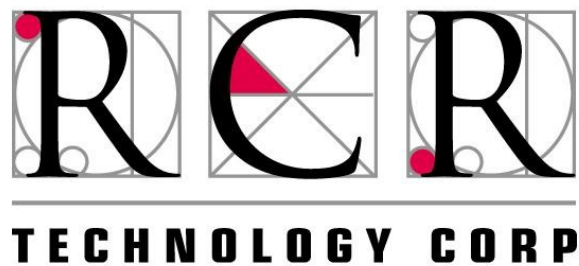


**Commonwealth of Virginia
Office of Children's Services**



**Child and Adolescent Needs and Strengths Assessment (CANS)
CANVaS 2.0 User Manual
Version 1.00**



**Published Date
February 18, 2017**

Document Information

Revision History

Version No.	Date	Summary of Changes	Name	Revision Marks
1.00	2/18/17	First published version. Document will be updated as changes are made to the system. Summary of revisions will be included in this section.	RCR Technology	No

Table of Contents

Contents

Introduction	6
Purpose of Document	6
Terms Used	7
Assessment	7
CANS	7
CANVaS 2.0	7
Certifications	7
Case Manager	7
Child	7
Closed Assessment	7
CSA	7
CSB	8
Data Entry	8
DJJ	8
DOE	8
DSS	8
DSU/RA (Designated Super User/ Report Administrators or Local Administrators)	8
Locality	8
OCS	8
Open Assessment	8
Report Administrator	8
Role	8
Save an Assessment	9
State Administrator	9
Super User	9
User	9
Registering with CANVaS 2.0	9
• State Administrators	9

• Designated Super Users/Report Administrators (Local Administrators)	9
• Case Managers	10
• Data Entry	10
CANVaS 2.0 Website Description	10
How to Log In	11
Secure Log In	11
Locality Selection (for DSU/RA or Case Manager)	11
How to Handle a Forgotten Password	13
How to Log Out	16
General Page Layout	17
Child Record Management	19
How to Search for a Child	19
How to Add a Child	23
How to Add a Caregiver	28
Editing Caregivers	30
How to Add Child Locations	30
How to Edit Child Information	35
Child Location Table	39
Child Caregiver Table	40
Child Assessment Table	41
Assessments	42
CANS	42
Assessment Administration	42
Assessment Entry Modes	42
Difference between Assessment for a child with DSS Referral Source and Other Referral Sources	48
How to Add an Assessment	50
Completing the Caregiver Assessment	56
Algorithm Outcome	65
How to Complete and/or Edit an Open Assessment	67
User Access to Closed Assessments	71
Episode of Care	72

Key Terms	72
Assessment Type	72
Assessment Reason	72
Assessment Tool	72
Definition	72
Users	74
Adding a New User	74
Global User Search	82
Terminating a User's Access	86
Deleting a User	90
Managing User Certifications	91
Moving a User to a New Location	94
State Administrator's Child Search	99
How to Merge Duplicate Child Records	101
How to Contact the CANVaS Help Desk	107

Introduction

Purpose of Document

This User Manual contains training information on use and navigation of the Commonwealth of Virginia's electronic version of the Child and Adolescent Needs and Strengths (CANS) assessment (CANVaS 2.0). The CANS is the mandatory uniform assessment instrument for all children and youth served by the Children's Services Act (§§2.2-5200 et.seq.) and serves as the federally-required assessment for all foster children served by the local departments of social services.

There are two age versions of the Virginia CANS; the Birth to Four and the Ages 5-21. The 5-21 version is used for any child or youth up to age 22 who is receiving any type of CSA-funded service, including Independent Living, or if the youth is in foster care placement until age 21 under Fostering Futures. In addition to the age versions, CANVaS 2.0 now has two "tracks"; the Standard CANS for use with all children and youth served primarily by the local court services unit (Department of Juvenile Justice), the local school division and community services boards/behavioral health authorities. The DSS-Enhanced version is used for all children and youth who are receiving services through the local DSS. The selection of "referral source" on the demographic page will direct the user to the correct version.

The CANS was developed by John S. Lyons, Ph. D., and is used in many jurisdictions, states and countries as a "communimetric" tool designed to assess a child and family's functioning on an observational level and to create a common "language" which is used across agencies and disciplines when serving children and families. For this reason, the CANS is an ideal tool for a system of care such as CSA.

Information entered into CANVaS 2.0 is confidential. It is difficult to overstate the importance of ensuring at all times that the information regarding children and families entered into CANVaS 2.0 be kept confidential. Individuals who have access to CANVaS 2.0 must realize the importance of maintaining the confidentiality of the information and ensure that it is not shared with anyone who is not authorized.

All users of CANVaS 2.0, regardless role or level of access, must sign a Users' agreement. The User agreement will no longer be processed independently of the system. Upon logging into to the system all users must electronically sign the user agreement in order to access CANVaS 2.0. A pdf version of the document can be printed when signing the agreement and can be found as an appendix in this document.

Terms Used

The CANVaS solution employs several terms that are key to understanding the functionality when employing the system tools. These terms are listed below with their functional definitions.

Assessment	A measure used as a tool to evaluate the current and social functioning of the child and family.
CANS	The Child and Adolescent Needs and Strengths Assessment CANVaS 2.0 holds two versions: Birth to Four (0-4) and Older than Five Years (5 - 21).
CANVaS 2.0	Provides electronic management of the CANS administration, as well as the aggregate reports.
Certifications	Training required by the Praed Foundation to employ the CANS tools; certifications foster maintenance of validity and reliability of assessment data over time.
Case Manager	Individuals primarily responsible for administration of the CANS and primarily responsible for management of child's locations, assessments, and reports. This term is used generically throughout this document to describe all local public agency staff who perform a CSA case management function. Agencies or localities may use terms such as "foster care worker", "social worker", "service coordinator", "school social worker", etc. The "case manager" is the individual responsible for assessing the strengths and needs of the child and family and working directly with the child and family to carry out the service plan.
Child	The infant, child, or adolescent being evaluated for services.
Closed Assessment	Save and permanently store an assessment; a closed assessment cannot be modified.
CSA	Children's Services Act

CSB

Community Services Board

Data Entry

Individuals primarily responsible for the transfer of assessment data from the paper forms into CANVaS 2.0; role enables these users to generate Individual Assessment Detail reports; this user has view access only to child demographics, child location, and documents/news.

DJJ

Department of Juvenile Justice

DOE

Department of Education

DSS

Department of Social Services

DSU/RA (Designated Super User/ Report Administrators or Local Administrators)

Combined term used to describe a designated Super User or a Report Administrator who have elevated rights in the CANVaS 2.0 system to perform administrative tasks; responsible for management of case manager records child assessments, child reports, aggregate locality reports, and longevity reports. These individuals are also referred to as Local Administrators. The acronym DSU/RA is used throughout this document for these individuals.

Locality

The jurisdiction holding case management responsibility for the child.

OCS

Office of Children's Services

Open Assessment

An incomplete assessment that has not been closed; available for editing by users with access to the child record; open assessments are deleted on the 75th day.

Report Administrator

An individual who is not a Super User but has been designated by the locality to provide authorization for access to CANVaS 2.0 and has a higher level of access to CANVaS 2.0 data for the locality.

Role

Title given to all individuals with access to the CANVaS 2.0 system; assigns the rights and privileges the user has within the system.

Save an Assessment

An assessment within the system that is available for future editing.

State Administrator

Has full permissions and rights within CANVaS 2.0 to perform administrative tasks; responsible for user locations and movement throughout the state, aggregate user reports, child locations and movement throughout the state, child assessments, aggregate child reports, aggregate locality reports, and longevity reports.

Super User

This term describes a local public agency staff person who has received specialized training and been certified as a Super User by Dr. John Lyons (the developer of the CANS).

User

Any employee using CANVaS 2.0 system where assigned roles determine level of accessibility to system functions.

Registering with CANVaS 2.0

To maintain the security and privacy of data, the application requires a username and password to be established. This is done through registration processes that enable state and regional administrators to identify who users are and how they are to interact with CANVaS 2.0. Each entity must designate authorized users who will be issued a username by the appropriate Administrator. All users must establish a password and sign the Individual Confidentiality and User Agreement in order to gain access to the system. Three levels of authorized users are possible:

- **State Administrators:** These users have access to the CANS assessment tools, with the understanding that these users will maintain appropriate certifications with the Praed Foundation. Users have access to the online assessment tools through the interview, rapid entry and data-entry modes, as well as the upload documents features of CANVaS 2.0. All administrators have the rights and privileges of their level in addition to the user permissions below them. These administrators are responsible for uploading documents and news, as well as merging duplicate child files. Administrators also have access to aggregate reporting features of CANVaS 2.0
- **Designated Super Users/Report Administrators (Local Administrators):** Users have access to the CANS assessment tools, with the understanding that these users will maintain appropriate certifications with the Praed Foundation. Users have access to the online assessment tools through the interview, rapid entry and data-entry modes. All administrators have the rights and privileges of their level in addition to the user permissions below them. Administrators also have access to aggregate reporting features of CANVaS 2.0

- Case Managers:** These users have access to the CANS assessment tools, with the understanding that these users will maintain appropriate certifications with the Praed Foundation. Users have access to the online assessment tools through the interview and rapid-entry modes. Case Managers have access to all child records on their caseload. The State Administrator and/or the DSU/RA can create and/or edit the record for a case manager.
- Data Entry:** These users only have access to the data entry mode. They do not have access to the full CANS assessment tools or reporting features. Only State Administrators can create and/or edit the record for Data Entry Personnel.

Certifications for all CANVaS 2.0 Users will automatically be downloaded to the system by The Praed Foundation.

CANVaS 2.0 Website Description

The system is designed to enable different users the ability to access different components and functionality of the website based on the security profile created during the registration process. Consequently, users will have different menu according to system privileges.

The CANVaS 2.0 Help Desk is available and can be called between the hours of 8:00 AM and 5:00 PM Eastern Time toll free at (877) 727 – 8329 for assistance.

