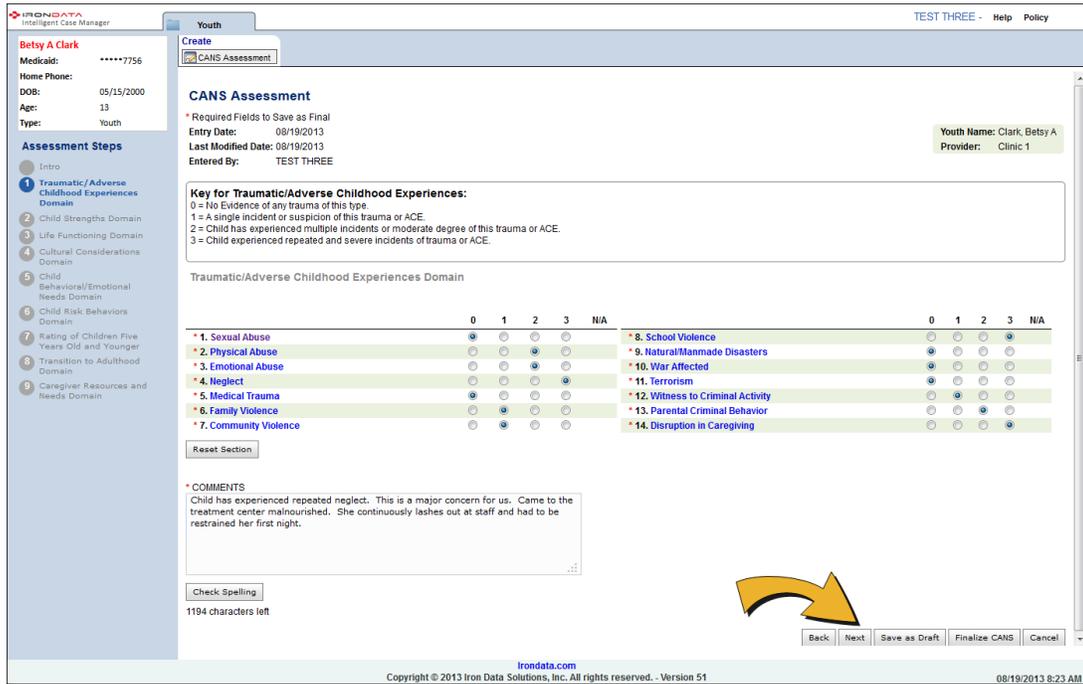


Figure 47: CANS Assessment (Step 1) - Continue to Next Screen

The Child Strengths Domain page displays.

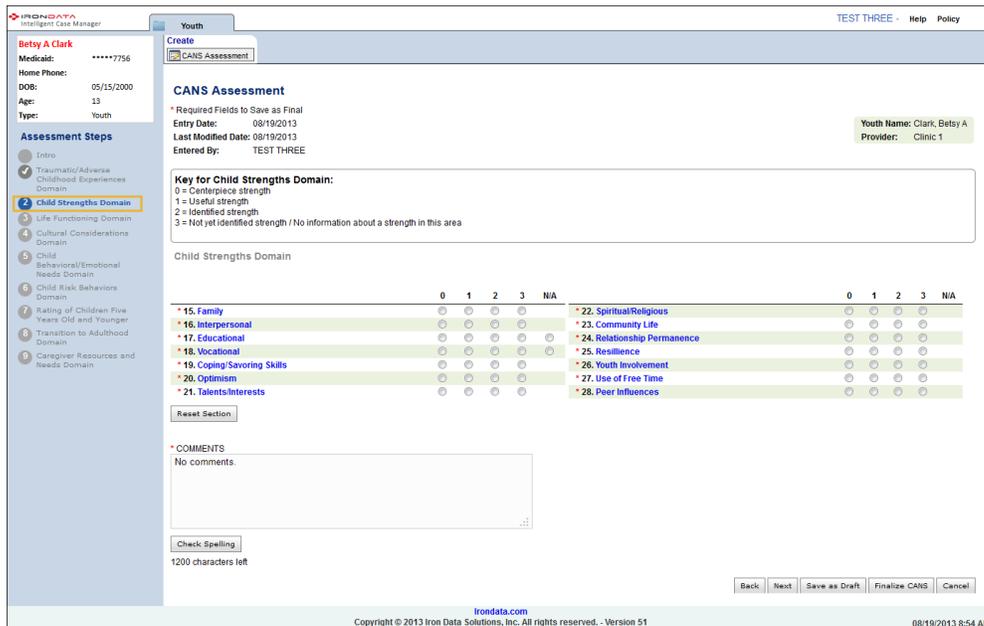


Figure 48: CANS Assessment (Step 2) - Child Strengths Domain

Use the Key for Child Strengths Domain ratings to fill in the Assessment items.

Tip: See the item-specific definitions in the CANS Reference Guide for a more detailed explanation on how to rate CANS Child Risk Behaviors items.

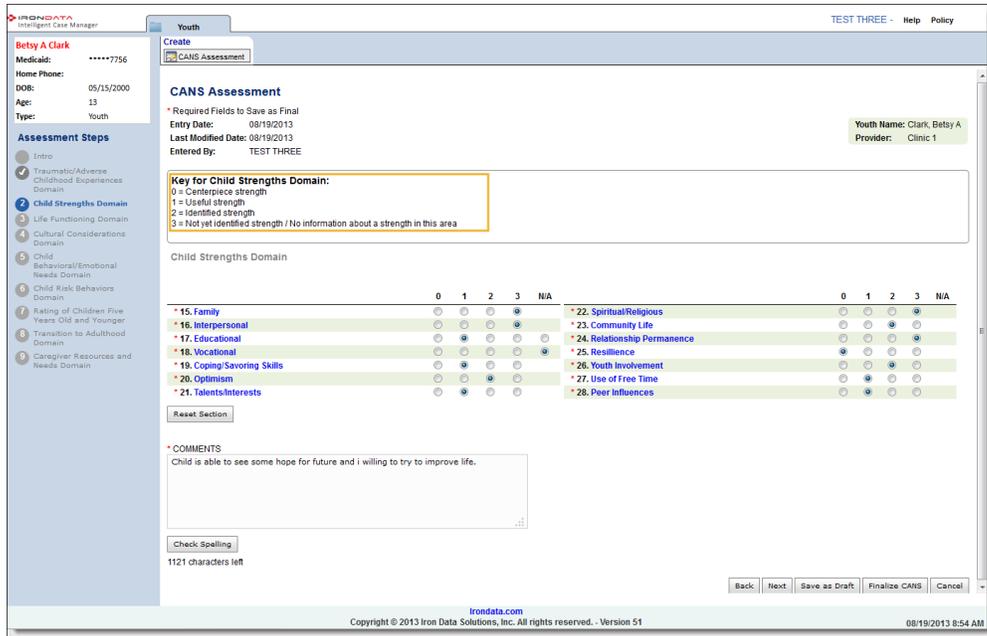


Figure 49: CANS Assessment (Step 2) - Completed Fields

Click the Next command button.

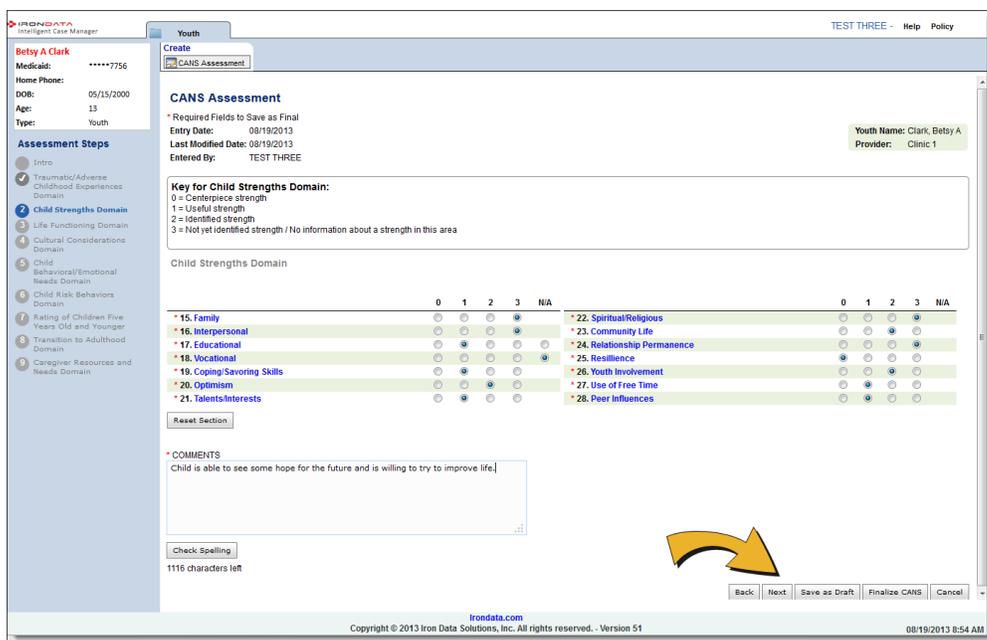


Figure 50: CANS Assessment (Step 2) - Continue to Next Screen

The Life Functioning Domain page displays.

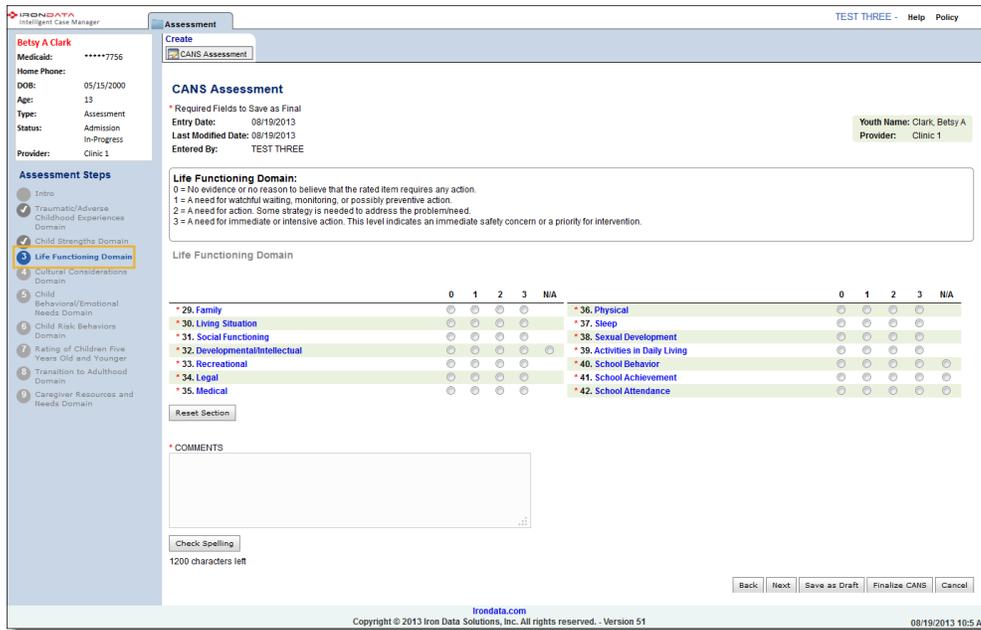


Figure 51: CANS Assessment (Step 3) - Life Functioning Domain

Use the Life Functioning Domain ratings to fill in the Assessment items.

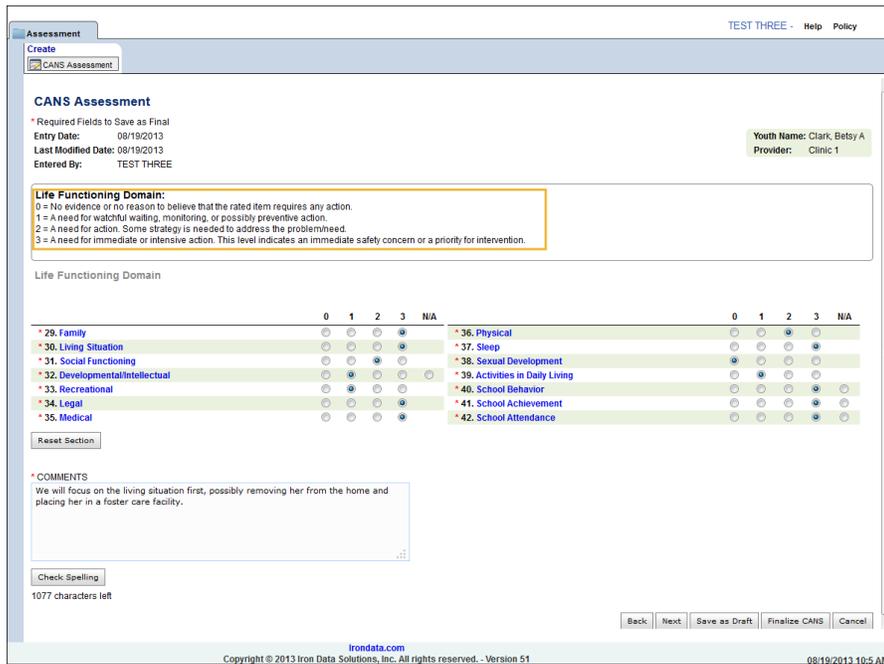


Figure 52: CANS Assessment (Step 3) - Completed Fields

Click the Next command button.

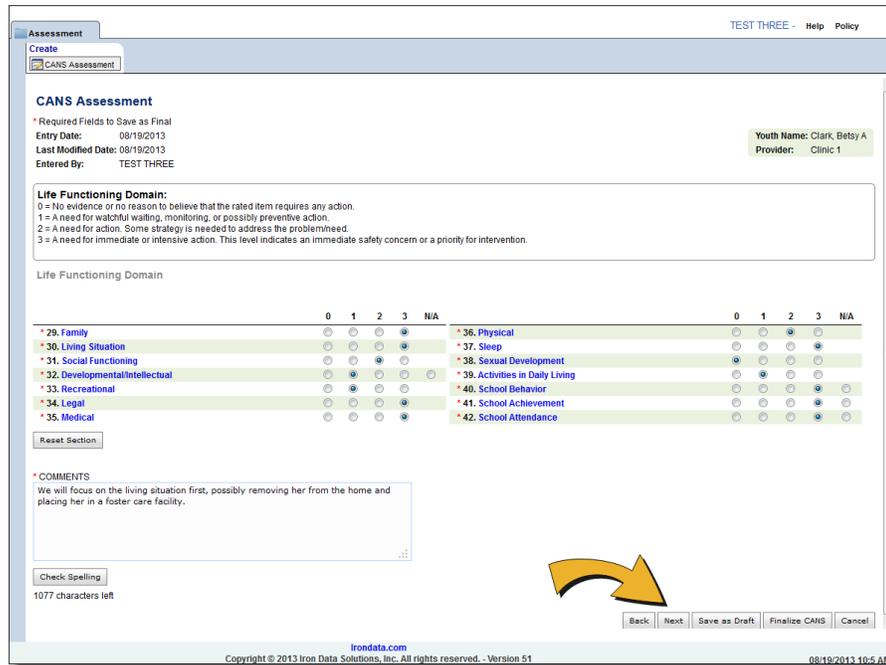


Figure 53: CANS Assessment (Step 3) - Continue to Next Screen

The Cultural Considerations Domain page displays.

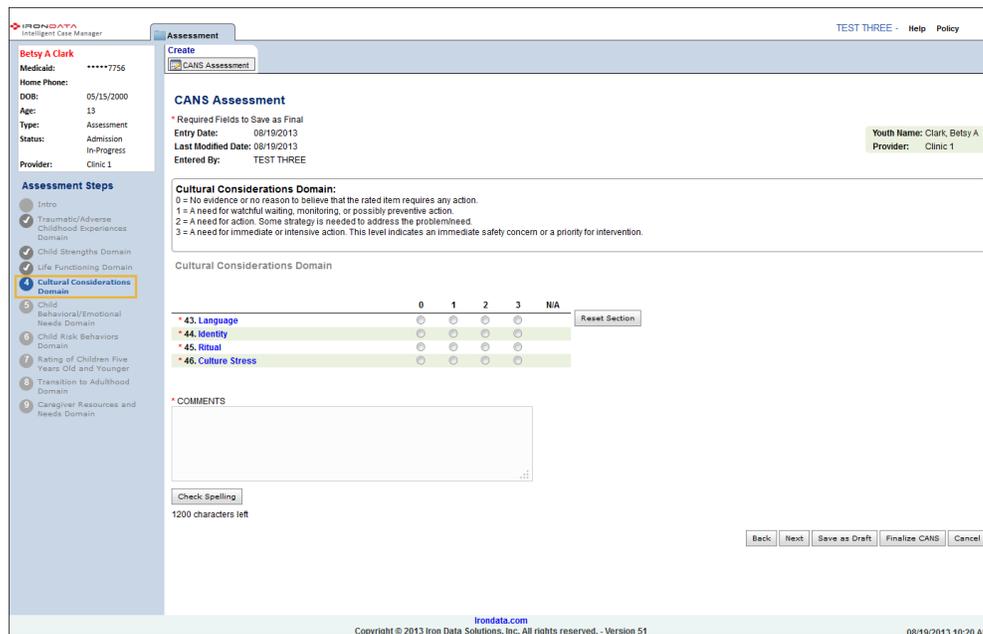


Figure 54: CANS Assessment (Step 4) - Cultural Considerations Domain

Use the Cultural Considerations Domain ratings to fill in the Assessment items.

The screenshot shows the 'CANS Assessment' form with the following details:

- Assessment:** TEST THREE - Help Policy
- Entry Date:** 08/19/2013
- Last Modified Date:** 08/19/2013
- Entered By:** TEST THREE
- Youth Name:** Clark, Betsy A
- Provider:** Clinic 1

Cultural Considerations Domain Legend:

- 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.

	0	1	2	3	N/A
43. Language	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
44. Identity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45. Ritual	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
46. Culture Stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

COMMENTS: Stressful cultural situation. Will address immediately.

Buttons: Back, Next, Save as Draft, Finalize CANS, Cancel

Figure 55: CANS Assessment (Step 4) - Completed Fields

Click the Next command button.

This screenshot is identical to Figure 55, but includes a yellow arrow pointing to the 'Next' button in the bottom right corner of the form.

Figure 56: CANS Assessment (Step 4) - Continue to Next Screen

The Child Behavioral/Emotional Needs Domain page displays.