The following sections describe each component of the website in more detail. The homepage is designed to provide general information about CANVaS 2.0. The Home Page provides a central place for relevant resources, news, and documents that are available to local agency, regional, and state employees. This area will be expanded as appropriate, but will always contain the official and current versions of all the assessment tools as well as training and technical support. All information available on the website is protected information. No information is available to the general public Figure 1 below shows the CANVaS 2.0 Home Page layout.

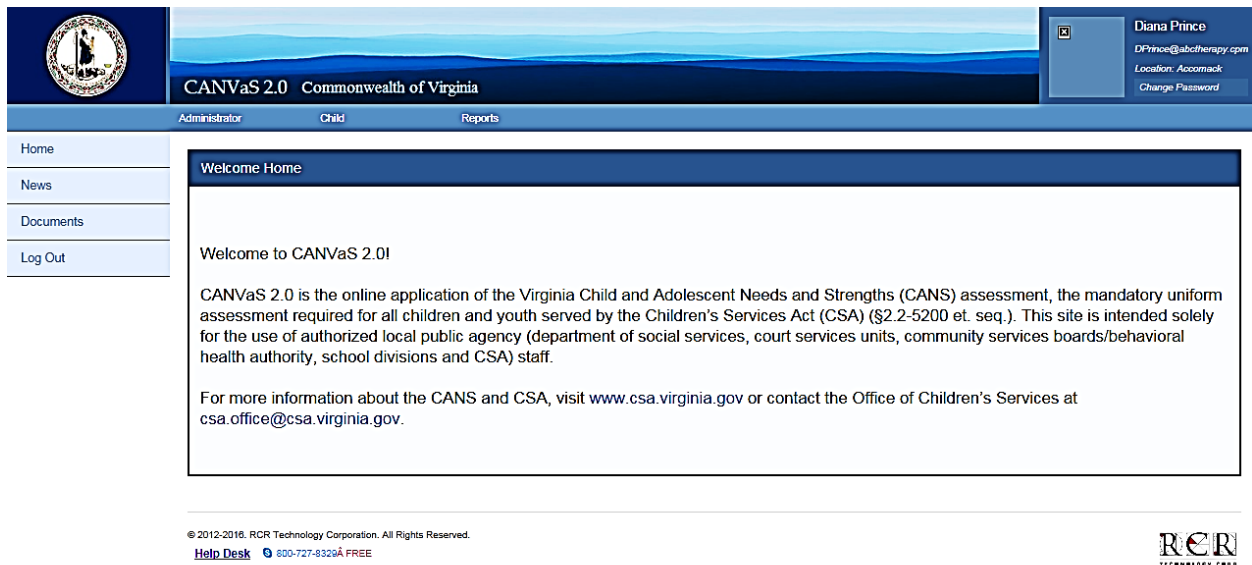


Figure 1 – Home Page

How to Log In

Secure Log In

Logging in utilizes 128-bit encryption and once logged in all data transfers are also encrypted. All information on the web pages is inaccessible without being fully authenticated.

Figure 2a – Secure Log In Page

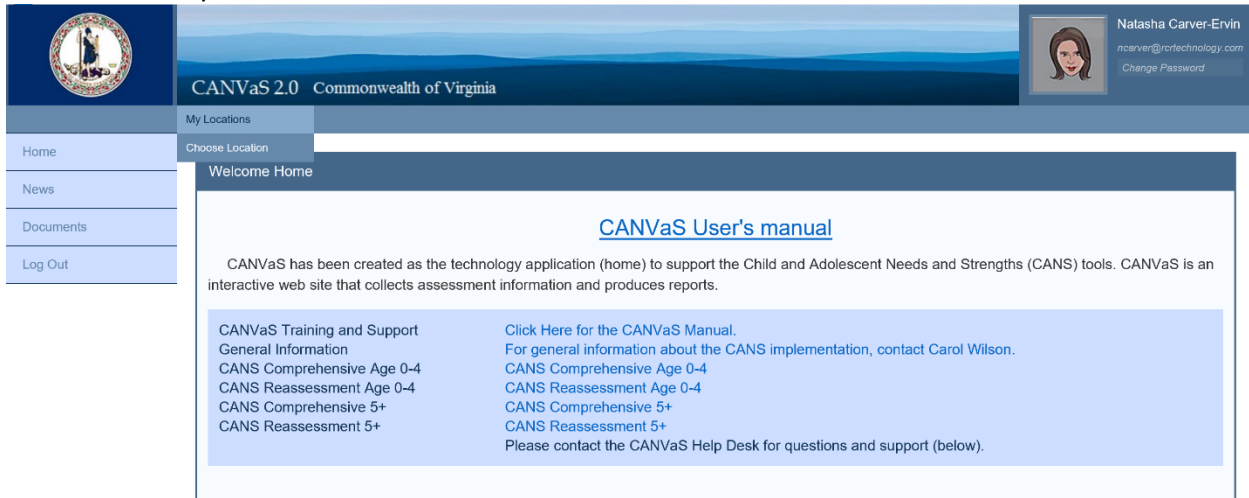
- When User Name and Password are entered successfully, the following Home Page will appear:

Figure 2b – Home Page

Locality Selection (for DSU/RA or Case Manager)

Upon successful log in, DSU/RA or case manager users who have more than one locality must select a locality prior to receiving standard menu tabs below the banner on the Home Page

- Click the “My Locations” tab

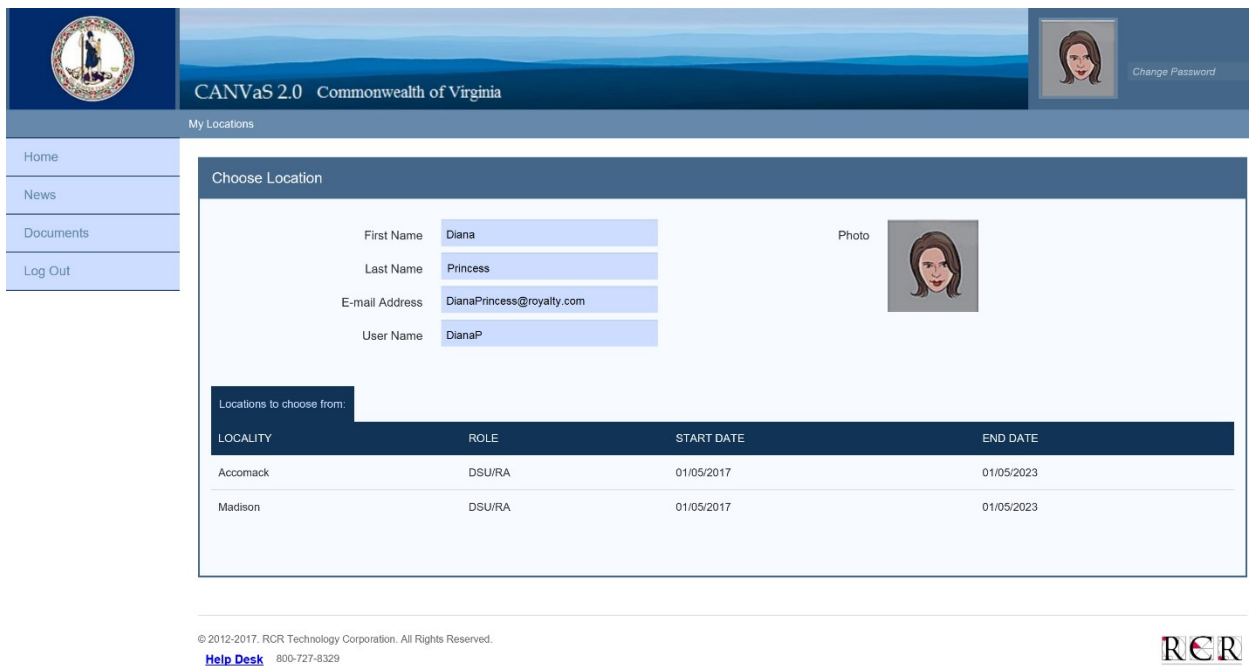


© 2012-2017, RCR Technology Corporation. All Rights Reserved.
[Help Desk](#) 800-727-8329



Figure 3a – My Locations Page

- Then select “Choose Location” to select a locality
- The following screen will be presented to the user



© 2012-2017, RCR Technology Corporation. All Rights Reserved.
[Help Desk](#) 800-727-8329



Figure 3b – Choose Location Page

- The system will default all subsequent actions, such as adding child locations or editing the child information, to the selected locality
 - Selected location will be listed in the upper right corner below the user's name
 - If user desires to add a child location that is different from the selected location, the user will need to log out and log back in to select new location since the user can only be signed in to one location at a time
- After selecting a locality, the user will be presented with the Home Page with tabs

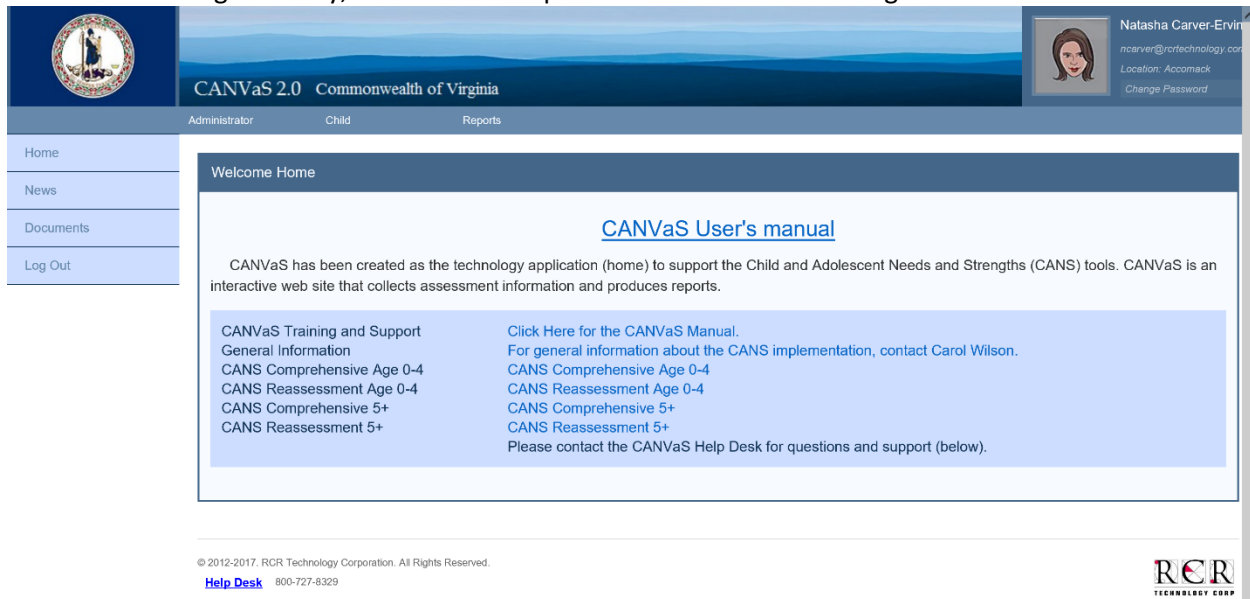


Figure 3c – Home Page with menu tabs below banner and location below user's name

How to Handle a Forgotten Password

If a user forgets their password the following message will display:

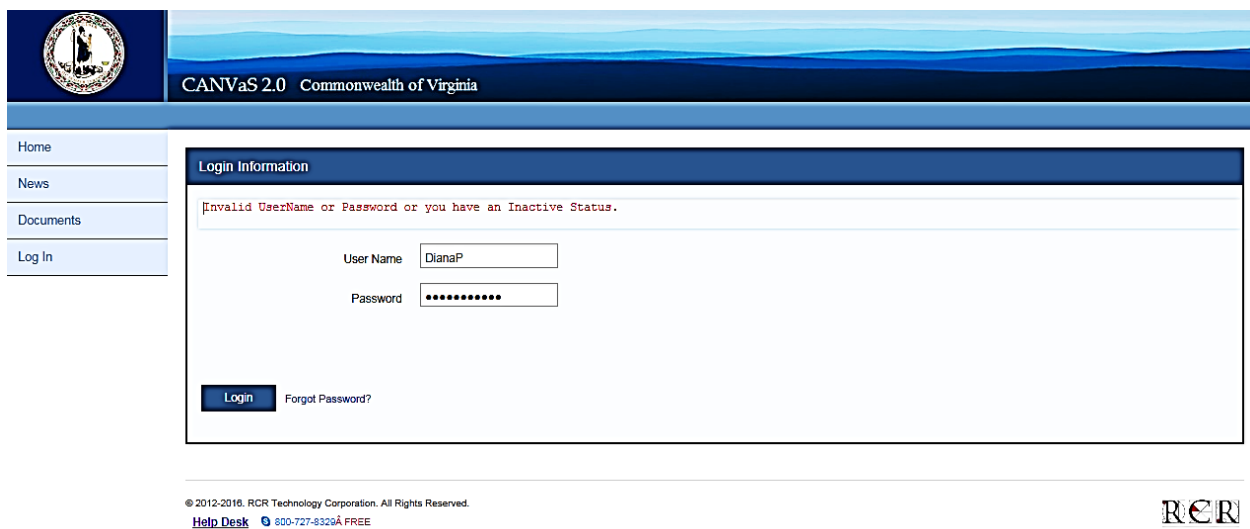


Figure 4a – Forgotten Password Message

- On the Log In page, a “Forgot Password?” link is provided to retrieve a forgotten password. If you have forgotten your password for the CANVaS 2.0 login, follow this process:
 - Select Forgotten Password at the lower left of screen.
 - The following screen will display:

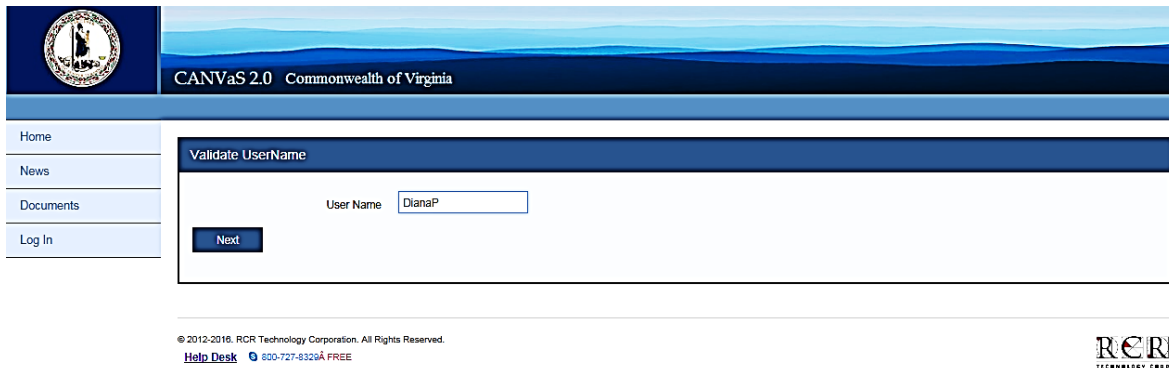


Figure 4b – Forgotten Password

- Please enter your User Name
- Click the “Next” button.
- The screen for your “Secret Question” will display. The system will automatically pre-populate the “Secret Question”.



Figure 4c – Forgotten Password

- Please enter the “Secret Answer” selected when your CANVaS 2.0 account was created.
- The secret answer must be identical to the one entered when the User was created.
 - The Secret Answer is case sensitive.
- Select the “NEXT” button at lower left of screen.
- The following screen will display:

Figure 4d - Forgotten Password

- The password is case sensitive.
 - Both entries must be identical.
 - The password must use 3 of 4 character types which are defined as: upper case, lower case, numerals, or special characters.
 - No white space is allowed.
 - The new password must be different from all previous passwords.
- Select the “Reset Password” button at lower left of screen.
- The following screen will display:

Figure 4e – Forgotten Password

- When passwords are entered successfully, you will receive a screen that states “Password Reset Successful” at the top of the message window.
- Enter your user name and new password.
- If either the username or answer to the secret question is incorrect, the following message displays on the page “Please try again or contact the CANVaS Helpdesk”.
- Please contact the Help Desk for further assistance if you desire to reset your own password.
- The user is not allowed to reset their password more than once in a 24 hour period.
- The following error message will display

The screenshot shows the CANVaS 2.0 interface. At the top left is the OCS logo and the text 'Office of Children's Services Empowering communities to serve youth'. At the top right is the RCR TECHNOLOGY CORP logo. Below the header is a navigation menu with 'Home', 'News', 'Documents', and 'Log In'. The main content area is titled 'Validate UserName' and contains the message: 'You are not allowed to reset your password more than once within 24 hours. Please call the Help Desk for assistance at 877-727-8329.' Below the message is a 'User Name' field with the value 'DPrince' and a 'Next' button.

Figure 4f – Reset Password Message

How to Log Out

All users should “Log Out” at the end of their session in CANVaS 2.0. This maintains appropriate security for the data. Please log out by selecting Log Out in the margin to the left of your screen.

- The User will be automatically logged out after a short period of inactivity. If you should be automatically logged out, select “Logout” in the left margin of the screen and then login again.
- Logging out will return you to the “Log In” screen.

General Page Layout

All pages in the website follow the same basic layout seen below.