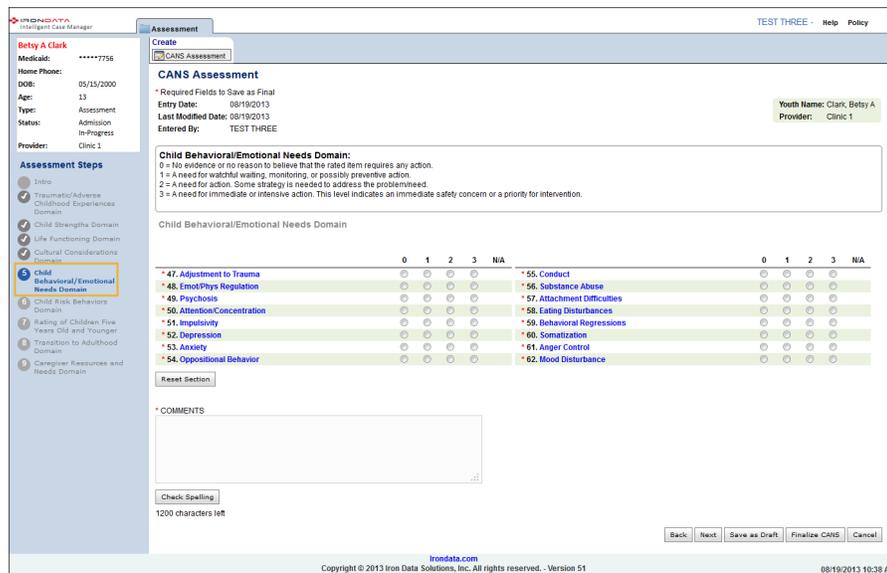


Figure 57: CANS Assessment (Step 5) - Child Behavioral/Emotional Needs Domain

Use the Child Behavioral/Emotional Needs Domain to fill in the Assessment items.

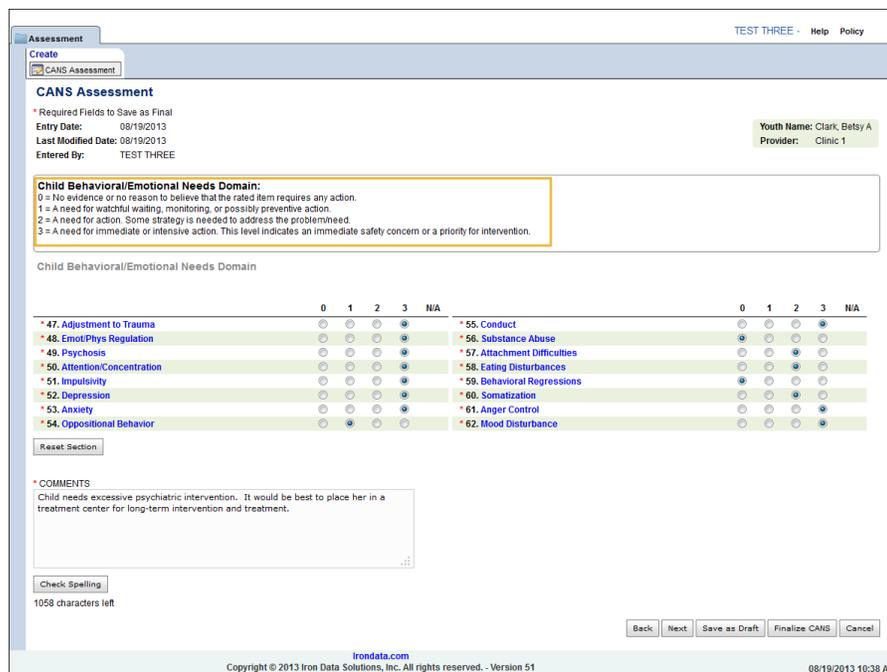


Figure 58: CANS Assessment (Step 5) - Completed Fields

Click the **Next** command button.

CANS Assessment

Required Fields to Save as Final
 Entry Date: 08/19/2013
 Last Modified Date: 08/19/2013
 Entered By: TEST THREE
 Youth Name: Clark, Betsy A
 Provider: Clinic 1

Child Behavioral/Emotional Needs 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.

Child Behavioral/Emotional Needs Domain

	0	1	2	3	N/A		0	1	2	3	N/A
* 47. Adjustment to Trauma	<input type="radio"/>	* 55. Conduct	<input type="radio"/>								
* 48. Emot/Phys Regulation	<input type="radio"/>	* 56. Substance Abuse	<input type="radio"/>								
* 49. Psychosis	<input type="radio"/>	* 57. Attachment Difficulties	<input type="radio"/>								
* 50. Attention/Concentration	<input type="radio"/>	* 58. Eating Disturbances	<input type="radio"/>								
* 51. Impulsivity	<input type="radio"/>	* 59. Behavioral Regressions	<input type="radio"/>								
* 52. Depression	<input type="radio"/>	* 60. Somatization	<input type="radio"/>								
* 53. Anxiety	<input type="radio"/>	* 61. Anger Control	<input type="radio"/>								
* 54. Oppositional Behavior	<input type="radio"/>	* 62. Mood Disturbance	<input type="radio"/>								

COMMENTS
 Child needs excessive psychiatric intervention. It would be best to place her in a treatment center for long-term intervention and treatment.

Buttons: Back, Next, Save as Draft, Finalize CANS, Cancel

Figure 59: CANS Assessment (Step 5) - Continue to Next Screen

The Child Risk Behaviors Domain page displays.

CANS Assessment

Required Fields to Save as Final
 Entry Date: 08/19/2013
 Last Modified Date: 08/19/2013
 Entered By: TEST THREE
 Youth Name: Clark, Betsy A
 Provider: Clinic 1

Child Risk Behaviors 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.

Child Risk Behaviors Domain

	0	1	2	3	N/A		0	1	2	3	N/A
* 63. Suicide Watch	<input type="radio"/>	* 69. Delinquency	<input type="radio"/>								
* 64. Self-Harm	<input type="radio"/>	* 70. Judgment	<input type="radio"/>								
* 65. Other Self-Harm	<input type="radio"/>	* 71. Fire-Setting	<input type="radio"/>								
* 66. Danger to Others	<input type="radio"/>	* 72. Intentional Misbehavior	<input type="radio"/>								
* 67. Sexual Aggression	<input type="radio"/>	* 73. Sexually Reactive Behaviors	<input type="radio"/>								
* 68. Runaway	<input type="radio"/>	* 74. Bullying	<input type="radio"/>								

COMMENTS

Buttons: Back, Next, Save as Draft, Finalize CANS, Cancel

Figure 60: CANS Assessment (Step 6) - Child Risk Behaviors Domain

Use the Child Risk Behaviors Domain ratings to complete the Assessment items.

CANS Assessment

Required Fields to Save as Final
 Entry Date: 08/19/2013
 Last Modified Date: 08/19/2013
 Entered By: TEST THREE
 Youth Name: Clark, Betsy A
 Provider: Clinic 1

Child Risk Behaviors 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.

Child Risk Behaviors Domain					Child Risk Behaviors Domain						
	0	1	2	3	N/A		0	1	2	3	N/A
* 63. Suicide Watch	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 69. Delinquency	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 64. Self-Mutilation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	* 70. Judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 65. Other Self-Harm	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 71. Fire-Setting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 66. Danger to Others	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 72. Intentional Misbehavior	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 67. Sexual Aggression	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 73. Sexually-Reactive Behaviors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 68. Runaway	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 74. Bullying	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS
 We are hoping that constant supervision at a treatment facility will help.

Check Spelling
 1126 characters left

Back Next Save as Draft Finalize CANS Cancel

Figure 61: CANS Assessment (Step 6) - Completed Fields

Click the Next command button.

CANS Assessment

Required Fields to Save as Final
 Entry Date: 08/19/2013
 Last Modified Date: 08/19/2013
 Entered By: TEST THREE
 Youth Name: Clark, Betsy A
 Provider: Clinic 1

Child Risk Behaviors 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.

Child Risk Behaviors Domain					Child Risk Behaviors Domain						
	0	1	2	3	N/A		0	1	2	3	N/A
* 63. Suicide Watch	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 69. Delinquency	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 64. Self-Mutilation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	* 70. Judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 65. Other Self-Harm	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 71. Fire-Setting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 66. Danger to Others	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 72. Intentional Misbehavior	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 67. Sexual Aggression	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 73. Sexually-Reactive Behaviors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 68. Runaway	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 74. Bullying	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS
 We are hoping that constant supervision at a treatment facility will help.

Check Spelling
 1126 characters left

Back **Next** Save as Draft Finalize CANS Cancel

Figure 62: CANS Assessment (Step 6) - Continue to Next Screen

The Ratings of Children Five Years and Younger page displays. The following items are required for any child who is five years old or younger or developmentally disabled (DD); however, they may be rated for any child/youth if they represent a need for a specific youth.

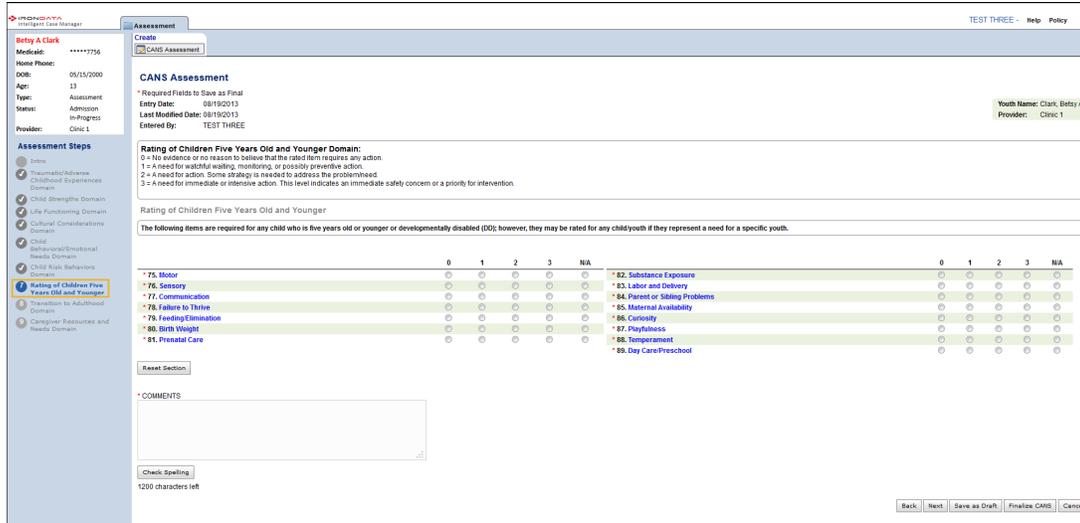


Figure 63: CANS Assessment (Step 7) - Rating of Children Five Years Old and Younger

Use the Rating of Children Five Years Old and Younger ratings to complete the Assessment. The following items are required for any child who is five years old or younger or developmentally disabled (DD); however, they may be rated for any child/youth if they represent a need for a specific youth.

See the item-specific definitions in the CANS Reference Guide for a more detailed explanation on how to rate CANS Age Five and Younger items.

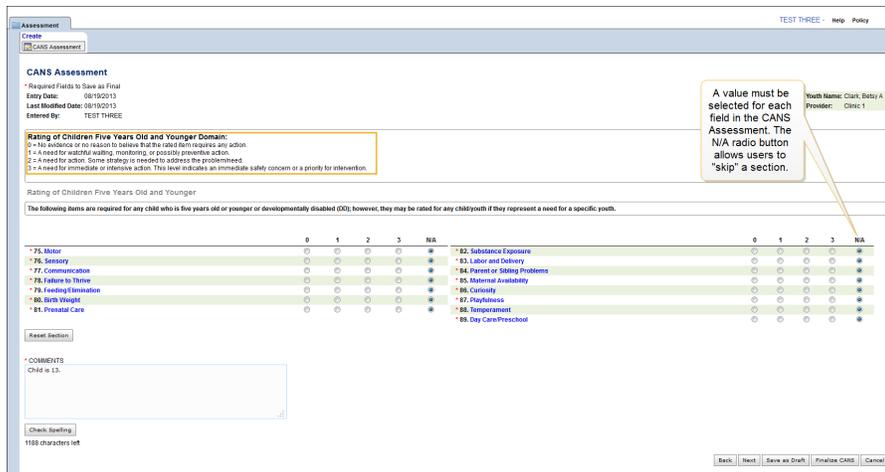


Figure 64: CANS Assessment (Step 7) - Completed Fields

Click the Next command button.

The screenshot shows the 'CANS Assessment' interface for a youth named Clark, Betty A. The interface includes a header with 'TEST THREE - Help Policy', a 'Create' button, and a 'CANS Assessment' button. Below this, there is a 'CANS Assessment' section with a 'Required Fields to Save as Final' note and fields for 'Entry Date', 'Last Modified Date', and 'Entered By'. A 'Youth Name' and 'Provider' field is also present. The main area is titled 'Rating of Children Five Years Old and Younger Domain' and contains a legend for rating levels (0-3) and a table of items. The table has two columns of items, each with a header row for ratings 0, 1, 2, 3, and NA. The items include: 75. Motor, 76. Sensory, 77. Communication, 78. Failure to Thrive, 79. Feeding/Elimination, 80. Birth Weight, 81. Prenatal Care, 82. Substance Exposure, 83. Labor and Delivery, 84. Parent or Sibling Problems, 85. Material Availability, 86. Curiosity, 87. Playfulness, 88. Temperament, and 89. Day Care/Preschool. At the bottom, there is a 'COMMENTS' section for 'Child ID: 13', a 'Check Spelling' button, and a character count of '1188 characters left'. A yellow arrow points to the 'Next' button in the bottom right corner.

Figure 65: CANS Assessment (Step 7) - Continue to Next Screen

The Transition to Adulthood Domain page displays. The following items are required for youth 14 years, six months and older. However, any of these items can be rated regardless of age if they represent a need for a specific individual.

See the item-specific definitions in the CANS Reference Guide for a more detailed explanation on how to rate CANS Transition to Adulthood items.

The screenshot shows the 'Transition to Adulthood Domain' page. The left sidebar lists 'Assessment Steps' with 'Transition to Adulthood Domain' highlighted. The main area is titled 'Transition to Adulthood Domain' and contains a legend for rating levels (0-3) and a table of items. The table has two columns of items, each with a header row for ratings 0, 1, 2, 3, and NA. The items include: 90. Independent Living Skills, 91. Transportation, 92. Parenting Roles, 93. Intimate Relationships, 94. Medical Compliance, 95. Educational Attainment, 96. Victimization, 97. Job Training, and 98. Transition to Adult Services. At the bottom, there is a 'COMMENTS' section for '1200 characters left'. The footer includes 'IronData.com', 'Copyright © 2013 Iron Data Software, Inc. All rights reserved. - Version 51', and '08/19/2013 12:53 PM'.

Figure 66: CANS Assessment (Step 8) - Transition to Adulthood Domain Page

Use the Transition to Adulthood Domain ratings to fill in the Assessment items. Questions in this section are for youth 14 years, six months and older. However, any of these items can be rated regardless of age if they represent a need for a specific individual.

Figure 67: CANS Assessment - Transition to Adulthood

Click the Next command button.

Figure 68: CANS Assessment (Step 8) - Continue to Next Screen

The Caregiver Resources and Needs Domain page displays.

There are two sets of Caregiver questions. If there is only one Caregiver, Users select N/A for the TITLE/ROLE of CAREGIVER #2 section.

CANS Assessment
 * Required Fields to Save as Final
 Entry Date: 08/19/2013
 Last Modified Date: 08/19/2013
 Entered By: TEST THREE
 Youth Name: Clark, Delsy A
 Provider: Clinic 1

Caregiver Resources and Needs 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.

Caregiver Resources and Needs Domain
 PLEASE NOTE: Rate the caregiver who has the highest needs and may impact child's functioning negatively.

* TITLE/ROLE of CAREGIVER #1 (Relationship to Child):

	0	1	2	3	NA		0	1	2	3	NA
* 99. Physical Health	<input type="radio"/>	* 107. Social Resources	<input type="radio"/>								
* 100. Mental Health	<input type="radio"/>	* 108. Residential Stability	<input type="radio"/>								
* 101. Substance Abuse	<input type="radio"/>	* 109. Safety	<input type="radio"/>								
* 102. Developmental	<input type="radio"/>	* 110. Marital/Partner Violence	<input type="radio"/>								
* 103. Supervision	<input type="radio"/>	* 111. Post-Traumatic Reactions	<input type="radio"/>								
* 104. Involvement with Care	<input type="radio"/>	* 112. Financial Resources	<input type="radio"/>								
* 105. Knowledge	<input type="radio"/>	* 113. Family Stress	<input type="radio"/>								
* 106. Organization	<input type="radio"/>	* 114. Accessibility to Child Care	<input type="radio"/>								
						* 115. Transportation	<input type="radio"/>				

* TITLE/ROLE of CAREGIVER #2 (Relationship to Child):

	0	1	2	3	NA		0	1	2	3	NA
* 99. Physical Health	<input type="radio"/>	* 107. Social Resources	<input type="radio"/>								
* 100. Mental Health	<input type="radio"/>	* 108. Residential Stability	<input type="radio"/>								
* 101. Substance Abuse	<input type="radio"/>	* 109. Safety	<input type="radio"/>								
* 102. Developmental	<input type="radio"/>	* 110. Marital/Partner Violence	<input type="radio"/>								
* 103. Supervision	<input type="radio"/>	* 111. Post-Traumatic Reactions	<input type="radio"/>								
* 104. Involvement with Care	<input type="radio"/>	* 112. Financial Resources	<input type="radio"/>								
* 105. Knowledge	<input type="radio"/>	* 113. Family Stress	<input type="radio"/>								
* 106. Organization	<input type="radio"/>	* 114. Accessibility to Child Care	<input type="radio"/>								
						* 115. Transportation	<input type="radio"/>				

* COMMENTS

1200 characters left

Back Edit Cancel

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 08/19/2013 12:59 PM

Figure 69: CANS Assessment (Step 9) - Caregiver Resources and Needs Domain

Use the Caregiver Resources and Needs Domain ratings to fill in the Assessment items.

See the item-specific definitions in the CANS Reference Guide for a more detailed explanation on how to rate CANS Caregiver items.

CANS Assessment Legend:

- 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.

* TITLE ROLE of CAREGIVER #1 (Relationship to Child):					* TITLE ROLE of CAREGIVER #2 (Relationship to Child):						
	0	1	2	3	N/A		0	1	2	3	N/A
* 99. Physical Health	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 107. Social Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
* 100. Mental Health	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 108. Residential Stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
* 101. Substance Abuse	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 109. Safety	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 102. Developmental	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 110. Marital/Partner Violence	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 103. Supervision	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 111. Post-Traumatic Reactions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 104. Involvement with Care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	* 112. Financial Resources	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 105. Knowledge	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 113. Family Stress	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 106. Organization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	* 114. Accessibility to Child Care	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
						* 115. Transportation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 70: CANS Assessment (Step 9) - Completed Fields

Click the Finalize CANS command button.

Important! Once finalized, the CANS Assessment cannot be edited.

The screenshot displays the 'CANS Assessment' interface. On the left, a sidebar lists assessment steps such as 'Trauma/Adverse Childhood Experiences Domain', 'Child Strengths Domain', and 'Caregiver Resources and Needs Domain'. The main area shows patient details for 'Betsy A Clark' and a table for 'Caregiver Resources and Needs Domain'. The table has columns for rating (0, 1, 2, 3, N/A) and a 'Finalize CANS' button is highlighted with a yellow arrow at the bottom right.

* TITLE ROLE of CAREGIVER #1 (Relationship to Child):		0	1	2	3	N/A			0	1	2	3	N/A
* 98. Physical Health		<input type="radio"/>		* 107. Social Resources	<input type="radio"/>								
* 100. Mental Health		<input type="radio"/>		* 108. Residential Stability	<input type="radio"/>								
* 101. Substance Abuse		<input type="radio"/>		* 109. Safety	<input type="radio"/>								
* 102. Developmental		<input type="radio"/>		* 110. Marital/Partner Violence	<input type="radio"/>								
* 103. Supervision		<input type="radio"/>		* 111. Post-Traumatic Reactions	<input type="radio"/>								
* 104. Involvement with Care		<input type="radio"/>		* 112. Financial Resources	<input type="radio"/>								
* 105. Knowledge		<input type="radio"/>		* 113. Family Stress	<input type="radio"/>								
* 106. Organization		<input type="radio"/>		* 114. Accessibility to Child Care	<input type="radio"/>								
								* 115. Transportation	<input type="radio"/>				

Figure 71: CANS Assessment (Step 9) - Finalize CANS

The Assessment Intro displays as a read-only page with an admission message:

Admission assessment for <Name of Youth> has been successfully Finalized.

The screenshot shows the 'Assessment' page for 'Betsy A Clark'. The page is titled 'Assessment' and includes a 'Create' button and a 'CANS Assessment' link. A confirmation message is displayed: 'Admission assessment for Clark, Betsy has been successfully Finalized.' The page includes a sidebar with 'Assessment Steps' and a main area with 'CANS Assessment' details. The details include: 'Entry Date: 08/19/2013', 'Last Modified Date: 08/19/2013', 'Entered By: TEST THREE', 'Administered Date: 08/02/2013', 'Assessment Type: Admission', 'LOC: Provider Type: 1915', and 'Where does the child currently live when not in a treatment facility? Birth home'. The page also includes a 'Next' button and a 'Cancel' button. A callout box points to the 'Next' button with the text: 'Use the Next button to move through the assessment. Assessment pages display as read-only.'

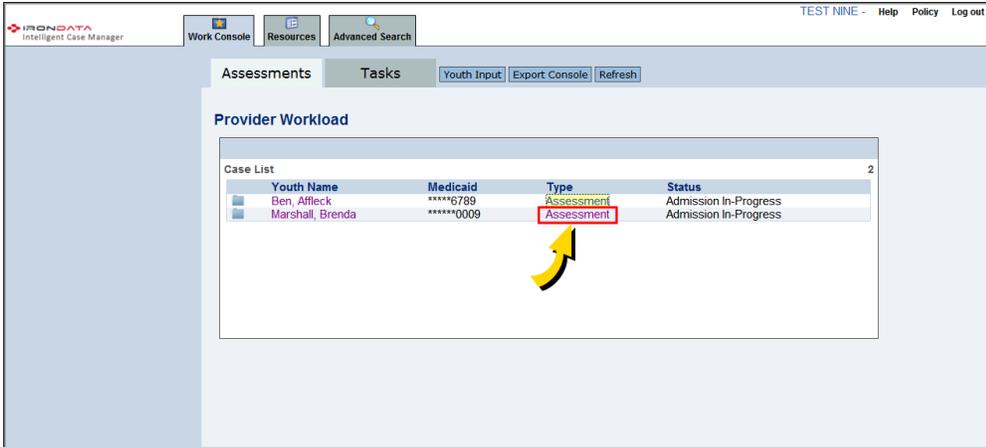
Figure 72: Finalized CANS Assessment

Add Multiple LOC

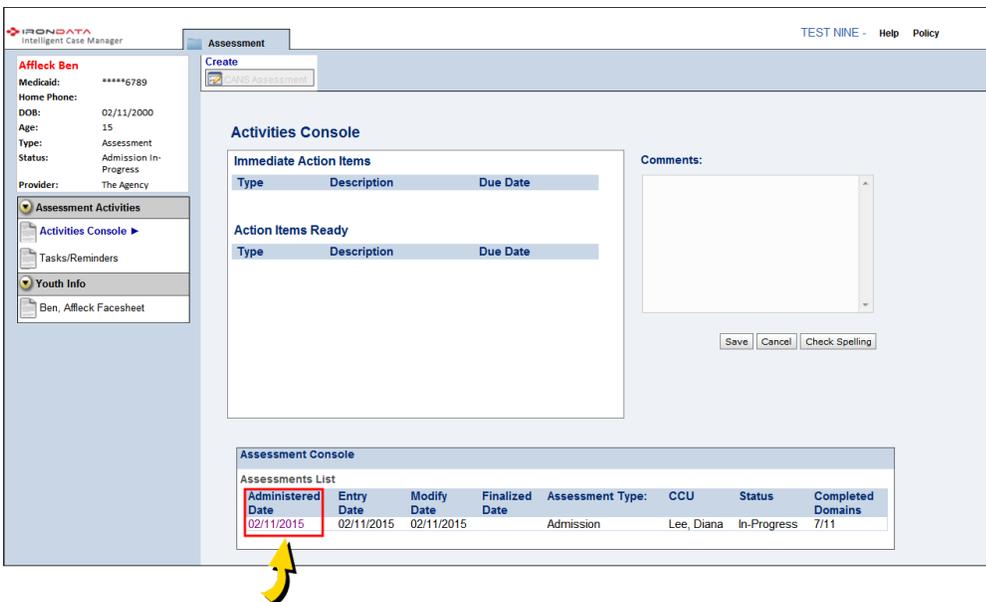
The provider administrator or the bureau user can add multiple Level Of Care (LOC) while editing the youth assessment. The youth can have single primary LOC but multiple secondary LOC's.

To add multiple LOC's:

1. Navigate to **Assessments** tab under the **Work Console** tab in the MT CANS system. For more information, see [Work Console](#).
The **Provider Workload** page is displayed.
2. Click the **Assessment** link under the **Type** column.
The **Activities Console** page for a youth is displayed.



2. Click **Administered Date**.



3. The **CANS Assessment** page for the youth is displayed.

4. Click **Edit**.

IRON DATA
Intelligent Case Manager

Assessment TEST NINE - Help Policy

Create
CANS Assessment

Affleck Ben
 Medicalid: ****6789
 Home Phone:
 DOB: 02/11/2000
 Age: 15
 Type: Assessment
 Status: Admission In-Progress
 Provider: The Agency

Assessment Steps

- Intra
- Child Strengths Domain
- Depression
- Child Behavioral/Emotional Needs Domain
- Traumatic/Adverse Childhood Experiences Domain
- Cultural Considerations Domain
- Life Functioning Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- 9 Transition to Adulthood Domain
- 10 Caregiver Resources and Needs Domain
- 11 Added new domain by JGC as of 9-25-2014

CANS Assessment

* Required Fields to Save as Final ** Required Fields to Save as Draft

Entry Date: 02/11/2015
 Last Modified Date: 02/11/2015
 Entered By: TEST NINE

Youth Name: Ben, Affleck
 Provider: The Agency

** Administered Date: 02/11/2015
 ** Administered By: Diana Lee
 ** Assessment Type: Admission
 * Where does the child currently live when not in a treatment facility? Adoptive home

Primary Provider: The Agency
LOC/Provider Type(s): 1915i Primary LOC

Secondary Provider: Hospital 2
LOC/Provider Type(s): Hospital
 Hospital 1 PRTF

Next Edit Cancel

- Click **Add Secondary Provider**.
The **Add Provider** page is displayed.

IRON DATA
Intelligent Case Manager

Assessment TEST NINE - Help Policy

Create
CANS Assessment

Affleck Ben
 Medicalid: ****6789
 Home Phone:
 DOB: 02/11/2000
 Age: 15
 Type: Assessment
 Status: Admission In-Progress
 Provider: The Agency

Assessment Steps

- Intra
- Child Strengths Domain
- Depression
- Child Behavioral/Emotional Needs Domain
- Traumatic/Adverse Childhood Experiences Domain
- Cultural Considerations Domain
- Life Functioning Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- 9 Transition to Adulthood Domain
- 10 Caregiver Resources and Needs Domain
- 11 Added new domain by JGC as of 9-25-2014

CANS Assessment

* Required Fields to Save as Final ** Required Fields to Save as Draft

Entry Date: 02/11/2015
 Last Modified Date: 02/11/2015
 Entered By: TEST NINE

Youth Name: Ben, Affleck
 Provider: The Agency

** Administered Date: 02/11/2015
 ** Administered By: Diana Lee
 ** Assessment Type: Admission
 * Where does the child currently live when not in a treatment facility? Adoptive home

Primary Provider: The Agency
LOC/Provider Type(s): 1915i Primary LOC
Actions: Edit

+ Add Secondary Provider

Secondary Provider: Hospital 1
LOC/Provider Type(s): PRTF
Actions: Edit Delete

Hospital 2 Hospital
Actions: Edit Delete

Next Save as Draft Delete Cancel

- Click **Find Provider**.
The **Provider Search** page is displayed.

IRONDATA
Intelligent Case Manager

TEST NINE - Help Policy

Affleck Ben
Medicalid: *****6789
Home Phone:
DOB: 02/11/2000
Age: 15
Type: Assessment
Status: Admission In-Progress
Provider: The Agency

Assessment Steps

- Intro
- Child Strengths Domain
- Depression
- Child Behavioral/Emotional Needs Domain
- Traumatic/Adverse Childhood Experiences Domain
- Cultural Considerations Domain
- Life Functioning Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- 9 Transition to Adulthood Domain
- 10 Caregiver Resources and Needs Domain
- 11 Added new domain by JGC as of 9-25-2014

Add Provider

*Required

* Provider Name: **Find Provider**

* LOC/Provider Type:
Select one or more

- 1915i
- Bridge Waiver
- CSCT
- PRIF
- Other
- Test active
- Hospital
- Provider Care

Save Cancel

7. Click **Search**.
8. Click the provider link under the **Provider Legal Name** column.

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Intelligent Case Manager

TEST NINE - Help Policy

Affleck Ben
Medicalid: *****6789
Home Phone:
DOB: 02/11/2000
Age: 15
Type: Assessment
Status: Admission In-Progress
Provider: The Agency

Assessment Steps

- Intro
- Child Strengths Domain
- Depression
- Child Behavioral/Emotional Needs Domain
- Traumatic/Adverse Childhood Experiences Domain
- Cultural Considerations Domain
- Life Functioning Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- 9 Transition to Adulthood Domain
- 10 Caregiver Resources and Needs Domain
- 11 Added new domain by JGC as of 9-25-2014

Provider Search

*Required

Name: Provider NPI:

Provider Name

Search Reset Cancel

Providers - 3 results returned -

Provider NPI	Provider Legal Name	Provider Operating Name	Street 1	Street 2	City	State	ZIP Code
1	Hospital 1	Hospital 1	2121 Rosebud Dr, Ste C		Billings	MT	59102
3	Hospital 2	Hospital 2	2121 Rosebud Dr, Ste C		Billings	MT	59102
5	Hospital 3	Hospital 3	2121 Rosebud Dr, Ste C		Billings	MT	59102

9. Select the **LOC/Provider Type**.
10. Click **Save**.

The **Secondary LOC** is added in the **CANS Assessment** page.

IRONDATA Intelligent Case Manager TEST NINE - Help Policy

Affleck Ben
 Medical: ****6789
 Home Phone:
 DOB: 02/11/2000
 Age: 15
 Type: Assessment
 Status: Admission In-Progress
 Provider: The Agency

Assessment Steps

- Intro
- Child Strengths Domain
- Depression
- Child Behavioral/Emotional Needs Domain
- Traumatic/Adverse Childhood Experiences Domain
- Cultural Considerations Domain
- Life Functioning Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- 9 Transition to Adulthood Domain
- 10 Caregiver Resources and Needs Domain
- 11 Added new domain by JGC as of 9-25-2014

Add Provider

* Required

* Provider Name:

* LOC/Provider Type: 1915i
 Select one or more

- Bridge Waiver
- CSCT
- PRTF
- Other
- Test active
- Hospital
- Provider Care

IRONDATA Intelligent Case Manager TEST NINE - Help Policy

Affleck Ben
 Medical: ****6789
 Home Phone:
 DOB: 02/11/2000
 Age: 15
 Type: Assessment
 Status: Admission In-Progress
 Provider: The Agency

Assessment Steps

- Intro
- Child Strengths Domain
- Depression
- Child Behavioral/Emotional Needs Domain
- Traumatic/Adverse Childhood Experiences Domain
- Cultural Considerations Domain
- Life Functioning Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- 9 Transition to Adulthood Domain
- 10 Caregiver Resources and Needs Domain
- 11 Added new domain by JGC as of 9-25-2014

CANS Assessment

* Required Fields to Save as Final ** Required Fields to Save as Draft

Entry Date: 02/11/2015 Youth Name: Ben, Affleck
 Last Modified Date: 02/11/2015 Provider: The Agency
 Entered By: TEST NINE

** Administered Date: 02/11/2015
 ** Administered By: Diana Lee
 ** Assessment Type: Admission
 * Where does the child currently live when not in a treatment facility? Adoptive home

Primary Provider:	LOC/Provider Type(s):	Actions:
The Agency	1915i ★ Primary LOC	<input type="button" value="Edit"/>

+ Add Secondary Provider

Secondary Provider:	LOC/Provider Type(s):	Actions:
Hospital 1	PRTF	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Hospital 2	Hospital	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Clinic 3	Hospital	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

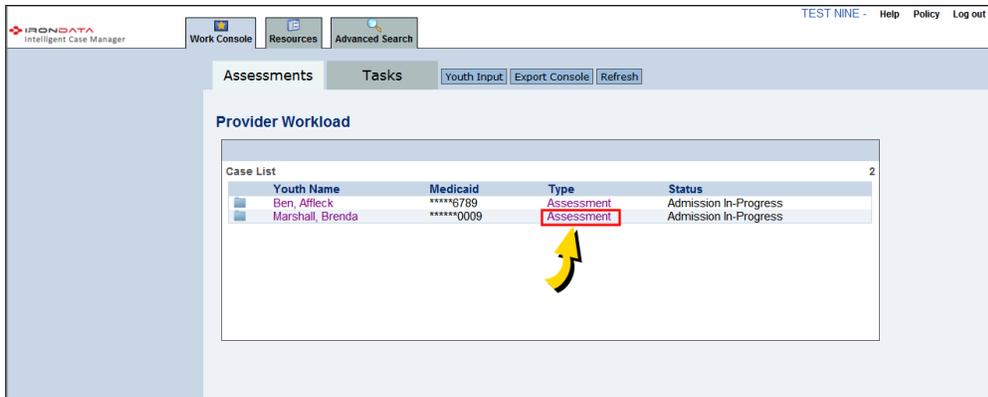
Edit the Assessment Information

The bureau users or the provider administrator can edit the assessment header information for a youth.

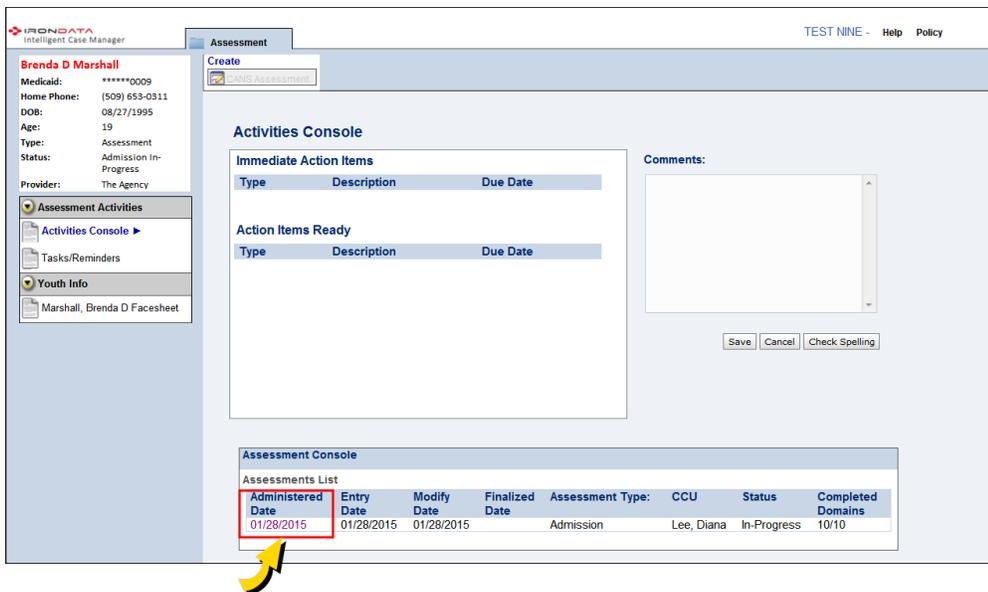
To edit assessment information:

1. Navigate to the **Work Console** tab. For more information, see [Work Console](#).
2. Click **Assessment** under the **Type** column.

The **Activities Console** page for the youth is displayed.