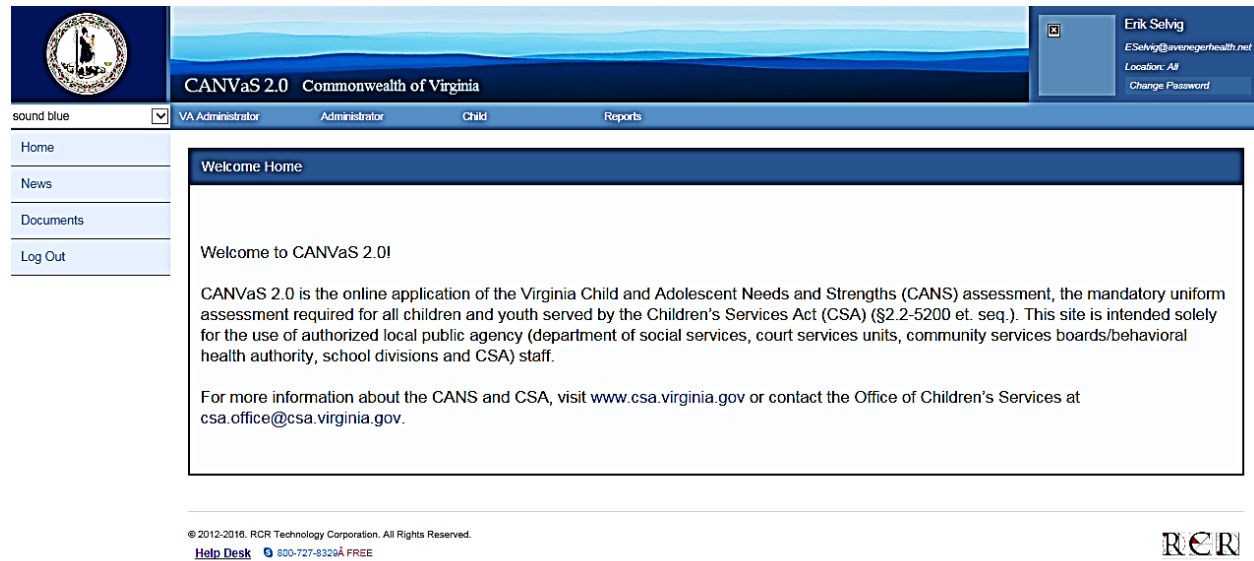


Figure 5a – Page Layout

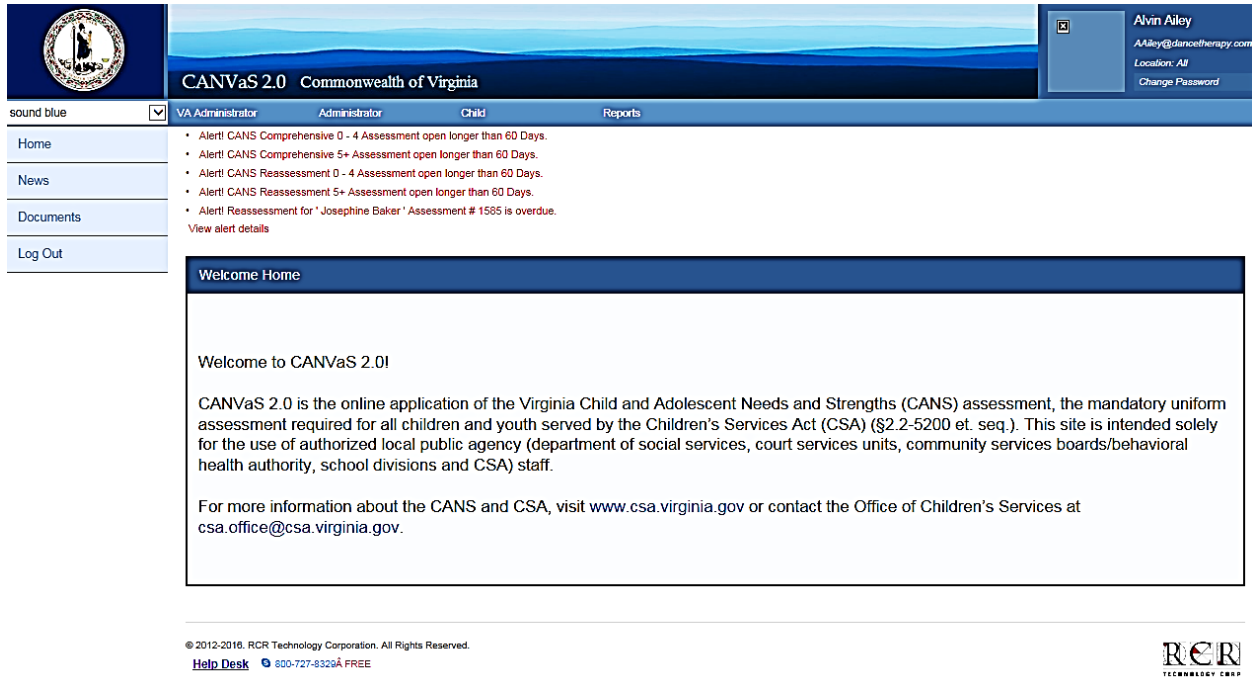
- Inside the banner at the top of your screen, to the right is a box that displays your full name, email address, and location. This section also gives you the option of changing your password after login.
- On the left side of each page, you will find the navigation menu.
- At the bottom left underneath the message/work area you will find the telephone number to the CANVaS Help Desk and an email link.

The website is sized to accommodate many different screen resolutions. Therefore, a page may have more or less space to the right depending on the User's display options. Also, this menu is dynamic in that various options will be visible based on your profile and user permissions.

Depending on your display settings, some reports may extend off the right-hand edge of the display area. To correct this adjust the text size and/or the page magnification.

The homepage will also display messages that assist the user with managing their caseload.

- The center of the screen will display a message panel that will display short messages regarding
 - Expiration of password
 - System access limitations
 - Certification expiration warnings
 - Overdue reassessments
 - Assessments open too long



The screenshot displays the CANVaS 2.0 interface for the Commonwealth of Virginia. At the top left is the state seal. The header includes the text "CANVaS 2.0 Commonwealth of Virginia". On the right, a user profile for "Alvin Ailey" is shown with the email "AAiley@dancetherapy.com", location "VA", and a "Change Password" link.

A navigation menu on the left includes: Home, News, Documents, and Log Out. Below the menu, a dropdown menu is set to "sound blue". The main navigation bar contains links for "VA Administrator", "Administrator", "Child", and "Reports".

The main content area features a "Welcome Home" section with the following text:

 Welcome to CANVaS 2.0!

 CANVaS 2.0 is the online application of the Virginia Child and Adolescent Needs and Strengths (CANS) assessment, the mandatory uniform assessment required for all children and youth served by the Children's Services Act (CSA) (§2.2-5200 et. seq.). This site is intended solely for the use of authorized local public agency (department of social services, court services units, community services boards/behavioral health authority, school divisions and CSA) staff.

 For more information about the CANS and CSA, visit www.csa.virginia.gov or contact the Office of Children's Services at csa.office@csa.virginia.gov.

Below the welcome message, there are several alert messages:

- Alert! CANS Comprehensive 0 - 4 Assessment open longer than 60 Days.
- Alert! CANS Comprehensive 5+ Assessment open longer than 60 Days.
- Alert! CANS Reassessment 0 - 4 Assessment open longer than 60 Days.
- Alert! CANS Reassessment 5+ Assessment open longer than 60 Days.
- Alert! Reassessment for ' Josephine Baker ' Assessment # 1595 is overdue.

 A link for "View alert details" is provided below the alerts.

At the bottom of the page, there is a copyright notice: "© 2012-2016. RCR Technology Corporation. All Rights Reserved." and a "Help Desk" link with the phone number "800-727-8326" and the word "FREE". The RCR Technology Corp logo is also present in the bottom right corner.

Figure 5b – Page Layout with user messages

Child Record Management

After a successful login, in the Child menu from the bar under the banner at the top of the screen select "Child." Always search for a child before creating a new child record, to avoid possible duplicates.

How to Search for a Child

- The child search can be accessed by selecting the "Child" tab at the tip of the screen.

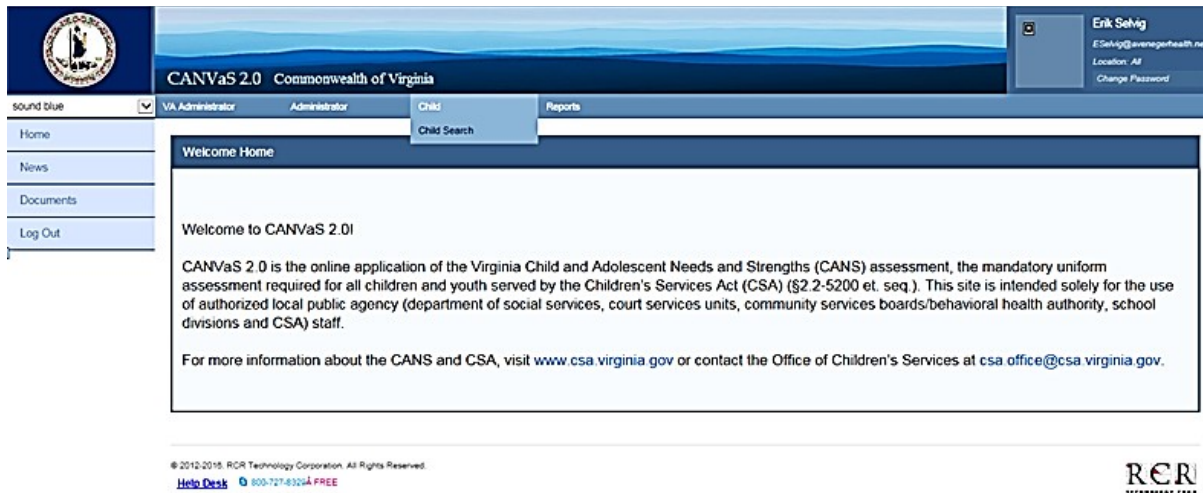


Figure 6a – Child Search

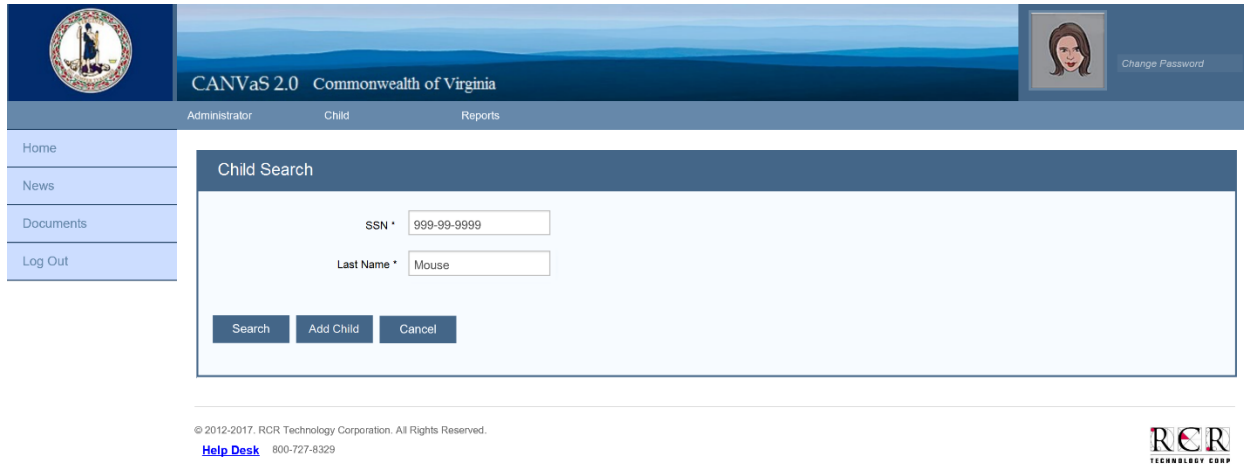


Figure 6b – Child Search Page

- In CANVaS 2.0, a child record can only be accessed if the user has
 - child's 9-digit social security number
 - correct spelling of their last name
- Select "Search" in the bottom left corner of screen. The following screen will appear.

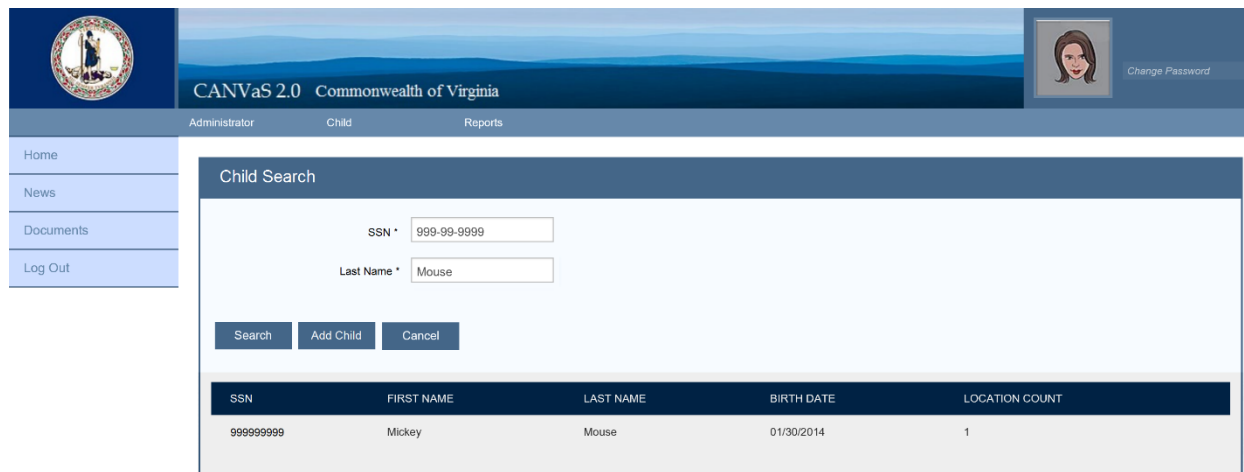


Figure 6c – Child Search Page

- Select the child record displayed at the bottom of the screen.
- The View Child Screen will display.