3. Click **Administered Date**.
The **Assessment** page for a youth is displayed.



4. Click **Edit**.

IRONDATA
Intelligent Case Manager

Assessment TEST NINE - Help Policy

Brenda D Marshall
 Medicaid: *****0009
 Home Phone: (509) 653-0311
 DOB: 08/27/1995
 Age: 19
 Type: Assessment
 Status: Admission In-Progress
 Provider: The Agency

Assessment Steps

- Child Strengths Domain
- Child Behavioral/Emotional Needs Domain
- Traumatic/Adverse Childhood Experiences Domain
- Cultural Considerations Domain
- Life Functioning Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- Transition to Adulthood Domain
- Caregiver Resources and Needs Domain
- Added new domain by JGC as of 9-25-2014

CANS Assessment

* Required Fields to Save as Final ** Required Fields to Save as Draft

Entry Date: 01/28/2015
 Last Modified Date: 01/28/2015
 Entered By: TEST NINE

Youth Name: Marshall, Brenda D
 Provider: The Agency

** Administered Date: 01/28/2015
 ** Administered By: Diana Lee
 ** Assessment Type: Admission
 * Where does the child currently live when not in a treatment facility? Birth home

Primary Provider: The Agency LOC/Provider Type(s): 1915i Primary LOC
 Secondary Provider: Hospital 1 LOC/Provider Type(s): 1915i

Next Edit Cancel

5. Edit the header information.
6. Click **Save as Draft**.

The header information for a youth is updated.

IRONDATA
Intelligent Case Manager

Assessment TEST NINE - Help Policy

Brenda D Marshall
 Medicaid: *****0009
 Home Phone: (509) 653-0311
 DOB: 08/27/1995
 Age: 19
 Type: Assessment
 Status: Admission In-Progress
 Provider: The Agency

Assessment Steps

- Child Strengths Domain
- Child Behavioral/Emotional Needs Domain
- Traumatic/Adverse Childhood Experiences Domain
- Cultural Considerations Domain
- Life Functioning Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- Transition to Adulthood Domain
- Caregiver Resources and Needs Domain
- Added new domain by JGC as of 9-25-2014

CANS Assessment

* Required Fields to Save as Final ** Required Fields to Save as Draft

Entry Date: 01/28/2015
 Last Modified Date: 02/16/2015
 Entered By: TEST NINE

Youth Name: Marshall, Brenda D
 Provider: The Agency

** Administered Date: 02/10/2015
 ** Administered By: Diana Lee
 ** Assessment Type: Admission
 * Where does the child currently live when not in a treatment facility? Adoptive home

Primary Provider: The Agency LOC/Provider Type(s): 1915i Primary LOC
 Secondary Provider: Hospital 1 LOC/Provider Type(s): 1915i

Next Edit Cancel

Saving a CANS Assessment as a Draft

Once initiating a CANS Assessment, Users do not have to complete it immediately. Assessments can be saved from any of the Assessment Steps pages.

Create a CANS Assessment for a Youth. For more information about creating a CANS Assessment, see [Creating an Assessment](#).

Important! If working with an unreliable computer and/or an unreliable internet connection, frequently save CANS Assessment step pages.

Complete as much of the Assessment as desired.

Assessment Steps

- 1. Traumatic/Adverse Childhood Experiences Domain
- 2. Child Strengths Domain
- 3. Life Functioning Domain
- 4. Cultural Considerations Domain
- 5. Child Behavioral/Emotional Needs Domain
- 6. Child Risk Behaviors Domain
- 7. Rating of Children Five Years Old and Younger
- 8. Transition to Adulthood Domain
- 9. Caregiver Resources and Needs Domain

CANS Assessment

Required Fields to Save as Final

Entry Date: 08/20/2013
 Last Modified Date: 08/20/2013
 Entered By: TEST THREE

Youth Name: Clark, Betsy A
 Provider: Clinic 1

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.

Traumatic/Adverse Childhood Experiences Domain

	0	1	2	3	N/A		0	1	2	3	N/A
1. Sexual Abuse	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. School Violence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Physical Abuse	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9. Natural/Manmade Disasters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Emotional Abuse	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	10. War Affected	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Neglect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	11. Terrorism	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Medical Trauma	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	12. Witness to Criminal Activity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Family Violence	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	13. Parental Criminal Behavior	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Community Violence	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	14. Disruption in Caregiving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS
 Address Neglect first.

1178 characters left

Back Next Save as Draft Finalize CANS Cancel

Figure 73: CANS Assessment Completed Assessment Steps

Click the Save as Draft button.

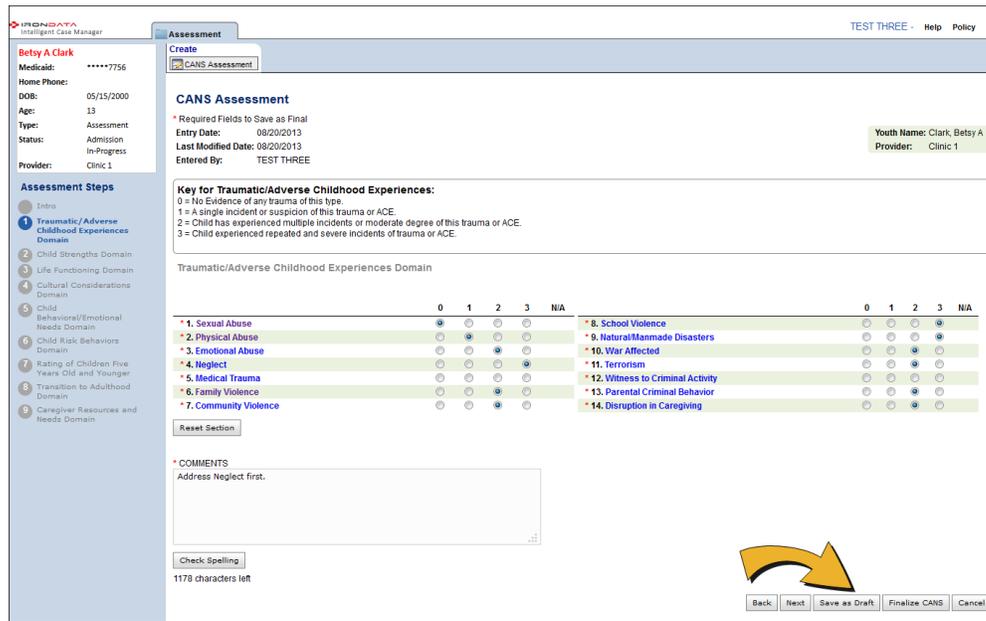


Figure 74: CANS Assessment Save as Draft Button

Users are directed to the Youth Activities Console.

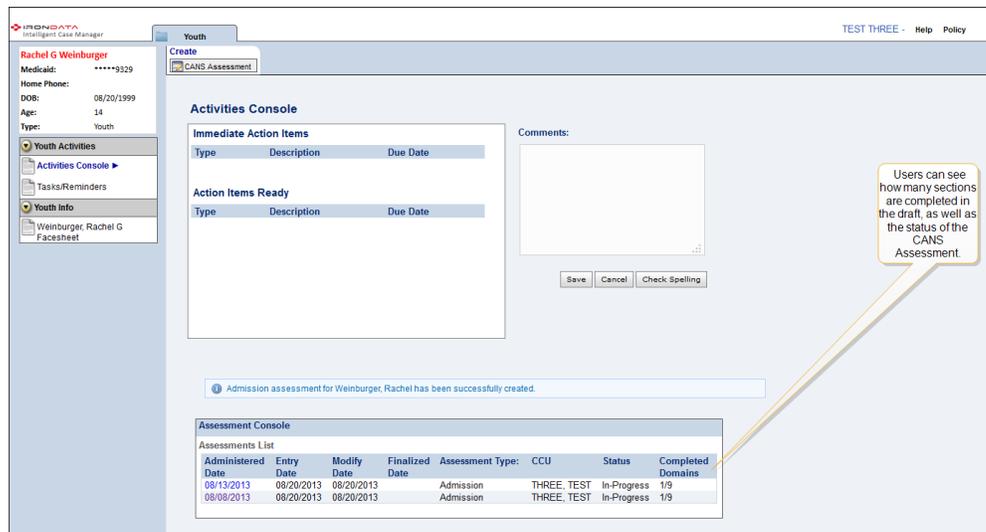


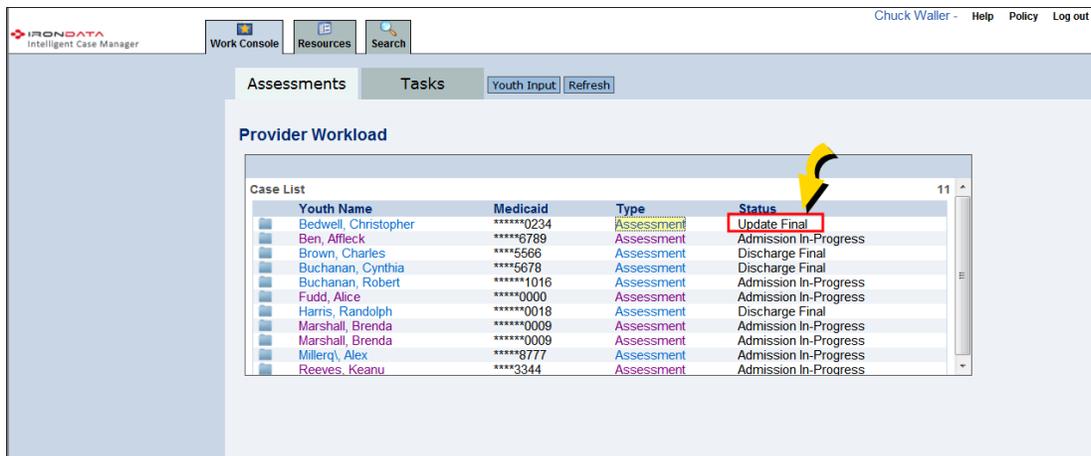
Table 16: CANS Assessment Youth Activities Console

Update Discharge CANS Assessment

The bureau users or the provider administrator can change the status of the assessment to Update, Finalize or Discharge. If a youth is admitted to a hospital and discharged, the status of the assessment will change to Discharge Final.

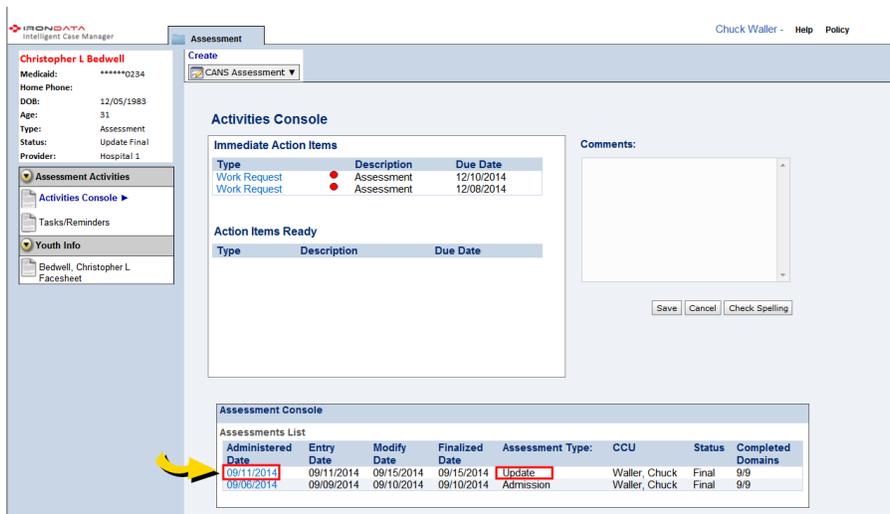
Steps to finalize the assessment:

1. Navigate to the **Work Console** page. For more information, see [Work Console](#).
2. Select assessment **Type** with **Status** as **Update Final**.



The **Activities Console** page with **Assessment** information for the youth is displayed.

3. Select the **Administered Date** with **Assessment Status** type as **Update**.



4. Click **Discharge**.

The **Assessment** information is copied from previous values of the last **Finalized Assessment**.

IRONDATA
Intelligent Case Manager

Assessment Chuck Waller - Help Policy

Create
CANS Assessment

Christopher L. Bedwell
 Medicalid: *****0234
 Home Phone:
 DOB: 12/05/1983
 Age: 31
 Type: Assessment
 Status: Update Final
 Provider: Hospital 1

Assessment Steps
 Intro
 Child Strengths Domain
 Depression
 Child Behavioral/Emotional Needs Domain
 Traumatic/Adverse Childhood Experiences Domain
 Cultural Considerations Domain
 Life Functioning Domain
 Child Risk Behaviors Domain
 Rating of Children Five Years Old and Younger
 Transition to Adulthood Domain
 Caregiver Resources and Needs Domain
 11 Added new domain by JGC as of 9-25-2014

Assessment information copied from Update Final created on 09/11/2014.

CANS Assessment
 * Required Fields to Save as Final ** Required Fields to Save as Draft
 Entry Date: 02/14/2015
 Last Modified Date: 02/14/2015
 Entered By: Chuck Waller
 Youth Name: Bedwell, Christopher L
 Provider: Hospital 1

** Administered Date: 02/14/2015
 ** Administered By: Chuck Waller
 ** Assessment Type: Discharge
 * Where does the child currently live when not in a treatment facility? Birth home

Primary Provider: Hospital 1 LOC/Provider Type(s): Actions: Edit

+ Add Secondary Provider

Next Save as Draft Cancel

Note: Similarly if the assessment status is **Admission**, the bureau users or provider administrator can change it to **Update** or **Discharge**.

Unfinalize an Assessment

Unfinalize is an Administrative function. This is typically done when a CCU has Finalized an Assessment in error. The CCUs will request an Administrator to Unfinalize the Assessment. The bureau user or the provider administrator can later edit the Assessment.

To unfinalze the assessment:

1. Navigate to the **Work Console** page. For more information, see [Work Console](#).
2. Search for the youth name whose assessment needs to be unfinalized. For more information, see [Search a Youth](#).

The **Assessment** page is displayed for the youth.

The screenshot shows the 'Assessment' page for Alice N Fudd. The 'Assessment Console' section contains an 'Assessments List' table. The table has columns for Administered Date, Entry Date, Modify Date, Finalized Date, Assessment Type, CCU, Status, and Completed Domains. The first row shows an assessment administered on 10/01/2014, finalized on 10/22/2014, with a status of 'Final'.

Administered Date	Entry Date	Modify Date	Finalized Date	Assessment Type:	CCU	Status	Completed Domains
10/01/2014	10/22/2014	10/22/2014	10/22/2014	Admission	Stevens, Sherry	Final	10/13

3. Click the date under the **Administered Date** column for the assessment whose status is **Final**..
The **CANS Assessment** page is displayed.
4. Click **UnFinalize**.
A confirmation message is displayed.

5. Click **OK**.

The screenshot shows the 'CANS Assessment' form in the IRONDATA Intelligent Case Manager. The form includes fields for 'Entry Date', 'Last Modified Date', 'Entered By', 'Administered Date', 'Administered By', 'Assessment Type', and 'Where does the child currently live when not in a treatment facility?'. It also lists 'Primary Provider' and 'Secondary Provider' with their respective 'LOC/Provider Type(s)'. At the bottom right, there are buttons for 'Edit', 'Unfinalize', 'Next', and 'Cancel'. The 'Unfinalize' button is highlighted with a red box, and a yellow arrow points to it.

The assessment is unfinalized and the status is changed to **In-Progress** under the **Activities Console** page.

The screenshot shows the 'Activities Console' page in the IRONDATA Intelligent Case Manager. The page displays 'Immediate Action Items' and 'Action Items Ready' tables. Below these, there is a 'Comments' section and a 'Save', 'Cancel', and 'Check Spelling' buttons. A notification message states: 'Admission assessment for Fudd, Alice has been successfully updated.' At the bottom, there is an 'Assessment Console' section with an 'Assessments List' table. The table has columns for 'Administered Date', 'Entry Date', 'Modify Date', 'Finalized Date', 'Assessment Type', 'CCU', 'Status', and 'Completed Domains'. The row for the assessment on 10/01/2014 shows a status of 'In-Progress', which is highlighted with a red box and a yellow arrow.

Administered Date	Entry Date	Modify Date	Finalized Date	Assessment Type	CCU	Status	Completed Domains
10/01/2014	10/22/2014	02/14/2015		Admission	Stevens, Sherry	In-Progress	10/13

MCS Reports

In This Chapter:

Finalized CANS Assessment Report	75
CANS Summary Report	79
Treatment Progress Report	85
Clinical Formulation Report	89

Overview

There are four (4) hard-coded reports accessible to MCS users. They may be created, saved, and printed through the Reports [[[Undefined variable icm_global_variables.Command Button]]] on the Work Console page.

To access the reports, navigate to the Work Console page.

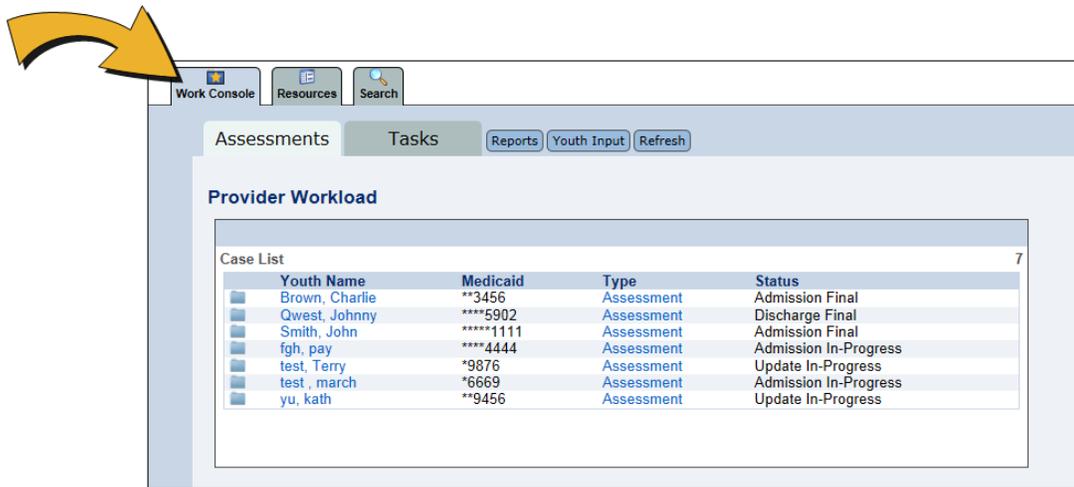


Figure 75: Work Console Page

Click the Reports [[[Undefined variable icm_global_variables.Command Button]]].

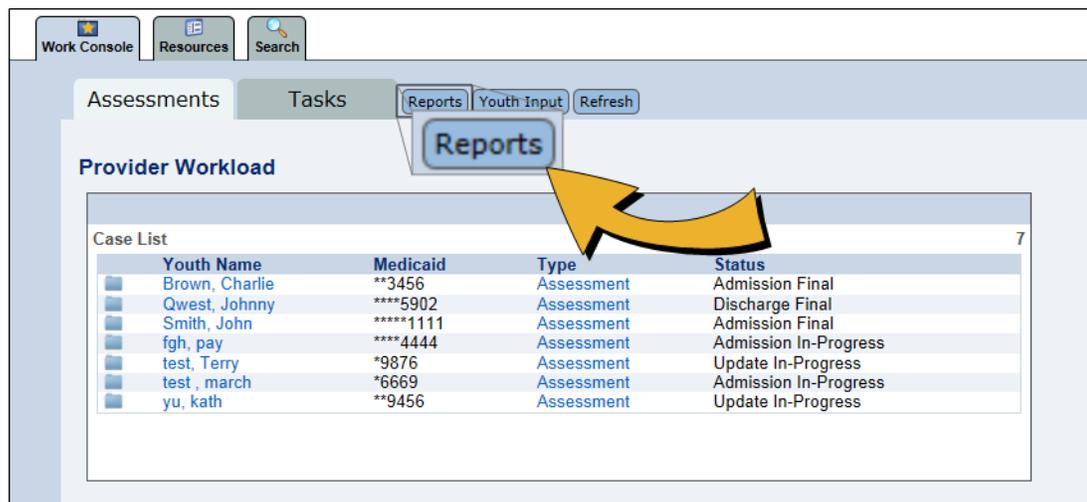


Figure 76: Reports Command Button

The Reports window opens in a new tab.

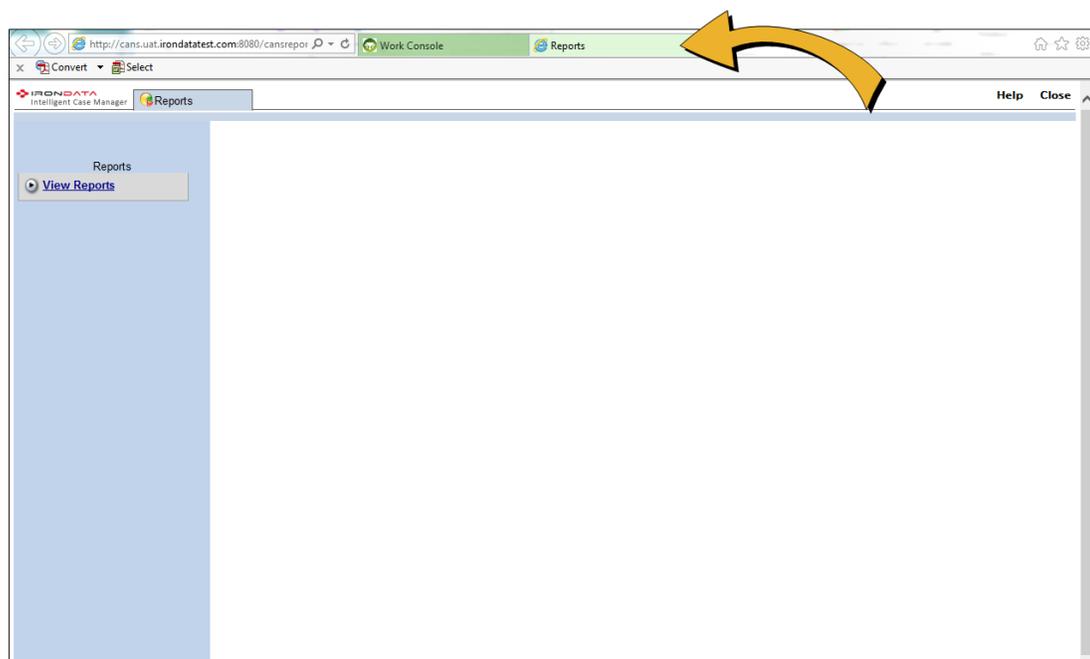


Figure 77: Reports Tab

Click the View Reports link to view available reports.

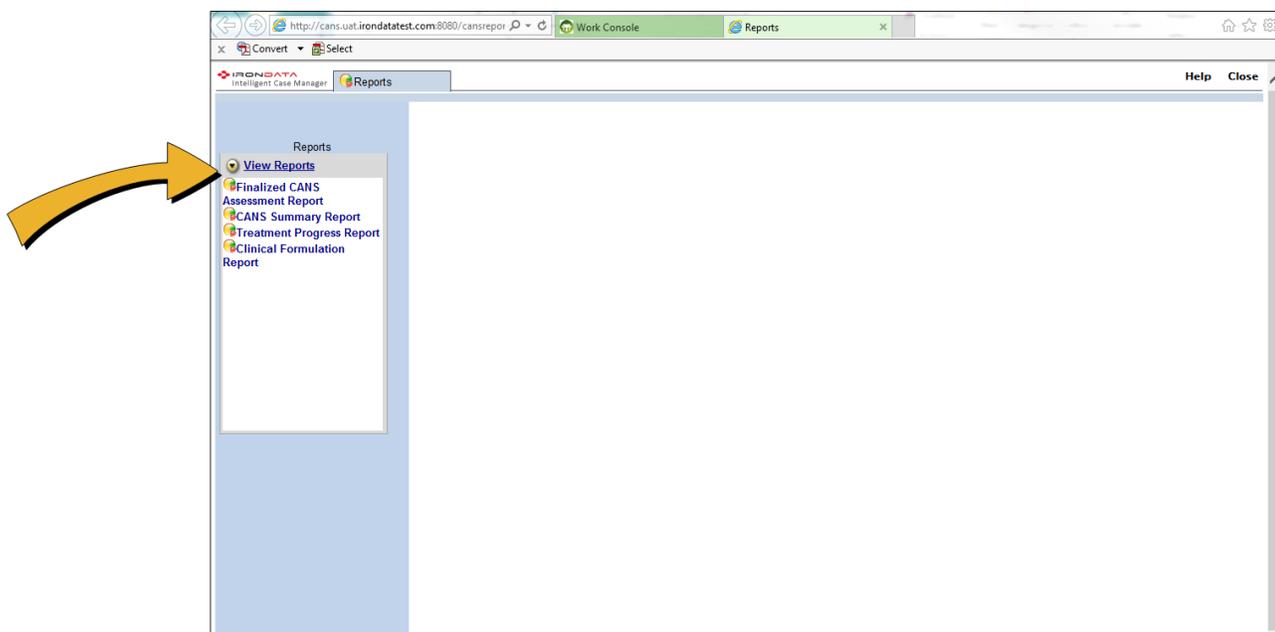


Figure 78: View Reports Link and Available Reports

Click any of the reports links to generate a new report.

Saving MCS Reports

In order to save the report, click the Print report on the server icon.

adsadsadsa

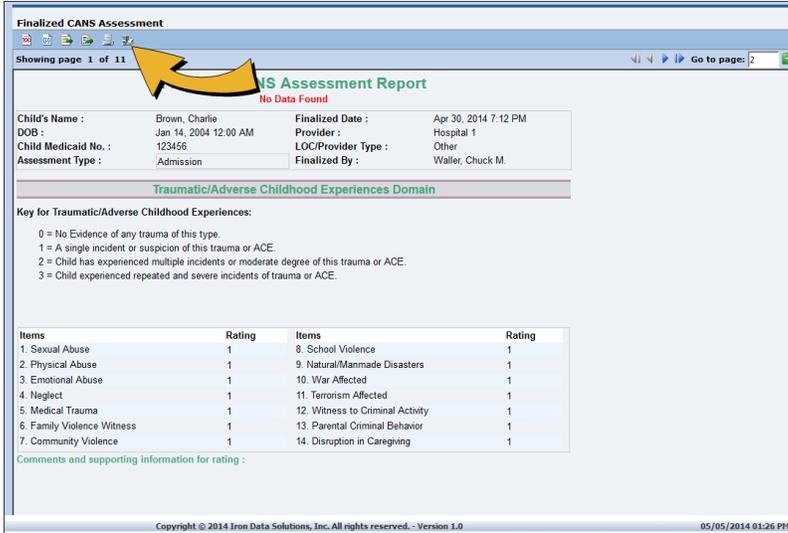


Figure 79: Finalized CANS Assessment Print report on server icon

The Print report on the server dialog box displays.

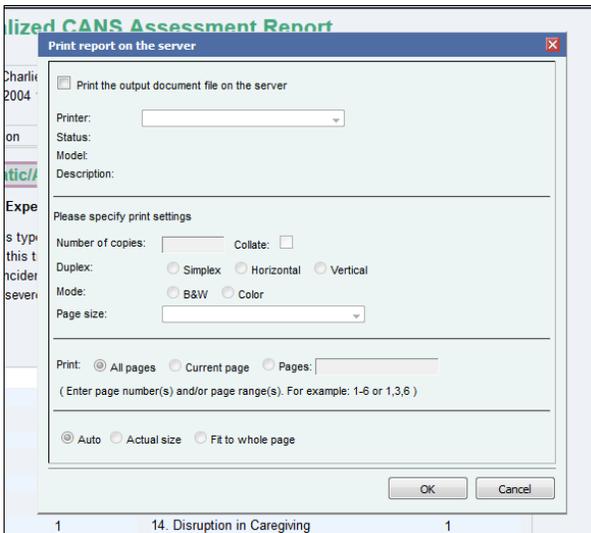


Figure 80: Save Report on Server - Dialog Box

Click the checkbox next to the Print the output document file on the server option.

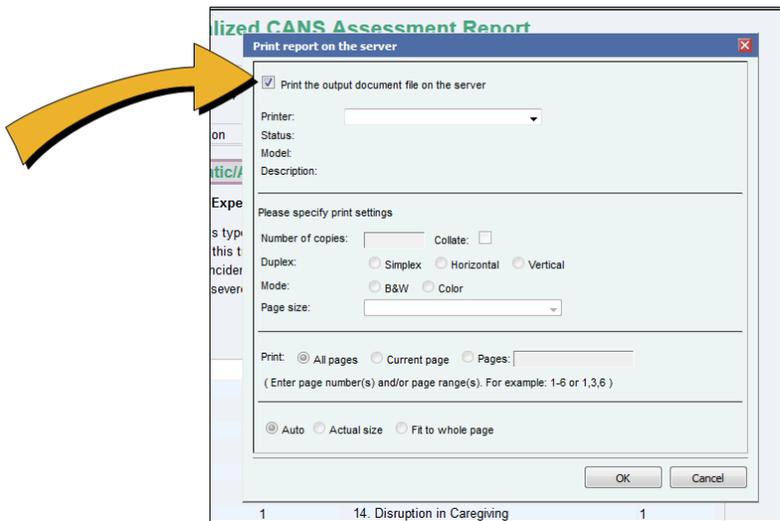


Figure 81: Save Report on Server - Checkbox

Click the OK [[[Undefined variable icm_global_variables.Command Button]]].

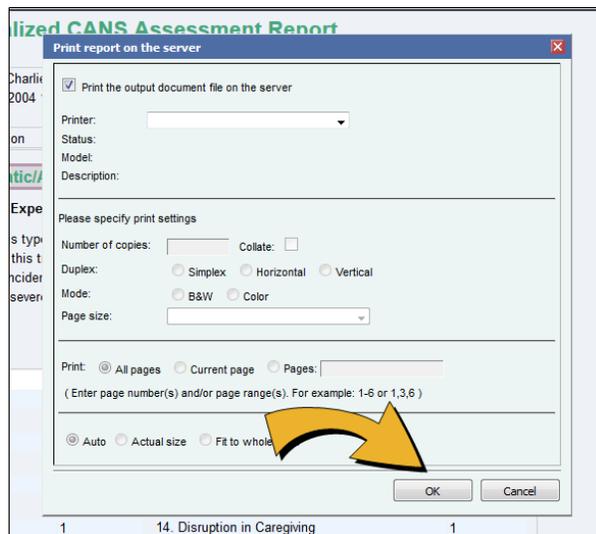


Figure 82: Save Report - OK Command Button

The report is saved on the server.

Printing MCS Reports

Click the Print Report icon.

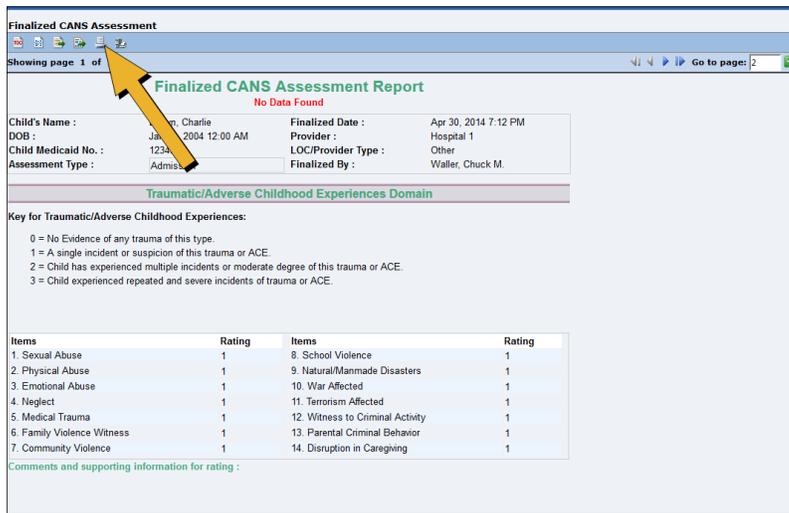


Figure 83: Print Reports Icon

The Print Report dialog box displays. Select Printing parameters and click the OK `[[[Undefined variable icm_global_variables.Command Button]]]`.

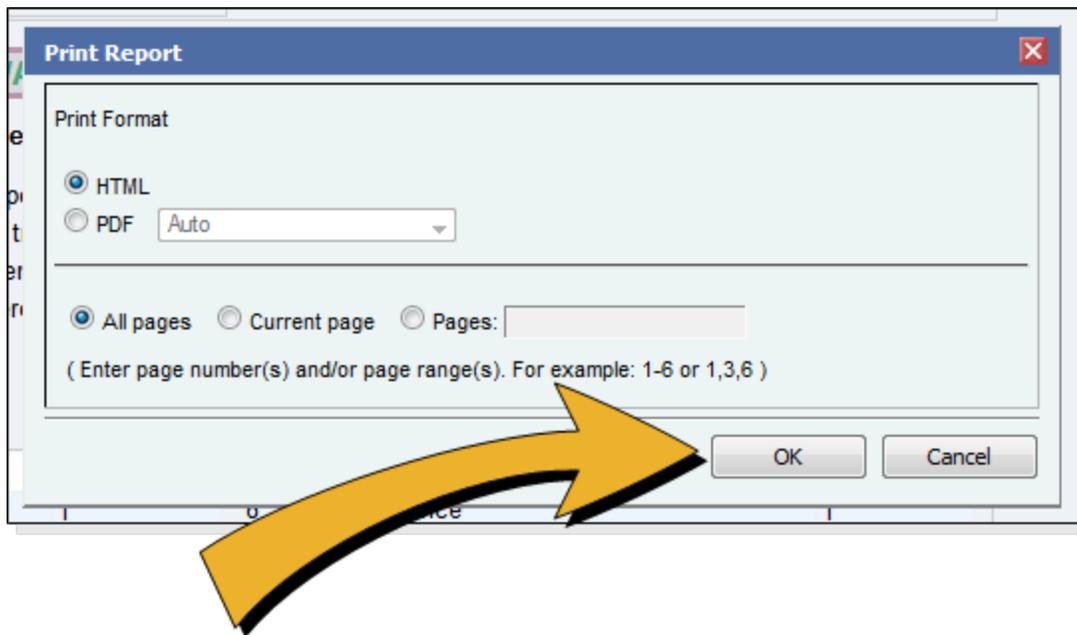


Figure 84: Print Report Dialog Box

The report displays in the selected format (PDF or HTML) along with a local print dialog box.

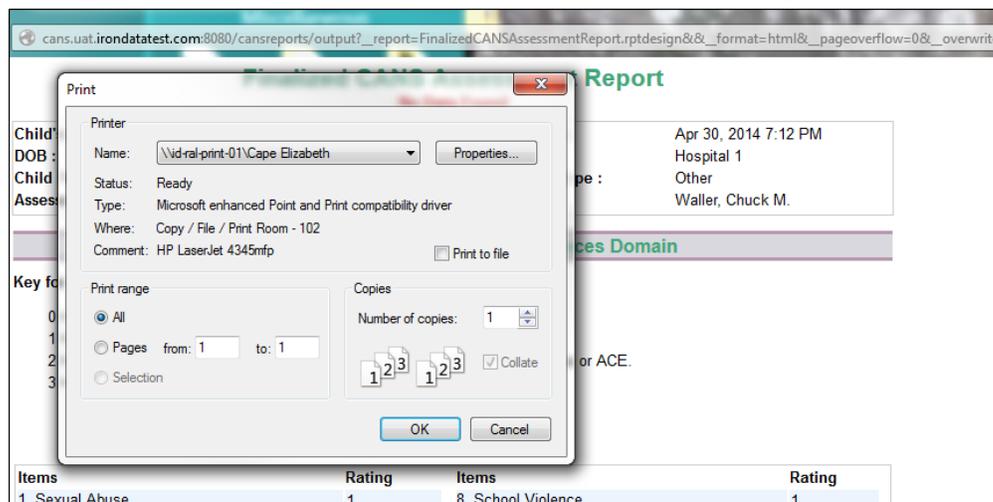


Figure 85: Local Print Dialog Box

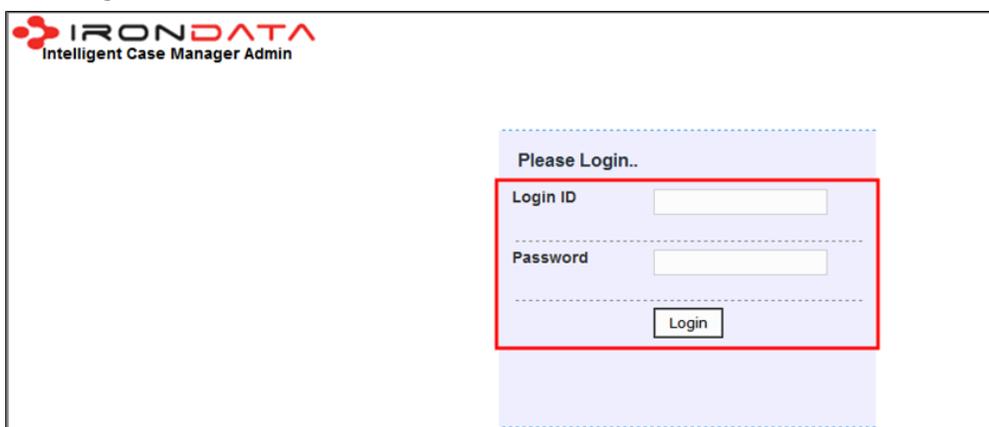
Finalized CANS Assessment Report

The provider administrator or the bureau users can print the final assessments of a youth with comments. This helps the other providers or the bureau users to understand and refer to the youth's history of illness.