View Mickey Mouse

To search type and hit enter... Search

First Name: Mickey
 Last Name: Mouse
 Middle Name:
 Birth Date: 1/30/2014
 SSN: 9999
 Medicaid ID:

Referral Source: Family
 Internal ID:
 Race: Other
 Gender: Male
 Ethnicity: Non Hispanic

Add Child Edit Add Location Add Caregiver Add Assessment Delete Cancel

Locations Caregivers Assessments

LOCALITY	USER	START DATE	END DATE
Accomack	Natasha Carver-Ervin	01/05/2017	01/05/2023

Figure 6d – View Child Page

- The Child search is limited by user permissions
 - State Administrators can access and edit any child record in the system
 - DSU/RA can access any child in the system BUT can only edit children that have a matching location record that matches the location selected upon sign in (see Figure 3b)
 - Also if child has multiple localities and one locality matches the location the user selected upon sign in, the system will only display that locality on the View Child Page
 - Case Manager can access any child in the system BUT can only edit children that have a matching location record that matches the location selected upon sign in (see Figure 3b)
 - Also if child has multiple localities and one locality matches the location the user selected upon sign in, the system will only display that locality on the View Child Page
 - Data Entry Personnel can only access children that are active in their assigned locality.
- If the user does not have the correct identifying information OR the child is not in the system the following message will appear.

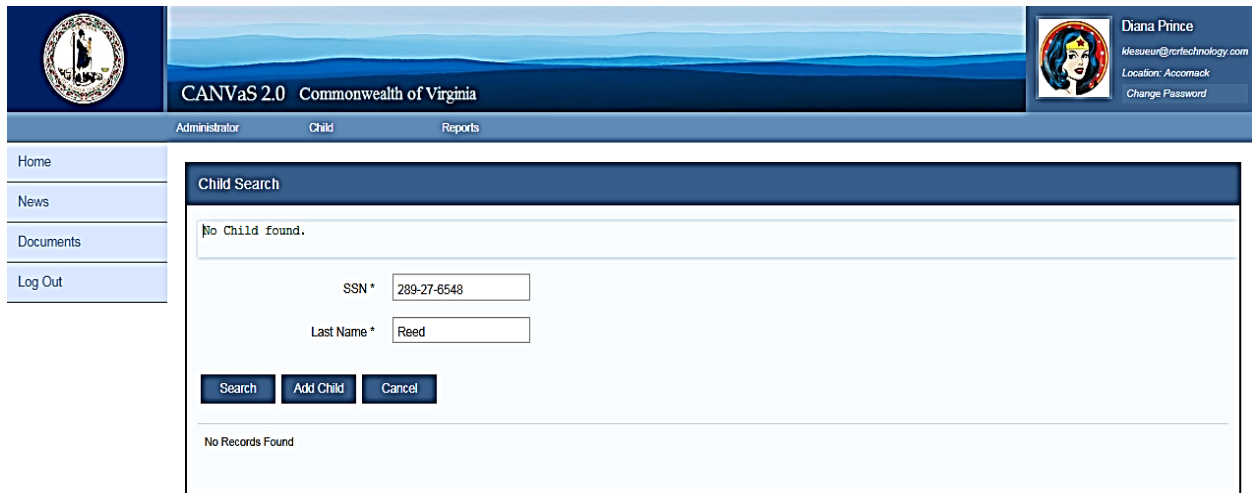


Figure 6e – Unsuccessful Child Search

- The system will not display similarities – ONLY EXACT record matches

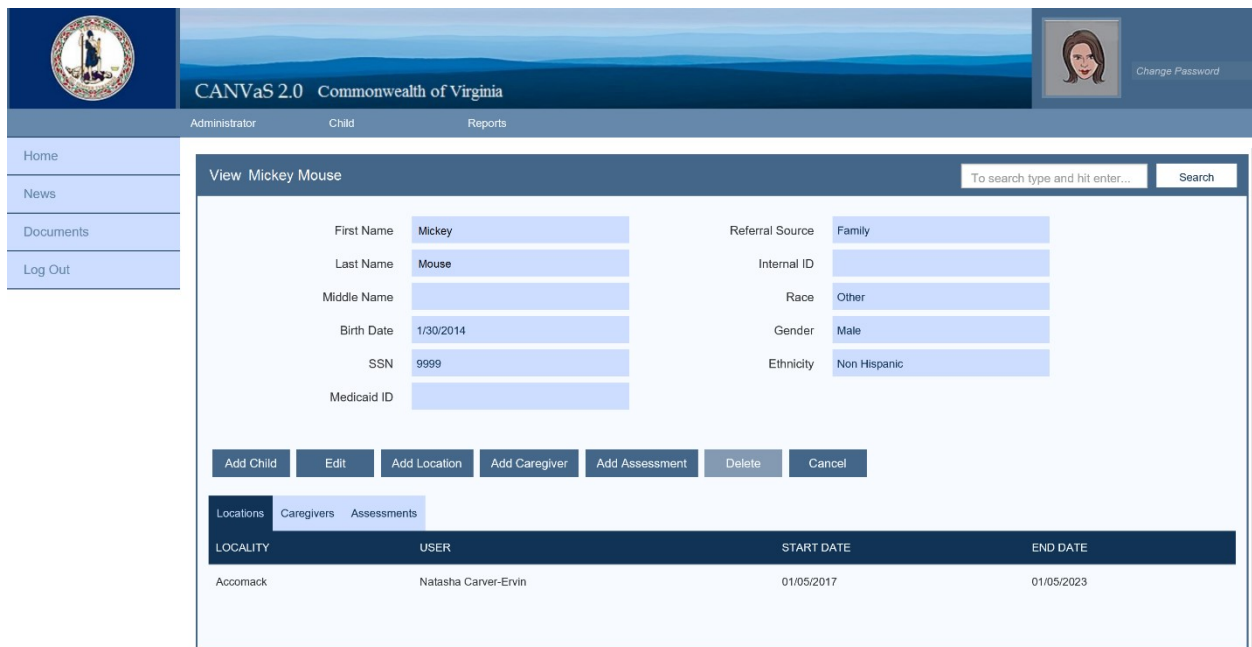


Figure 6f – Child View Page

- From this screen the user can
 - Edit Child Demographic Information,
 - Add Location,
 - Add Caregiver,
 - Add Assessment,
 - View/Edit Locations,
 - View/Edit Caregiver,
 - View Assessment History,
 - View Individual Child Assessment Detail Report, and/or
 - Complete/Edit Open Assessments

Please ensure that the child does not have a record in the system before adding a new one. For example, if you know the child received services in another locality, please contact that locality to learn what number was used as the unique identifier, or if the child's name was spelled differently.

How to Add a Child

- Log in to the system using an account having permission to add new children (Administrators, DSU/RAs, and Case Managers).
- On the menu bar at the top of the page select the "Child" tab to open the drop down menu. Then select "Child Search" from the menu list.
- The following screen will display:

The screenshot shows the CANVAS 2.0 interface. At the top, there is a header with the Virginia state seal on the left, the text 'CANVAS 2.0 Commonwealth of Virginia' in the center, and a user profile for Diana Prince on the right. Below the header is a navigation bar with 'Administrator', 'Child', and 'Reports' tabs. On the left side, there is a vertical menu with 'Home', 'News', 'Documents', and 'Log Out'. The main content area is titled 'Child Search' and contains two input fields: 'SSN *' and 'Last Name *'. Below these fields are three buttons: 'Search', 'Add Child', and 'Cancel'.

Figure 7a – Child Search Page

- Select the "Add Child" at the bottom, left side of the screen.
- The following screen will display:

Figure 7b – Add Child Page

- Please enter all of the required data for the new child record
 - First Name
 - Required Field
 - Last Name
 - Required Field
 - Birth Date
 - Required Field
 - Social Security Number (SSN)
 - Required Field
 - The entire social security number must be entered into the system. After the record is saved, the social security field will only display the last four digits
 - Medicaid ID
 - Not a required Field
 - Referral Source
 - Required Field
 - DSS
 - DJJ
 - DOE
 - Family
 - Other
 - Referral Source ID
 - Required Field
 - This field is not required for FAMILY or OTHER
 - This field requires specification when user selects OTHER
 - Race
 - Required Field
 - Gender
 - Required Field

- Ethnicity
 - Required Field

- If you select “Cancel”, the demographic data entered will not be saved and the child will be deleted.
- Please select “Save” in the bottom left corner
- The following screen will display:

The screenshot displays the CANVaS 2.0 web application interface. At the top left is the Virginia state seal. The header includes 'CANVaS 2.0 Commonwealth of Virginia' and a user profile for Diana Prince with email 'hesaueur@rcrtechnology.com', location 'Accomack', and a 'Change Password' link. A navigation menu on the left contains 'Home', 'News', 'Documents', and 'Log Out'. The main content area is titled 'Add Location for Walley West' and contains the following form fields:

- State: Virginia
- Locality *: Accomack (dropdown menu)
- User: Diana Prince (dropdown menu)
- Start Date: 05/10/2016 (calendar icon)
- End Date: (empty field with calendar icon)

A note at the bottom left of the form states: '* - indicates required field'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 7c – Add Child Location

- In most cases, the child's locality will be pre-populated according to the location of the User.
- If the user has more than one location in which they have privileges, the location will be pre-populated according to the location selection of the user upon sign in (see Figure 3b).
- If specific dates are not entered into the system, the Start Date will prepopulate to the current date and the End Date will prepopulate to the current date 6 (six) years into the future.
- The user name will be automatically pre-populated.
- After the fields are completed:
 - If "SAVE" is selected the user will see the View Child Screen.