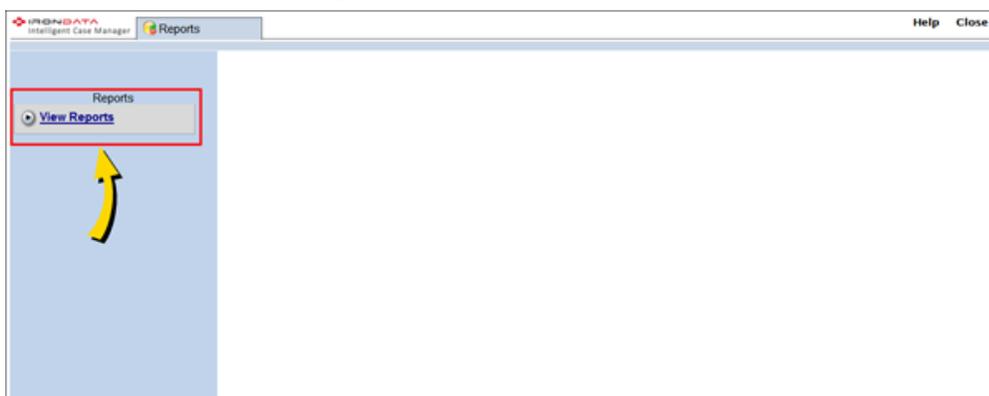
On the Assessment, there is an area in each domain where the CCU can enter comments about the child. There are nine domains. The user has the option of printing these comments when running the 'Finalized CANS Assessment' report.

To Print the Final Assessment with Comments:

1. In the browser, type the MT CANS system reports URL in the address field.
The **Logon** page is displayed.
2. Press **Enter**.
3. Type the logon id and password in the **Login ID** and **Password** boxes respectively.
4. Click **Login**.



The **Reports Console** page is displayed.



5. Click **View Reports**.
The reports list is generated.
6. Click **Finalized CANS Assessment Report**.

The **Finalized CANS Assessment Report** page is displayed.

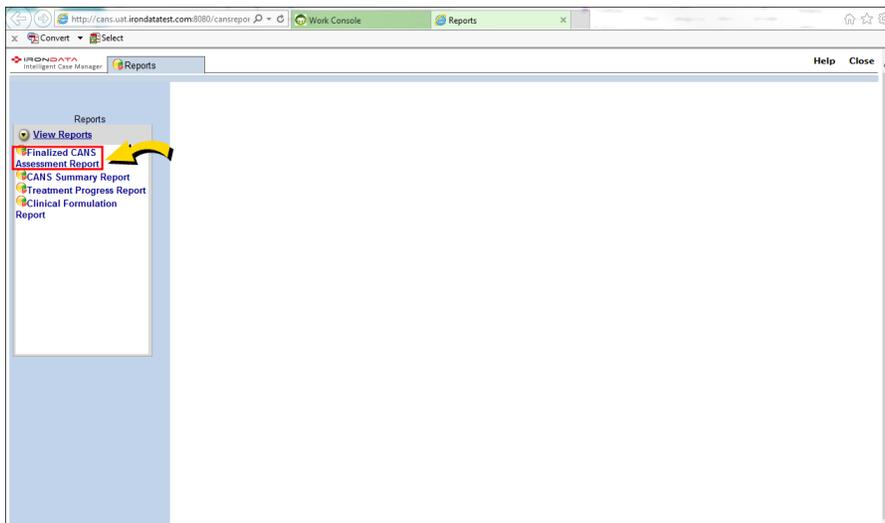


Figure 86: Finalize CANS Assessment Report Link

7. Type the parameters for the report.
8. Select the **Yes/ No** option to **Include the Domain Comments**.

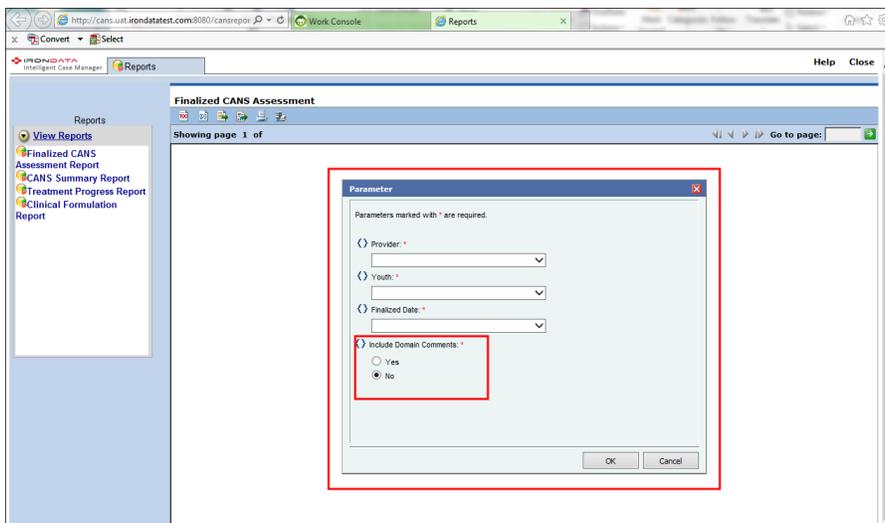


Figure 87: Finalized CANS Assessment Parameters

Finalized CANS Assessment Parameters Labels and Input		
<i>Label</i>	<i>Input Type</i>	<i>Input</i>
Required Fields are marked with a red (*) asterisk.		
{ } Provider	dropdown select box	Required field. Name of the provider.
{ } Youth	dropdown select box	Required field. Name of the Youth.
{ } Finalized Date	dropdown calendar select box	Required field. Date the CANS Assessment was finalized.
{ } Include Domain Comments	radio button	Required field. Includes comments made within the CANS Assessment. Options: <ul style="list-style-type: none"> • Yes • No

Table 17: Finalized CANS Assessment Parameters Labels and Input

9. Click **OK**.

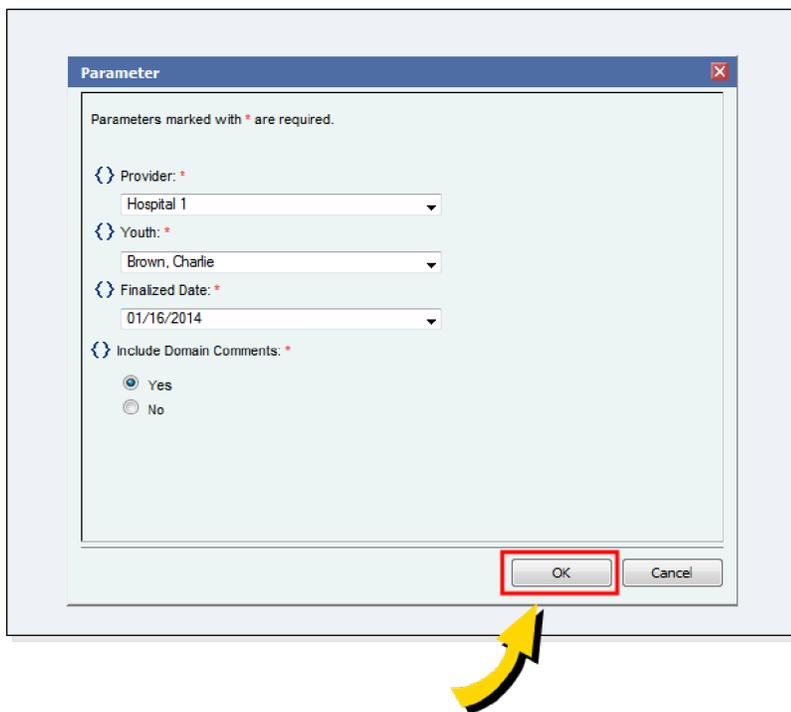


Figure 88: Finalized CANS Assessment - OK Command Button

The **Processing** Bar displays the progress of the report data being processed.

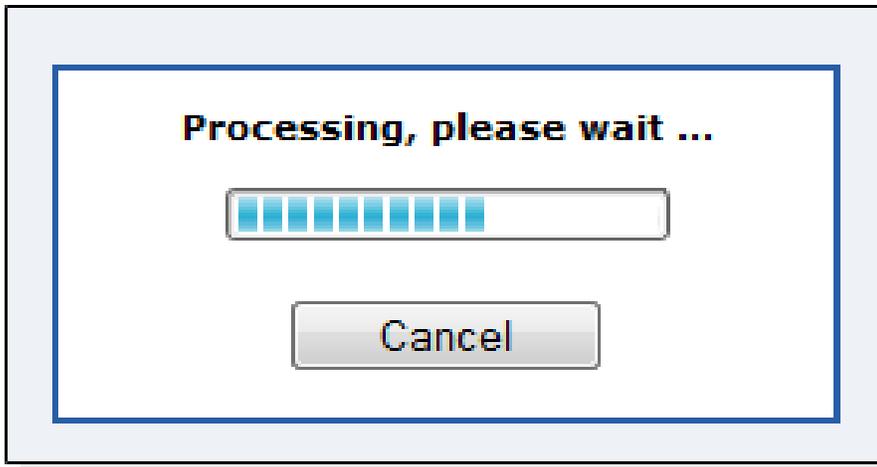


Figure 89: Processing Bar

The **Finalized CANS Assessment Report** page is displayed.

Finalized CANS Assessment

Showing page 1 of 11 Go to page: 2

Finalized CANS Assessment Report

No Data Found

Child's Name :	Brown, Charlie	Finalized Date :	Apr 30, 2014 7:12 PM
DOB :	Jan 14, 2004 12:00 AM	Provider :	Hospital 1
Child Medicaid No. :	123456	LOC/Provider Type :	Other
Assessment Type :	Admission	Finalized By :	Waller, Chuck M.

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

Comments and supporting information for rating :

Copyright © 2014 Iron Data Solutions, Inc. All rights reserved. - Version 1.0 05/05/2014 01:21 PM

Figure 90: Finalized CANS Assessment - Generated Report

Note: The **Finalized Date** has been replaced by **Administered Date** in the **Finalized Cans Assessment Report**.

CANS Summary Report

Click the CANS Summary Report link.

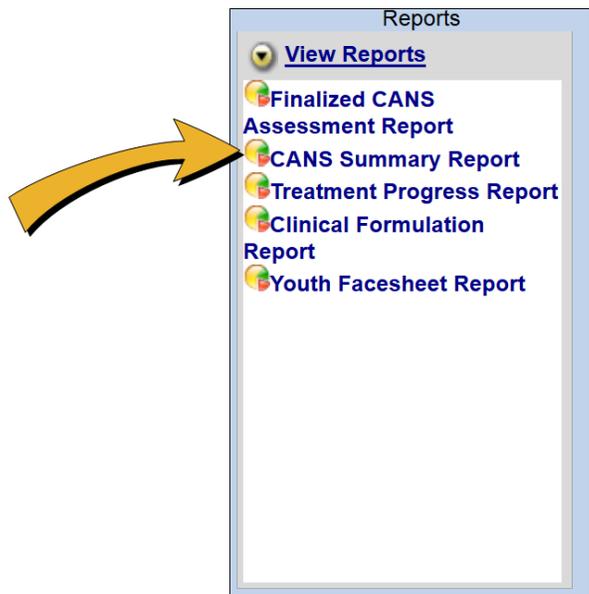


Figure 91: CANS Summary Report Link

Define parameters for the report.

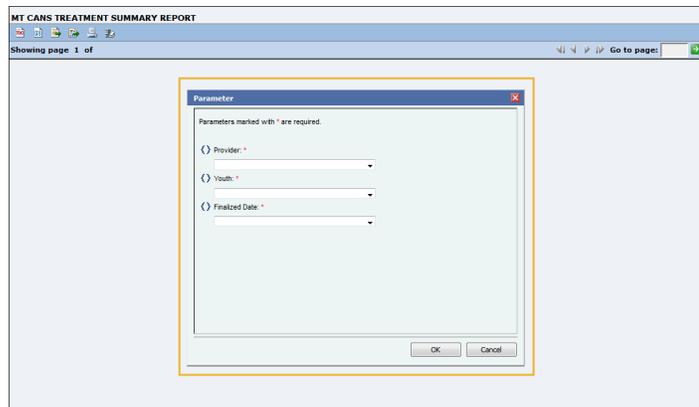


Figure 92: CANS Summary Report Parameters

CANS Summary Report Parameters Labels and Input

Label	Input Type	Input
Required Fields are marked with a red (*)asterisk.		
{ } Provider	dropdown select box	Required field. Name of the provider.
{ } Youth	dropdown select box	Required field. Name of the Youth.
{ } Finalized Date	dropdown calendar select box	Required field. Date the CANS Assessment was finalized.

Table 18: CANS Summary Report Parameters Labels and Input

Click the OK `[[[Undefined variable icm_global_variables.Command Button]]]`.

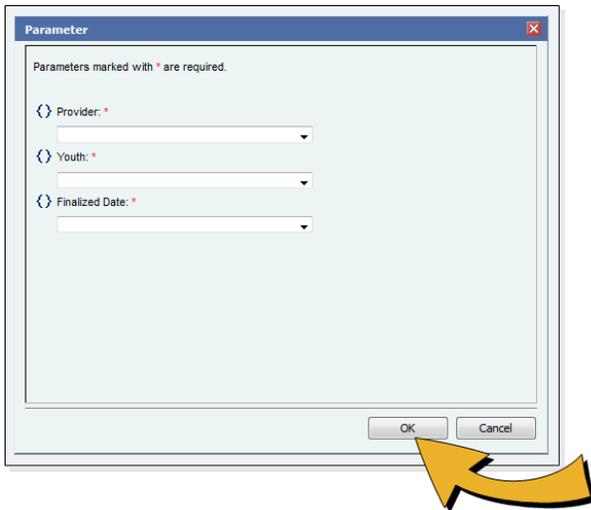


Figure 93: CANS Summary Parameters - OK Command Button

The status bar displays while the report data is processing.

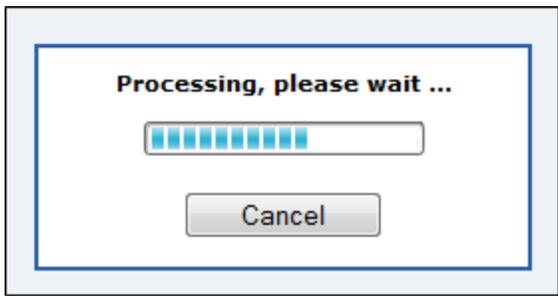


Figure 94: Processing Bar

The MT CANS Treatment Summary Report displays.

MT CANS TREATMENT SUMMARY REPORT

Showing page 1 of 2 Go to page:

No Data Found

MT CANS TREATMENT SUMMARY REPORT	Child's Name : Brown, Charlie Child Medicaid No. : 123456 DOB : Jan 14, 2004 12:00 AM Finalized Date : Jan 14, 2014 8:19 PM Provider : Hospital 1 LOC/Provider Type : Bridge Waiver Finalized By : Waller, Chuck M.
---	---

Traumatic/Adverse Childhood Experiences Domain

Level of Trauma/Childhood Experiences : **None**

Child Strengths - Assets

Item : Family	0	Item : Spiritual/Religious	0
Item : Interpersonal	0	Item : Community Life	0
Item : Educational	0	Item : Relationship Permanence	0
Item : Vocational	0	Item : Resilience	0
Item : Coping/Savoring Skills	0	Item : Youth Involvement	0
Item : Optimism	0	Item : Use of Free Time	0
Item : Talents/Interests	0	Item : Peer Influences	0

Child Strengths Building / Identification Areas

Level of Need for Strength Development : **None**

Life Functioning Domain

Level of Life Functioning Needs : **None**

Cultural Considerations Domain

Level of Problem(s) in Cultural Consideration : **None**

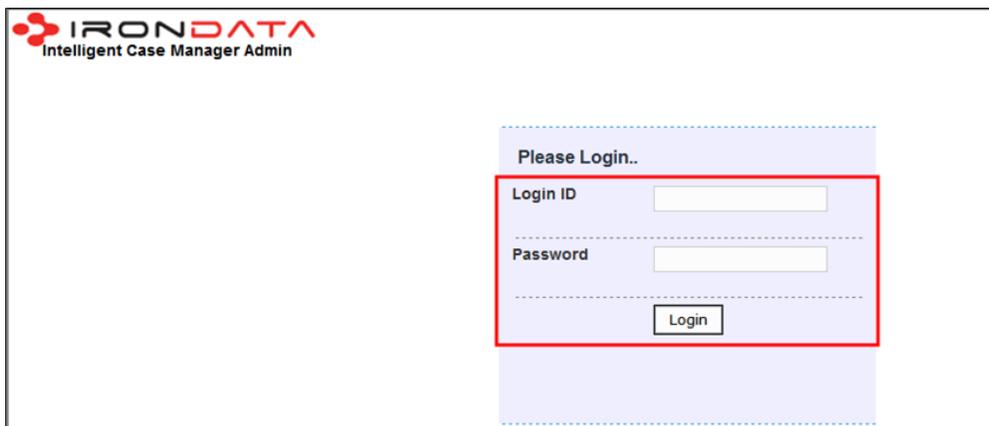
Figure 95: MT CANS Treatment Summary - Generated Report

Youth Facesheet report

To generate the reports, every provider is given access to the CANS report URL.

To generate the youth face sheet report:

1. In the browser, type the MCS reports URL in the address field.
The **Login** page is displayed.
2. Press **Enter**.
3. Type the login id and password in the **Login ID** and **Password** boxes respectively.



IRONDATA
Intelligent Case Manager Admin

Please Login..