The screenshot displays the 'View Walley West' screen in the CANVaS 2.0 system. The top navigation bar includes 'Administrator', 'Child', and 'Reports'. A sidebar on the left contains 'Home', 'News', 'Documents', and 'Log Out'. The main content area features a search bar and a form with the following fields:

- First Name: Walley
- Last Name: West
- Middle Name: (empty)
- Birth Date: 4/12/2010
- SSN: 5642
- Medicaid ID: (empty)
- Referral Source: DSS
- OASIS ID: 523652856
- Race: Caucasian
- Gender: Male
- Ethnicity: Hispanic

Below the form are buttons for 'Add Child', 'Edit', 'Add Location', 'Add Caregiver', 'Add Assessment', 'Delete', and 'Cancel'. At the bottom, there is a table with columns for LOCALITY, USER, START DATE, and END DATE, showing a single entry for Accomack, Diana Prince, 05/01/2016, and 05/01/2022.

LOCALITY	USER	START DATE	END DATE
Accomack	Diana Prince	05/01/2016	05/01/2022

Figure 7d – Completed View Child Screen

- If "Cancel" is selected the user is returned to the View Child Page with no location attached.

View Conner Kent

To search type and hit enter... Search

First Name	Conner	Referral Source	D.JJ
Last Name	Kent	DJJ ID	5654128525
Middle Name		Race	Native Hawaiian
Birth Date	3/16/2013	Gender	Male
SSN	9741	Ethnicity	Non Hispanic
Medicaid ID			

Add Child Edit Add Location Add Caregiver Add Assessment Delete Cancel

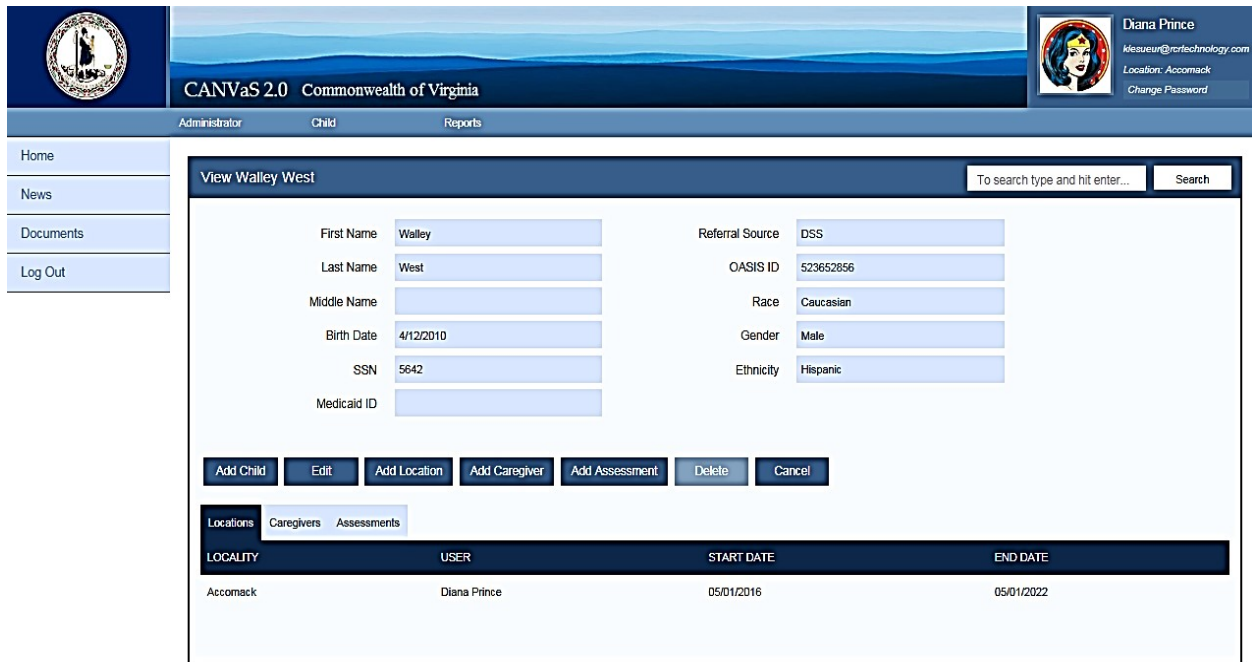
Locations Caregivers Assessments

Figure 7e – Completed View Child Screen

- The user will not be able to add assessments to the child record until a location is added.

How to Add a Caregiver

- Locate and/or add a child record
- Open the View Child Page
- The Child View Screen will display:



CANVaS 2.0 Commonwealth of Virginia

Administrator Child Reports

Diana Prince
 Mesuew@rcrtechnology.com
 Location: Accomack
 Change Password

Home
 News
 Documents
 Log Out

View Walley West To search type and hit enter... Search

First Name: Walley Referral Source: DSS
 Last Name: West OASIS ID: 523652856
 Middle Name: Race: Caucasian
 Birth Date: 4/12/2010 Gender: Male
 SSN: 5642 Ethnicity: Hispanic
 Medicaid ID:

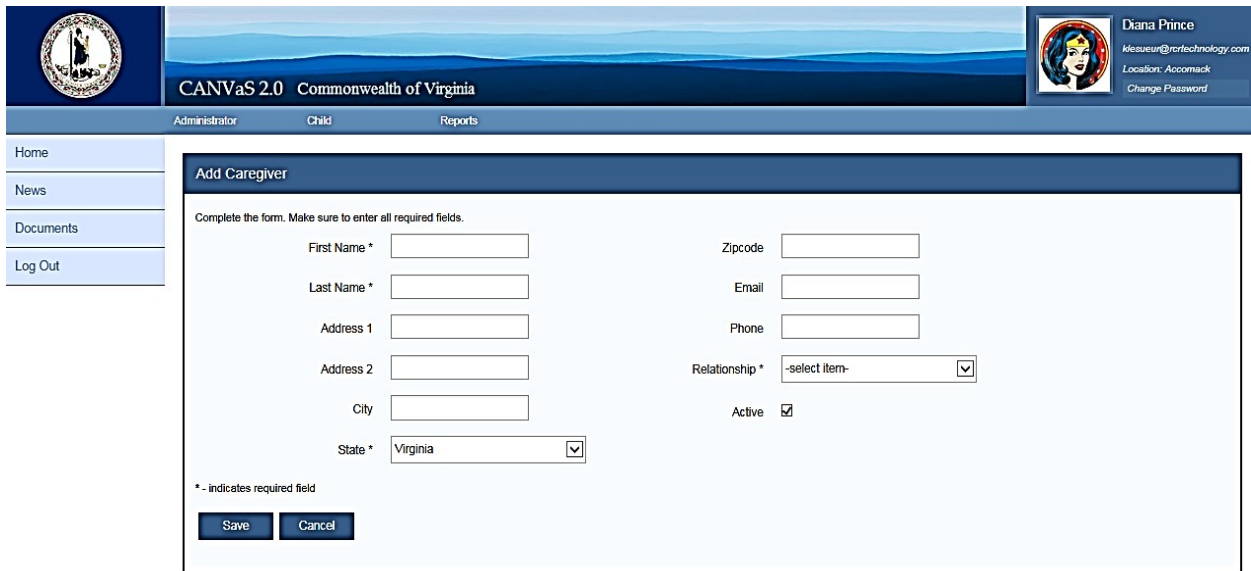
Add Child Edit Add Location Add Caregiver Add Assessment Delete Cancel

Locations Caregivers Assessments

LOCALITY	USER	START DATE	END DATE
Accomack	Diana Prince	05/01/2016	05/01/2022

Figure 8a – View Child Screen

- Select the “Add Caregiver” button in the middle, center of the screen.
- The following screen will display:



ADD CAREGIVER

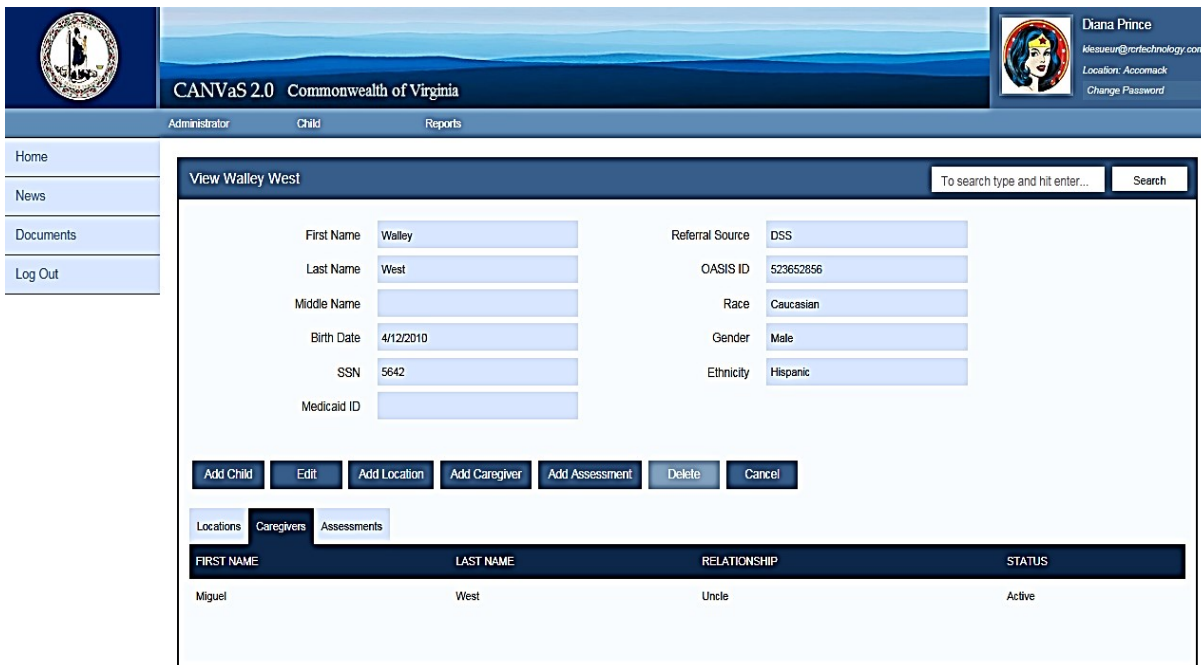
Complete the form. Make sure to enter all required fields.