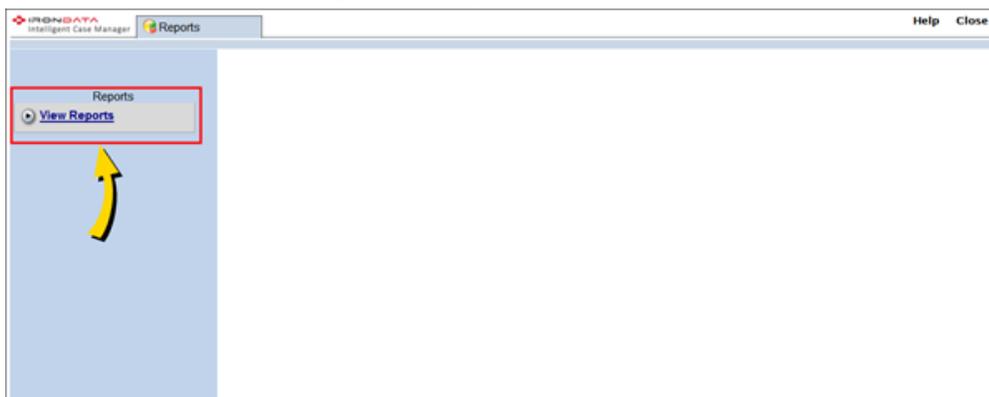
Login ID

Password

Login

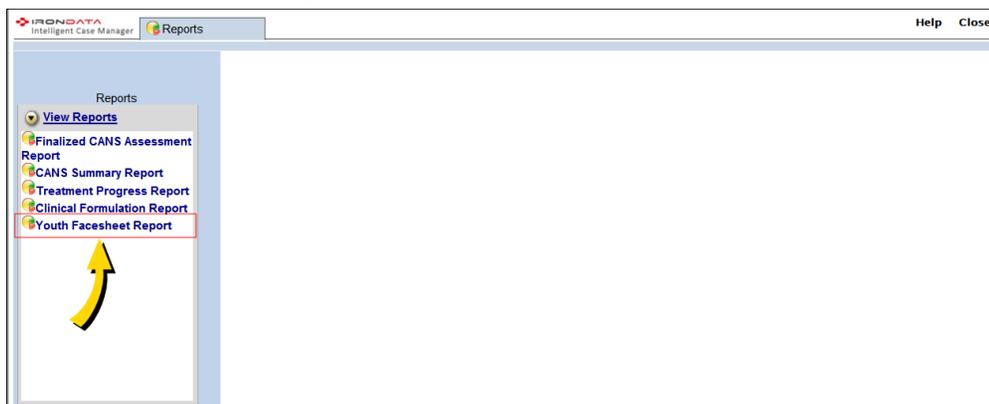
4. Click **Login**.

The **Reports Console** page is displayed.



5. Click **View Reports**.

The **Report** list is displayed.



6. Click **Youth Facesheet Report**.

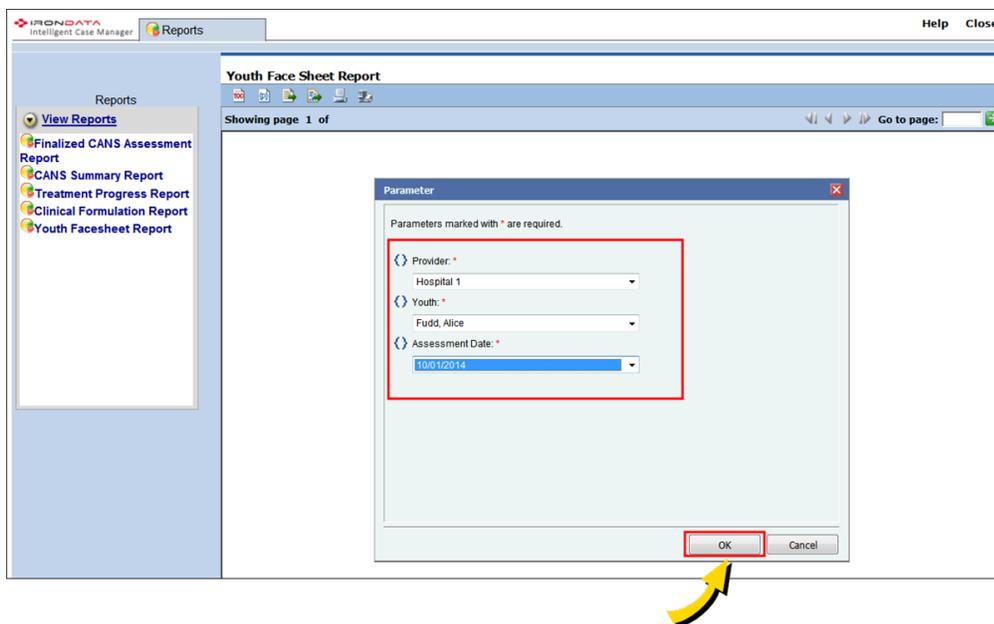
The **Youth Face Sheet Report** page is displayed.

7. Select the provider name from the **Provider** list.

8. Select the youth name from the **Youth** list.

9. Select the assessment date from the **Assessment Date** list.

10. Click **OK**.



The **Youth Face Sheet Report** page with all the details is displayed.

The screenshot shows the 'Youth Face Sheet Report' page in the IRONDATA Intelligent Case Manager. The page is titled 'Youth Face Sheet Report' and shows 'Showing page 1 of 1'. The report details are as follows:

Youth Face Sheet Report
 Age as of Administered Date of Youth's Admission Assessment (10/01/2014) : 10 Years and 0 Month
 Youth Facesheet 1006424
 Date Created : 10/22/2014 Submitted By : Sally Clark

Youth Information
 Last Name: Fudd First: Alice Middle: N
 SSN: *****1022 Medicaid No : *****0000
 DOB : 10/22/2004 Gender : F
 Race : Black or African American, Other Pacific Islander - TestOPI
 Is this person of Hispanic, Latino or Spanish origin? No

Custody
 Custody Type : CFSD

Custody Address
 Street 1 : 123 Main Street
 Street 2 :
 City : Helena State : MT ZIP Code : 59620
 Phone : 4064442000

Parent or Legal Guardian
 Last Name: Fudd First: Robert Middle :
 Relationship : Father
 Street 1 : 123 Main Street
 Street 2 :
 City : Helena State : MT ZIP Code : 59620
 Phone : 4064442000

Other Parent / Legal Guardian

Parent or Legal Guardian	Relationship	Address	Phone

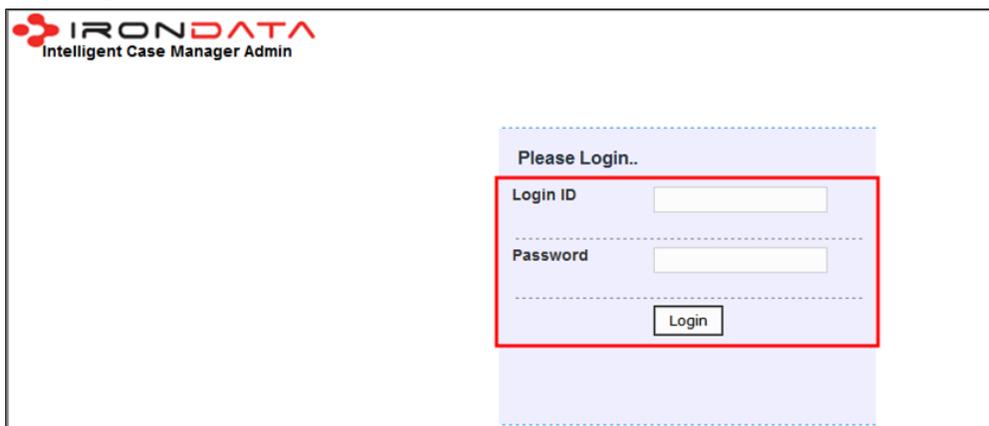
Diagnosis
 Date Diagnosed : 10/17/2014
 Last Modified Date : 10/22/2014
 Primary : F50.0 Anorexia nervosa
 Secondary :
 Comment :

Treatment Progress Report

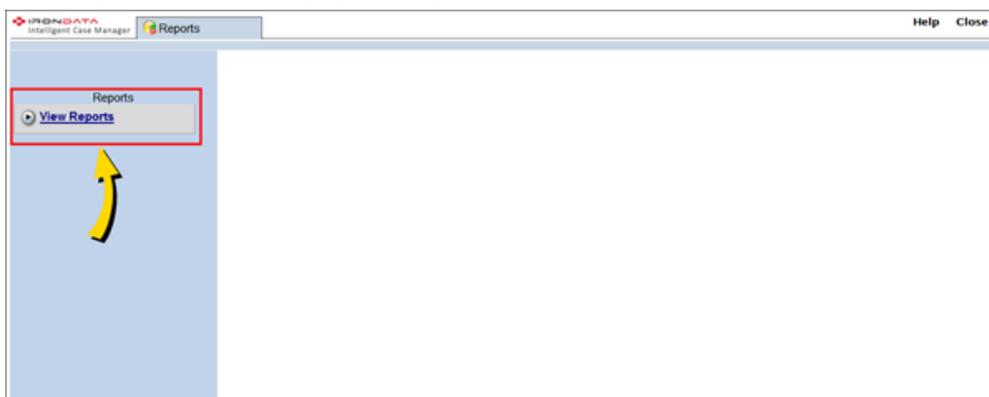
The provider administrator or the bureau user can print the treatment progress report for a youth with Level Of Care (LOC) as one of the parameters.

To print the treatment progress report:

1. In the browser, type the MT CANS system reports URL in the address field.
The **Logon** page is displayed.
2. Press **Enter**.
3. Type the logon id and password in the **Login ID** and **Password** boxes respectively.
4. Click **Login**.



The **Reports Console** page is displayed.



5. Click **Treatment Progress Report** link.



Figure 96: Treatment Progress Report Link

6. Define the parameters for the report.

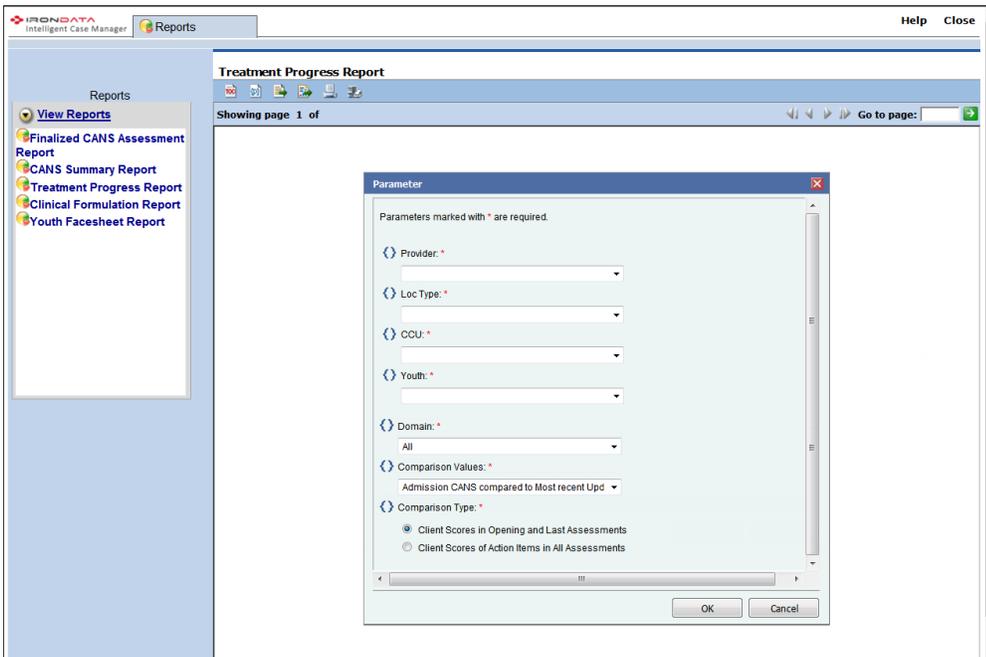
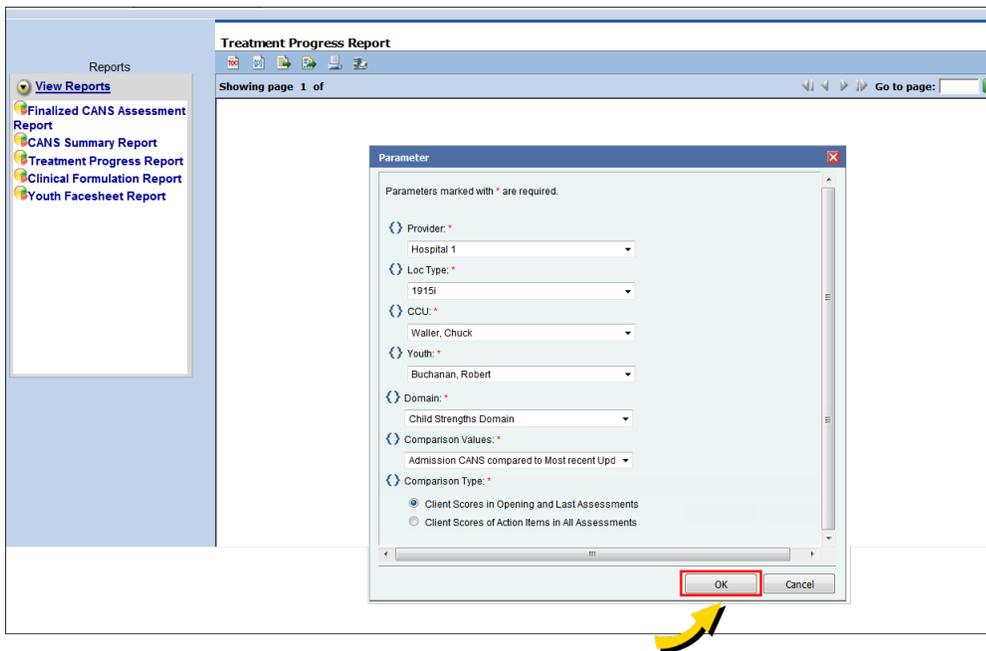


Figure 97: Treatment Progress Report Link - Parameters

7. Click **OK**.



Treatment Progress Report Assessment Parameters Labels and Input

Label	Input Type	Input
Required Fields are marked with a red (*) asterisk.		
{ } Provider	dropdown select box	Required field. Name of the provider.
{ } LOC Type	dropdown select box	Required field. Level of Care
{ }CCU	dropdown select box	Required field. Name of the Certified CANS User.
{ }Client	dropdown select box	Required field. Name of the client
{ }Domain	dropdown select box	Required field. Name of the Domain.
{ }Comparison Value	dropdown select box	Required field. Value to compare.
{ }Comparison Type	radio button	Required field. Determines which scores to use as comparisons. Options: <ul style="list-style-type: none"> Client Scores in Opening and Last Assessment Client Scores of Action Items in All Assessments.

Table 19: Treatment Progress Report Assessment Parameters Labels and Input

8. The **Processing** Bar displays the progress of the report data being processed.

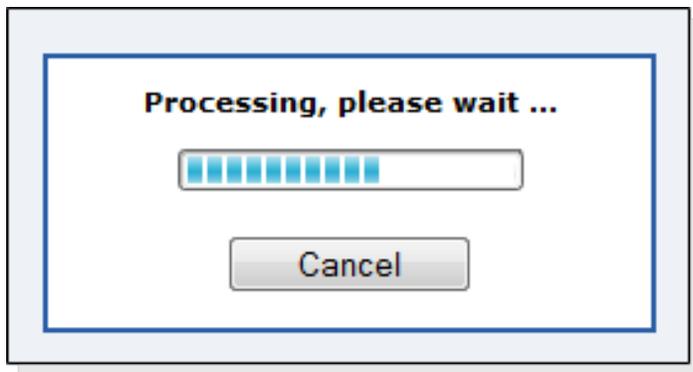


Figure 98: Processing Bar

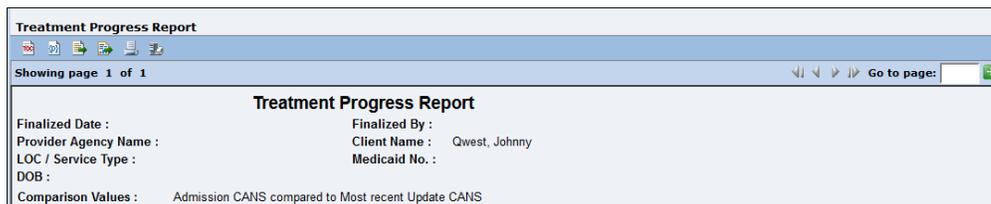


Figure 99: Treatment Progress Report - Generated Report

Note:The **Finalized Date** has been replaced by **Administered Date** in the **Treatment Progress Report**.

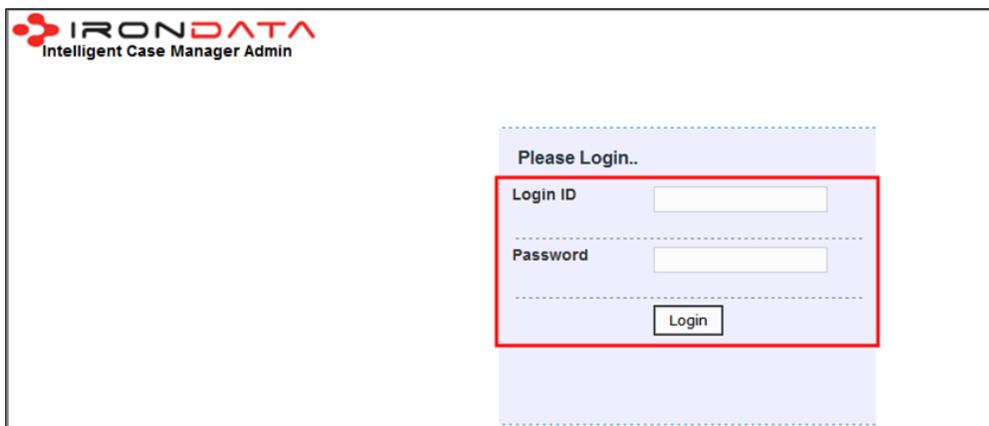
Clinical Formulation Report

The clinical formulation report is generated to check the statistics of all providers.

It allows a user to generate a report for all providers that the requester has access to. Report totals are a summary of the providers selected

Steps to generate the Clinical Formulation Report:

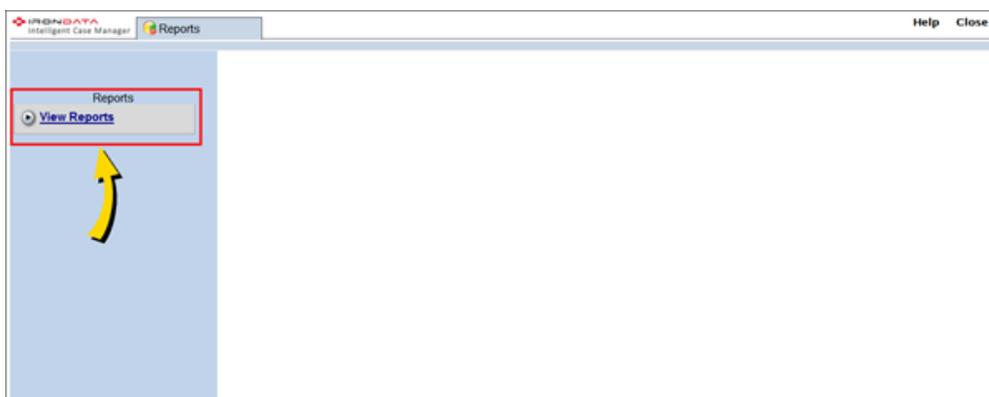
1. In the browser, type the MT CANS reports URL in the address field.
The **Logon** page is displayed.
2. Press **Enter**.
3. Type the logon id and password in the **Login ID** and **Password** boxes respectively.
4. Click **Login**.



The **Report Console** page is displayed.

5. Click **View Reports**.

The **Report** list is displayed.

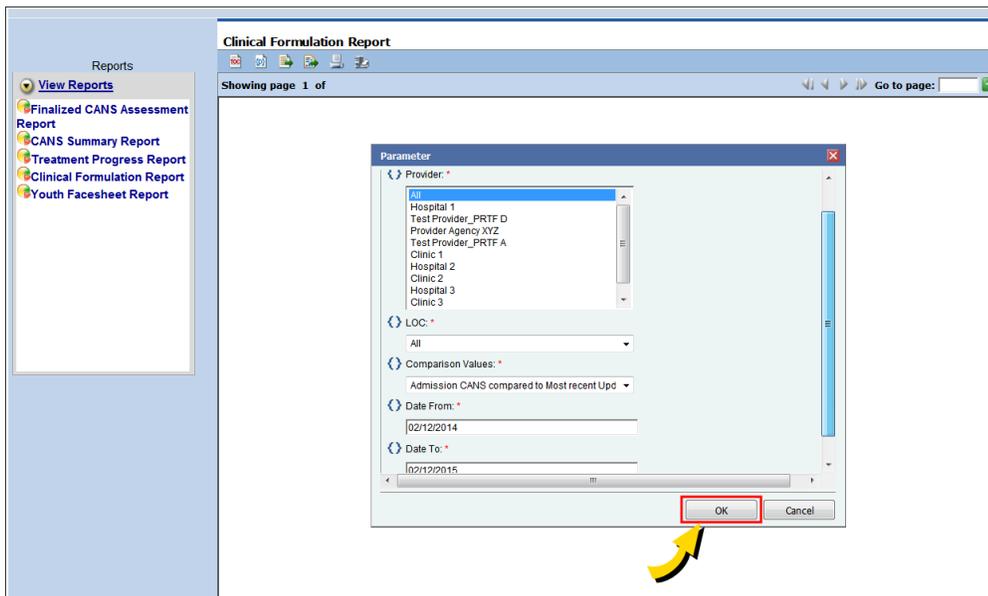


6. Click **Clinical Formulation Report** link.

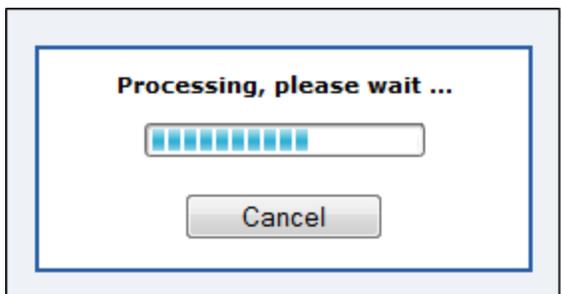


Figure 100: Clinical Formulation Report Link

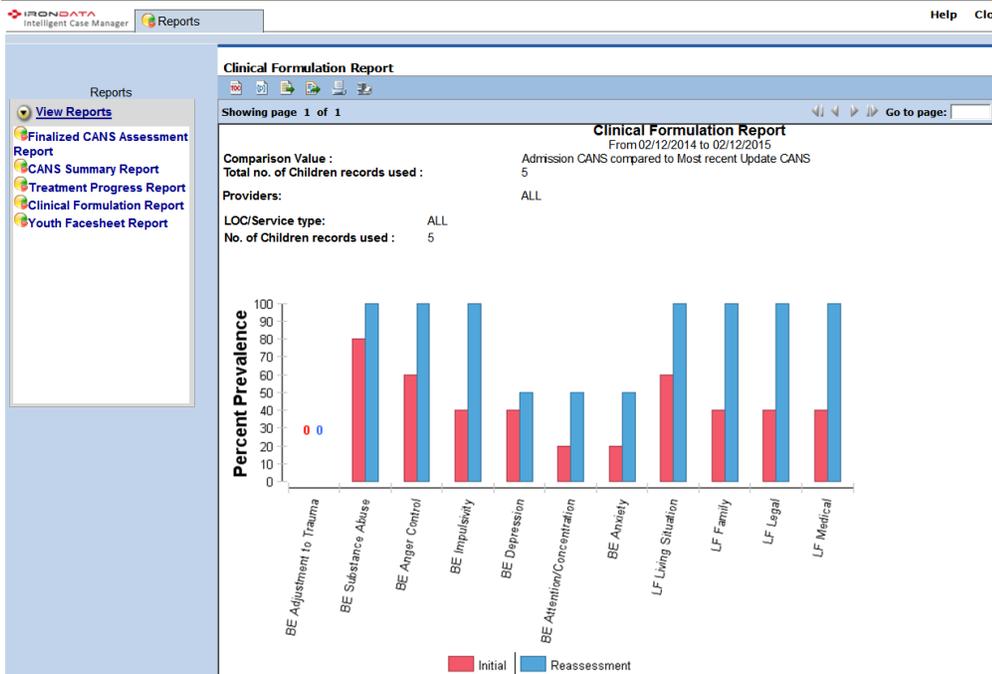
7. Define the parameters for the report.
8. Click **OK**.



9. The **Processing** Bar displays the progress of the report data being processed.



The **Clinical Formulation Report** is generated.



Clinical Formulation Report Assessment Parameters Labels and Input

Label	Input Type	Input
Required Fields are marked with a red (*)asterisk.		
{} Provider	dropdown select box	Required field. Name of the provider.
{} LOC	dropdown select box	Required field. Name of the Certified CANS User.
{} Comparison Value	dropdown select box	Required field. Value to compare.
{} Date From	free form date box	Required field. CANS Assessment date from which to begin the formulation.
{} Date To	free form date box	Required field. CANS Assessment date from which to end the formulation.

Note:The **Finalized Date** has been replaced by **Administered Date** in the **Clinical Formulation Report**.

Appendix

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List of Tables.....	103

APPENDIX I - YOUTH FACESHEET

Youth Facesheet Labels and Input

Label	Input
-------	-------

***Fields with one or two asterisks (*) are required.*

***When filling out the Youth Facesheet, Users should be aware that there is a 30 minute limit before the Facesheet times out (because of server issues). Please try and complete Facesheet in less than 30 minutes.*

Youth Facesheet	
Date Created	The date the record is created. This date is auto-populated and not editable.
*Submitted By	A dropdown box listing available Users.
Youth Information	
**Medicaid Number	Youth's state-issued Medicaid number. This is the only field that is required to perform a search. <i>Once Users enter a Medicaid number, they can click the Search button to see if the Youth is already recorded in CANS.</i>
*Last Name	Last name of the Youth.
*First	First name of the Youth.
Middle	Middle name of the Youth.
*SSN	Youth's Federal issued Social Security Number.
*DOB	Youth's Date of Birth. A dropdown calendar displays when Users click in the field. Date format must be mm/dd/yyyy.
*Gender	Youth's gender. Use the radio button to select Male or Female .
*What is Child/Adolescent's race?	Describes the Youth's race. Users can use the checkboxes to select all that apply. Races represented are those used by the Federal Government. Options: <ul style="list-style-type: none"> • White • Native American • Asian Indian • Japanese • Native Hawaiian • Chinese • Korean • Guamanian or Chamorro • Samoan • Other Pacific Islander • Other Asian • Other Race - Selecting this checkbox displays a free form text box.
*Is this person of Hispanic, Latino, or Spanish origin?	Use the radio button to select Yes or No .

Youth Facesheet Labels and Input

<i>Label</i>	<i>Input</i>
Custody	
*Custody Type	<p>A dropdown box with a list of custody types.</p> <p>Options:</p> <ul style="list-style-type: none"> • Both Parents • Father • Mother • CFSD - Child and Family Services Department • DOC - Department of Corrections • Juvenile Probation • Kinship • Tribal • Unknown • Other
Custody Address	
*Street 1	Street address of the Custody holder.
Street 2	Not required. Secondary street address of Custody holder or Mailing Address.
*City	City of the Custody holder's address.
*State	State of the Custody holder's address.
*Zip Code	Zip Code associated with the Custody holder's address.
Phone	Phone number of the Custody holder.
Parent or Legal Guardian	
*Last Name	The last name of the Youth's Parent or Legal Guardian.
*First	The first name of the Youth's Parent or Legal Guardian
Middle	The middle name of the Youth's Parent or Legal Guardian.
*Relationship	<p>The Parent or Legal Guardian's relationship to the Youth.</p> <p>Options:</p> <ul style="list-style-type: none"> • Both Parents • Father • Mother • CFSD - Child and Family Services Department • DOC - Department of Corrections • Juvenile Probation • Kinship • Tribal • Unknown • Other
*Street 1	Street address of the Parent or Legal Guardian.
Same as Custody Address	Use this checkbox if the Custody Address and the Parent or Legal Guardian address are the same.
Street 2	Not required. Secondary street address of the Parent or Legal Guardian.
*City	City of the Parent's or Legal Guardian's address.
*State	State of the Parent's or Legal Guardian's address.
*Zip Code	Zip Code associated with the Parent's or Legal Guardian's address.
Phone	Phone Number of the Parent or Legal Guardian.
+ Add Parent or Guardian	Directs to the Add Parent or Legal Guardian page.

Youth Facesheet Labels and Input	
<i>Label</i>	<i>Input</i>
Diagnosis¹	
*Date Diagnosed	Date the Youth was diagnosed Date format must be mm/dd/yyyy. Date must be a day within the past 12 months.
Axis 1 Lookup	The DSM-IV-TR diagnosis and code ² . This is a Search field. Users can enter a diagnosis code or the name of the mental disorder and a scrolling dropdown list displays with a list of potential diagnoses. Users may enter more than one Axis 1 diagnosis.
*Axis 1 Primary	The primary diagnosis for the Youth. This should be an SED diagnosis.
*Axis 1	Any other diagnoses that are considered of clinical importance.
*Axis 2	Personality Disorders or Mental Retardation.
*Axis 3	General Medical Conditions. <i>This is a free form text field. Users will enter an ICD-9 code.</i>
*Axis 4	Psychosocial and Environmental Problems.
*Axis 5	Global Assessment of Functioning.
Rating: Children's Global Assessment Functioning Scale	Users enter a number from 0-100, that reflects the clinician's judgment of the individual's overall level of functioning. Once the number field is populated, a DSM-IV-TR description displays in the Ratings text. ³

Figure 101: Youth Facesheet Labels and Input

¹Both DSM IV and DSM V codes are loaded into the system. Additionally, ICD10 codes are loaded into the system.

²Axis Definitions are taken from the DSM-IV-TR.

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.) Washington, DC: Author

³To see the list of Global Assessment Functioning (GAF) Scale definitions, see DSM-IV-TR.

APPENDIX II - CANS SYSTEM HELPFUL HINTS

This Appendix gives Users tips and tricks for using and navigating ICM CANS software system.

General Information

- Minimum system requirements are Windows XP or Windows 7 and Internet Explorer 8 or Firefox.
- If you're having trouble with a page, try selecting F12 and changing your Browser Mode to IE8.
- If you encounter an error, try logging out and logging back in. If you encounter an error while saving something, log back in and search for your work—it may have been saved, even if you encountered a problem
- The system will often open a new tab in your browser, rather than changing your current page to a new page. That way, you can have multiple tabs open at the same time, so you can easily move among your Work Console, Youth Input, Activities Console, and Assessment tabs.
- If you're not sure where you are or how to get back to something, try looking through your other open tabs. It may contain the view you're looking for.

Work Console

- Provider Workload displays a list of youths with recent assessments. (This will be more useful after you complete a youth input and begin an assessment.)
- Tasks contains reminders and warnings about upcoming Assessment deadlines.
- Reports is where you can generate reports about recent activity.
- Youth Input is where you can enter a new youth record into the system.
- Refresh lets you get the latest information from recent activity into the Provider Workload area.
- Resources has links to useful websites.
- Search is where you can find if a youth is already in the system.

Search

- You can only search for an existing youth record by exact Medicaid Number.
- If you don't find an existing youth record, you can enter one with Youth Input. (You may need to navigate back to Work Console to select the Youth Input button.)
- If you find an existing record, you can view that youth's facesheet information, existing Assessments by your Provider, reminders regarding Assessments, and comments attached to the youth record.

Youth Input

- You can only search for an existing youth record by exact Medicaid Number.
- If you find a match, you can go straight to that youth's record.
- You can enter a youth input for someone else at your Provider—just select them under Submitted By.
- Make sure you enter something in all required fields.
- Date fields have a calendar pop-up you can use to pick a date, but you can also key in a date using MM/DD/YYYY format.
- If you're not sure how to populate a required field that's a dropdown, many have options like "Other" or "Unknown."
- If you're not sure how to populate a required field that's a text box, you just need to enter some text into the field—the system isn't going to check what you entered, just that you entered something.

- You can edit a youth's record later, if you need to make changes, once you've opened an Assessment for that youth.
- Several Race options will open a new field, like a dropdown or a text field, for you to select or enter more specific information.
- When entering address information, if you skip the City and State fields, key in a ZIP Code, then move to another field, the system will calculate and populate the City and State for you.
- Date Diagnosed is the date the assessment took place, and must be within the last 12 months.
- The Axis 1 and Axis 2 will suggest diagnoses to you, based on what you type in, by comparing against diagnoses from the DSM -IV -TR. Once you key something in, you can select from available DSM options, rather than having to type everything in exactly.
- When you populate Axis 5, the system will enter the relevant text for the associated Rating.
- Remember to Save your results as soon as you're finished. The system will log you out if look like you're inactive for too long, and you may not even know you've been logged out, as all the time you are on the Youth Input page will look to the system like you are inactive.

Youth Record

- Youth Vitals, in the upper -left corner, contains brief information about the youth.
- Activities Console is your default view. It contains action items, comments, and the list of Assessment Cases.
- Tasks/Reminders displays your Provider's open tasks and reminders for that youth.
- Youth Info/Youth Facesheet displays a read -only view of the youth's Facesheet. You will be able to Edit the Facesheet as long as you have an Assessment for the youth open or have not completed a Discharge Assessment. Editing a Facesheet is just like Youth Input.
- Each Provider will only have one Assessment Case for a youth, but multiple Assessments.
- Selecting your Provider's Assessment Case will display your Provider's Assessment Console, with a list of all of your Provider's Assessments for that youth, along with their Type (Admission, Update, or Discharge), their current statuses (Draft or Final), and how many of the nine Domains are complete.

Assessment

- In order to Save as Draft, you need to populate the Administered Date, select Administered By, and select Assessment Type.
- Once you Save as Draft, the system will retain that draft's information, and you can keep updating the assessment and saving, until you are finished with the assessment and ready to Save as Final.
- On the left -hand side are each of the Assessment Steps. Each one is a separate Domain, and you can navigate between them by selecting the one you want or by navigating from page to page using the Next and Back buttons.
- When you complete a page and navigate to another, the system will retain what you keyed, but it won't be saved unless you Save as Draft.
- When you complete all of the required fields on a page and navigate to another, the page you just completed will display on the left -hand side with a checkmark, showing that you have completed that page.
- Remember to put comments in each of the Comments boxes. The system won't let you proceed or Save as Draft without something in each box.
- When you return to your Activities Console, you will see your assessment listed under the Assessment Console, with its Type (Admission, Update, or Discharge), its current status (Draft or Final), and how many of the nine Domains you've completed.
- From your Activities Console, you can return to your assessment by clicking the link for it under the Assessment Console.

Admin Console

- Admin Console is only for Provider administrators and provides a way to create and maintain that Provider's users and Provider information.
- New User allows a Provider to set up a new CANS user for that Provider.
- Browse Users displays a list of all the users for that Provider, with links to each individual user's page.
- Browse Provider displays a link to that Provider's page.
- When creating or updating a user's record, you can add or remove Roles, which gives that user access to different elements of the CANS system. A user can—and usually does—have multiple Roles.
- Roles:
 - ICM User – necessary for someone to access the CANS system
 - CCU (Certified CANS User) – someone who can create and edit youth records and Assessments, as well as finalize Assessments
 - Admin Support – someone who can enter youth records and create Assessments, but cannot finalize them
 - Provider Admin – necessary for someone to create and edit users and Provider information
- Remember, a user must always have the role of ICM User in order to be able to access the CANS system at all.
- A user's Log In User Name must match their ePass login, or he or she won't be able to access the CANS system.
- If a user is a CCU, you must give him or her the CCU Role, but you must also select Yes for CCU and select that user's Praed External User ID from the dropdown.
- Rather than removing a user from the system, just Edit that user's record, select the Deactivate User checkbox, and Update.
- A Provider administrator can change some (but not all) of their Provider's information.
- Remember, you can always cancel whatever you're doing and return to the Admin Console page by selecting the Admin Console link in the upper left corner of any Admin Console page.

Reports

- Due to the software used for the reports, there is currently no way to open them in a new tab rather than a new window, and no way to adjust the size or shape of the reports window.
- If you're unable to see the search parameters, remember to change your Browser Mode using F12.
- Once you've run a report, you can print it, save it (usually as a PDF), or export the data (if you know what database table information you want).
- If you want to run the same report with different parameters, you can reselect the report from the left hand menu, or select the "Run Report" button (second from the left) along the top.
- If a report displays no data, check your search parameters.
- Remember, reports will only show data from finalized Assessments.

APPENDIX III - ROLES AND PERMISSIONS

In order to access certain parts of ICM CANS software, Users must have certain permissions. Users can have multiple roles.

Role and Permission Descriptions

<i>Role</i>	<i>Permission</i>
Admin Support	Users who can enter Youth records and create Assessments, but not finalize them.
Admin User	
Bureau Administrator	
Bureau Support	
Certified CANS Administrator User (CCU)	Users who can create and edit Youth records and Assessments. CCUs can also finalize Assessment
ICM User	Required for all Users to access the CANS software system.
Provider Administrator	Users who can create and enter other Users and provider information.
Supervisor	
View Only	User can view, but not make changes to CANS records.

Table 20: Role and Permission Descriptions

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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