First Name * Zipcode
 Last Name * Email
 Address 1 Phone
 Address 2 Relationship *
 City Active
 State *

* - indicates required field

Figure 8b – Add Caregiver

- Please complete the page.
- The following fields are required: First Name, Last Name, State, and Relationship.
 - State will be prepopulated with Virginia (as seen above), but it can be edited by the user
- Select “Save” at the bottom left side of the screen.
- Then select the “Caregivers” tab at the bottom.
- The following screen will display:



VIEW WALLEY WEST

To search type and hit enter...

First Name Referral Source
 Last Name OASIS ID
 Middle Name Race
 Birth Date Gender
 SSN Ethnicity
 Medicaid ID

FIRST NAME	LAST NAME	RELATIONSHIP	STATUS
Miguel	West	Uncle	Active

Figure 8c – View Child Page with the Caregiver Tab Open

Editing Caregivers

- When editing a caregiver's information the user must first access the child record.
- The caregiver is selected from the caregiver table.
- The user is placed on the edit caregiver page.
- All of the fields are editable

Edit Caregiver

These are the fields of the record that can be edited.

First Name * <input type="text" value="Mary"/>	Zipcode <input type="text"/>
Last Name * <input type="text" value="Baker"/>	Email <input type="text"/>
Address 1 <input type="text"/>	Phone <input type="text" value="324-356-2756"/>
Address 2 <input type="text"/>	Relationship * <input style="border: 1px solid #ccc;" type="text" value="Mother"/>
City <input type="text"/>	Active <input checked="" type="checkbox"/>
State * <input style="border: 1px solid #ccc;" type="text" value="Virginia"/>	

* - indicates required field

Save

Delete

Cancel

Figure 8d – Edit Caregiver page

Deactivating Caregivers

When it is no longer necessary to rate a caregiver (e.g., potential placement ruled out, termination of parental rights), then the caregiver should be deactivated.

- This is done on the Edit Caregiver Page
- The Active box on the bottom right of screen should be deselected.
- The caregiver will still appear on the Child View Page under the caregiver tab as a part of historical record.
- The caregiver will not appear on the assessment.
 - The user will not be able to complete a caregiver assessment for inactive caregivers
- The caregiver can be reactivated by the user at any time.

How to Add Child Locations

- Locate and/or add a child record
- The Child View Screen will display:

Figure 9a – View Child Screen

- Select the “Add Location” button at the center left of the screen.
- The following screen will display

Figure 9b – Add Location

- In most cases, the Child's location will be pre-populated according to the location of the User.
- If the User has more than one location in which they have active privileges, the location will be pre-populated according to the location selection of the user upon sign in (see Figure 3b).
- Select the "Save" button at the lower, right side of screen.
- The following screen will display:

View Elmo Monster

First Name	<input type="text" value="Elmo"/>	Referral Source	<input type="text" value="Family"/>
Last Name	<input type="text" value="Monster"/>	Internal ID	<input type="text"/>
Middle Name	<input type="text"/>	Race	<input type="text" value="Other"/>
Birth Date	<input type="text" value="1/30/2014"/>	Gender	<input type="text" value="Male"/>
SSN	<input type="text" value="9999"/>	Ethnicity	<input type="text" value="Non Hispanic"/>
Medicaid ID	<input type="text"/>		

Add Child
Edit
Add Location
Add Caregiver
Add Assessment
Delete
Cancel

Locations
Caregivers
Assessments

LOCALITY	USER	START DATE	END DATE
Acomack	Natasha Carver-Ervin	01/05/2017	01/05/2023

Figure 9c – Add Location

Please Note:

- If the child is *moving from one locality to another*, the initial locality must edit the child location to have an elapsed Expiration Date. Then the new locality will add their location to the child file with an effective start date and end date. This will move access to the child file from one locality to another.
- Select the initial locality to update the end date

View Elmo Monster To search type and hit enter... Search

First Name	Elmo	Referral Source	Family
Last Name	Monster	Internal ID	
Middle Name		Race	Other
Birth Date	1/30/2014	Gender	Male
SSN	9999	Ethnicity	Non Hispanic
Medicaid ID			

LOCALITY	USER	START DATE	END DATE
Accomack	Natasha Carver-Ervin	01/05/2017	01/05/2023

Figure 9d – View Location

Edit Location for Elmo Monster

Complete the form. Make sure to enter all required fields.

State: Virginia

Locality *

User:

Start Date:

End Date:

* - indicates required field

Figure 9e – Edit Location

View Elmo Monster To search type and hit enter... Search

First Name	Elmo	Referral Source	Family
Last Name	Monster	Internal ID	
Middle Name		Race	Other
Birth Date	1/30/2014	Gender	Male
SSN	9999	Ethnicity	Non Hispanic
Medicaid ID			

Add Child Edit Add Location Add Caregiver Add Assessment Delete Cancel

Locations Caregivers Assessments

LOCALITY	USER	START DATE	END DATE
Accomack	Natasha Carver-Ervin	01/05/2017	02/05/2017 ← New End Date

Figure 9f – View Location with updated End Date

- Add a new location with a new effective start date that begins after the initial locality's end date

View Elmo Monster To search type and hit enter... Search

First Name	Elmo	Referral Source	Family
Last Name	Monster	Internal ID	
Middle Name		Race	Other
Birth Date	1/30/2014	Gender	Male
SSN	9999	Ethnicity	Non Hispanic
Medicaid ID			

Add Child Edit Add Location Add Caregiver Add Assessment Delete Cancel

Locations Caregivers Assessments

LOCALITY	USER	START DATE	END DATE
Accomack	Natasha Carver-Ervin	01/05/2017	02/05/2017

Figure 9g – Add Location Button on View Child Screen

Add Location for Elmo Monster

Complete the form. Make sure to enter all required fields.

State: Virginia

Locality *

User:

Start Date:

End Date:

* - indicates required field

Figure 9h – Add Location Screen

View Elmo Monster

First Name: Referral Source:

Last Name: Internal ID:

Middle Name: Race:

Birth Date: Gender:

SSN: Ethnicity:

Medicaid ID:

Locations

LOCALITY	USER	START DATE	END DATE
Accomack	Natasha Carver-Ervin	01/05/2017	02/05/2017
Madison	Natasha Carver-Ervin	02/06/2017	02/06/2023

Figure 9i – View Child Screen with new locality added

- In order to edit the child's location the User must have a matching location. If the user has the child's social security number, they are able to add their location to the child record.

How to Edit Child Information

- Locate the child record and open the View Child Page.
- The Child View Page will display:

View Elmo Monster

First Name	<input style="width: 90%;" type="text" value="Elmo"/>	Referral Source	<input style="width: 90%;" type="text" value="Family"/>
Last Name	<input style="width: 90%;" type="text" value="Monster"/>	Internal ID	<input style="width: 90%;" type="text"/>
Middle Name	<input style="width: 90%;" type="text"/>	Race	<input style="width: 90%;" type="text" value="Other"/>
Birth Date	<input style="width: 90%;" type="text" value="1/30/2014"/>	Gender	<input style="width: 90%;" type="text" value="Male"/>
SSN	<input style="width: 90%;" type="text" value="9999"/>	Ethnicity	<input style="width: 90%;" type="text" value="Non Hispanic"/>
Medicaid ID	<input style="width: 90%;" type="text"/>		

Add Child
Edit
Add Location
Add Caregiver
Add Assessment
Delete
Cancel

Locations

Caregivers

Assessments

LOCALITY	USER	START DATE	END DATE
Accomack	Natasha Carver-Ervin	01/05/2017	01/05/2023

Figure 10a - View Child Screen

- Select the "Edit" button at the lower, left side of the screen.
- The following Edit Child Page will display:

Edit Elmo Monster

These are the fields of the record that can be edited.

<p>First Name * <input type="text" value="Elmo"/></p> <p>Last Name * <input type="text" value="Monster"/></p> <p>Middle Name <input type="text"/></p> <p>Birth Date * <input type="text" value="1/30/2014"/> </p> <p>SSN * <input type="text" value="999-99-9999"/></p> <p>Medicaid ID <input type="text"/></p>	<p>Referral Source * <input type="text" value="Family"/> </p> <p>ID number <input type="text"/></p> <p>Race * <input type="text" value="Other"/> </p> <p>Gender * <input type="text" value="Male"/> </p> <p>Ethnicity * <input type="text" value="Non Hispanic"/> </p>
---	--

* - indicates required field

Figure 10b – Edit Child Screen

- Enter/Change required information.
- Select the “Cancel” button if there are no updates or to discard changes not yet saved.
- The “Delete” button is not available for any child that has data (locations, assessments, caregivers) attached to their record.
 - Child records with closed assessments attached cannot be deleted.
 - In order to delete a child record without an assessment attached the user must:
 - Delete any open assessments
 - Delete the locations attached
 - Delete the caregivers attached.
- Select the “Save” button to update the information.
- The following screen will display:

View Elmo Red Monster

<p>First Name <input style="width: 150px;" type="text" value="Elmo"/></p> <p>Last Name <input style="width: 150px;" type="text" value="Monster"/></p> <p>Middle Name <input style="width: 150px;" type="text" value="Red"/></p> <p>Birth Date <input style="width: 150px;" type="text" value="1/30/2014"/></p> <p>SSN <input style="width: 150px;" type="text" value="9999"/></p> <p>Medicaid ID <input style="width: 150px;" type="text"/></p>	<p>Referral Source <input style="width: 150px;" type="text" value="Family"/></p> <p>Internal ID <input style="width: 150px;" type="text"/></p> <p>Race <input style="width: 150px;" type="text" value="Other"/></p> <p>Gender <input style="width: 150px;" type="text" value="Male"/></p> <p>Ethnicity <input style="width: 150px;" type="text" value="Non Hispanic"/></p>
---	--

Add Child
Edit
Add Location
Add Caregiver
Add Assessment
Delete
Cancel

Locations
Caregivers
Assessments

LOCALITY	USER	START DATE	END DATE
Accomack	Natasha Carver-Ervin	01/05/2017	01/05/2023

Figure 10c – View Child Screen with Middle Name Edit

Child Location Table

Each child's record maintains a location table. The purpose of the table is to maintain a history of each locality in which the child has received service.

View Misty Myra Banks
To search type and hit enter...
Search

First Name	Misty	Referral Source	DJJ
Last Name	Banks	DJJ ID	1586426
Middle Name	Myra	Race	Asian
Birth Date	8/7/2003	Gender	Female
SSN	5482	Ethnicity	Non Hispanic
Medicaid ID	123456789122		

Add Child
Edit
Add Location
Add Caregiver
Add Assessment
Delete
Cancel

Locations
Caregivers
Assessments

LOCALITY	USER	START DATE	END DATE
Accomack	Misty Colpeland	08/26/2015	08/26/2021

Figure 11 – Child View page with Location Table visible

- Locations that are linked to assessments cannot be deleted.
- Access to a child can be terminated in a location if the end date is expired by editing the location.

Child Caregiver Table

Each child's record maintains a Caregiver table. The purpose of the table is to maintain a history of each caregiver responsible for the child's care.

View Misty Myra Banks To search type and hit enter...

First Name	Misty	Referral Source	DJJ
Last Name	Banks	DJJ ID	1586426
Middle Name	Myra	Race	Asian
Birth Date	8/7/2003	Gender	Female
SSN	5482	Ethnicity	Non Hispanic
Medicaid ID	123456789122		

FIRST NAME	LAST NAME	RELATIONSHIP	STATUS
Coffee	Starbs	Mother	Active

Figure 12 – Child View page with Caregiver Table visible

- Caregivers that are linked to assessments cannot be deleted.
- A child can maintain more than one active caregiver.
- The caregivers can be linked to different assessments.
- Caregiver's activation status can be changed.
- Assessments cannot be completed on inactive caregivers.

Child Assessment Table

Each child's record maintains an assessment table. The purpose of the table is to maintain a history of each assessment that the child has received.

View Paul Davis To search type and hit enter...

First Name <input type="text" value="Paul"/>	Referral Source <input type="text" value="DSS"/>
Last Name <input type="text" value="Davis"/>	OASIS ID <input type="text" value="4987189273"/>
Middle Name <input type="text"/>	Race <input type="text" value="African American"/>
Birth Date <input type="text" value="4/16/2012"/>	Gender <input type="text" value="Male"/>
SSN <input type="text" value="2734"/>	Ethnicity <input type="text" value="Non Hispanic"/>
Medicaid ID <input type="text"/>	

Locations Caregivers Assessments										
ASSESSMENT #	TOOL	REFERRAL SOURCE	ASSESSMENT REASON	ASSESSMENT STATUS	START DATE	CREATED BY	CLOSED DATE	CLOSED BY	DISPLAY REPORT	DELETE
1599	CANS Reassessment 0 - 4	DSS	Reassessment	CLOSED	12/08/2015	Raji Raji	12/08/2015	Raji Raji	Report	
1598	CANS Reassessment 0 - 4	DSS	Reassessment	CLOSED	12/08/2015	Raji Raji	12/08/2015	Raji Raji	Report	
1597	CANS Comprehensive 0 - 4	DSS	Initial	CLOSED	12/08/2015	Raji Raji	12/08/2015	Raji Raji	Report	
20	CANS Comprehensive 0 - 4	DSS	Initial	CLOSED	04/08/2015		04/24/2015		Report	

Figure 13 – Child View page with Assessment Table visible

- Closed assessments cannot be deleted.
- Open Assessments can be deleted by the user.
- Open assessments will be automatically deleted by CANVaS 2.0 after 75 days.
- The user will receive alert messages in CANVaS 2.0 before the open assessment is deleted.
- A child can receive assessments from multiple users.
- The users administering assessments must have a matching location.
- The most recent assessment will appear on the top of the page.

Assessments

CANS

The CANS is an information integration tool designed to support individual case planning, treatment planning and evaluation of service systems, as well as efficacy of treatment and outcomes. The CANS is an open domain tool for use in service delivery systems that address the mental health of children, adolescents, and their families. The copyright is held by the Praed Foundation to ensure that it remains free to use. The Commonwealth of Virginia has been granted permission to employ this tool for use by the Office of Children's Services.

Assessment Administration

Assessment Entry Modes

Data Entry Mode

Data Entry Personnel only have access to this mode. In the Data Entry Mode the user is only able to transcribe the data as recorded on paper form. In addition, a Data Entry Personnel can complete an open assessment initiated by another user, but only in Data Entry mode. If the user decides to use a different mode of entry, the User must save the assessment and re-enter the open assessment in an alternate format.

The following figures provide an example of the Data Entry Mode in the CANVaS 2.0:

Add Assessment for Walley Flash West

Assessment Tool * CANS Comprehensive 5+

Referral Source DSS

Assessment Location * Accomack

Assessment Reason * Initial Initial

Assessment Date * 4/1/16

Note: Enter date assessment conducted.

Certified Assessor * Diana Prince Diana Prince

Assessment Mode * Data Entry Mode

Figure 14a – Data Entry Mode Selection

Continue Assessment for Walley Flash West

You have CANS certification access. You have data entry access. You have local administrative access.

Assessment Mode * Data Entry Mode

Figure 14b – Data Entry Mode Selection

CANS Comprehensive 5+ assessment (# 710224) for Walley Flash West

Entry Mode: Data Entry Mode Status: Open Referral Source: DSS Assessment Reason: Initial

General Questions (Please answer according to anchor definitions.)

	Answer	Comments
INTENSIVE COMMUNITY-BASED SERVICES	<input type="text" value="2"/>	<input type="text"/>
CHILD REMOVAL	<input type="text" value="1"/>	<input type="text"/>
CHILD AGE	<input type="text" value="2"/>	<input type="text"/>
CURRENT PLACEMENT - Foster Home	<input type="text" value="1"/>	<input type="text"/>
CURRENT PLACEMENT - Group Home	<input type="text" value="0"/>	<input type="text"/>
CURRENT PLACEMENT - Residential Treatment Center	<input type="text" value="0"/>	<input type="text"/>
CURRENT PLACEMENT - Family/Relation Home	<input type="text" value="0"/>	<input type="text"/>

Life Domain Functioning (0 = No Evidence of Problems; 1 = History, Mild; 2 = Moderate; 3 = Severe)

	Answer	Comments
FAMILY	<input type="text" value="2"/>	<input type="text"/>
LIVING SITUATION	<input type="text" value="1"/>	<input type="text"/>

Figure 14c - Data Entry Mode

Rapid Entry Mode

Rapid Entry Mode is available to all users who have certifications to administer the selected assessment. This mode provides a compact and efficient method of data entry. This mode presents all of the questions grouped into modules. The user enters the data by selecting the appropriate numerical value for the behavior. This mode is designed to for users who are very familiar with the assessment parameters and/or users that have administered the assessment in paper form. If the user decides to employ a different mode of entry, the user must save the assessment and re-enter the open assessment in an alternate format.

The following figures provide an example of the Rapid Entry Mode in the CANVaS 2.0:

Add Assessment for Walley Flash West

Assessment Tool * CANS Reassessment 5+

Referral Source DSS

Assessment Location * Accomack

Assessment Reason * Initial Initial

Assessment Date * 05/10/2016

Note: Enter date assessment conducted.

Certified Assessor * Diana Prince Diana Prince

Assessment Mode * Rapid Entry Mode

Figure 15a – Rapid Entry Mode Selection

Continue Assessment for Walley Flash West

You have CANS certification access. You have data entry access. You have local administrative access.

Assessment Mode * Rapid Entry Mode

Figure 15b – Rapid Entry Mode Selection

CANS Comprehensive 5+ Assessment #710224 for Walley Flash West

Entry Mode: Rapid Entry Mode Status: Open Referral Source: DSS Assessment Reason: Initial

General Questions (Please answer according to anchor definitions.)

	0	1	2	3	Comments
• INTENSIVE COMMUNITY-BASED SERVICES	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• CHILD REMOVAL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CHILD AGE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• CURRENT PLACEMENT - Foster Home	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CURRENT PLACEMENT - Group Home	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CURRENT PLACEMENT - Residential Treatment Center	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CURRENT PLACEMENT - Family/Relation Home	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Life Domain Functioning (0 = No Evidence of Problems; 1 = History, Mild; 2 = Moderate; 3 = Severe)

	0	1	2	3	Comments
• FAMILY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• LIVING SITUATION	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Figure 15c – Rapid Entry Mode

Interview Mode

Interview Mode is available to all users who have certifications to administer the selected assessment. This mode provides a detailed explanation of the domain question as well how to score/categorize the child's behaviors. This mode presents each question individually with the anchor question and the answer definitions. This mode is designed to give the user as much information as possible to facilitate the collection of valid and reliable information for the child. If the user decides to use a different mode of entry, the user must save the assessment and re-enter the open assessment in an alternate format. Interview Mode is the default mode for CANVaS 2.0 Assessments.

The following figures provide an example of the Interview Mode in the CANVaS 2.0:

Add Assessment for Walley Flash West

Assessment Tool * CANS Comprehensive 5+ [v]

Referral Source DSS

Assessment Location * Accomack [v]

Assessment Reason * Initial [v] Initial

Assessment Date * 05/10/2016 [calendar icon]

Note: Enter date assessment conducted.

Certified Assessor * Diana Prince [v] Diana Prince

Assessment Mode * Interview Mode [v]

Start Assessment Cancel

Figure 16a – Interview Mode Selection

Continue Assessment for Walley Flash West

You have CANS certification access. You have data entry access. You have local administrative access.

Assessment Mode * Interview Mode [v]

Continue Assessment Cancel

Figure 16b – Interview Mode Selection

CANS Comprehensive 5+ assessment (# 710224) for Walley West
Entry Mode: Interview Mode Status: Open Referral Source: DSS Assessment Reason: Initial

General Questions: INTENSIVE COMMUNITY-BASED SERVICES

Has the child received intensive community-based services in the last six months, and if so, were these services successful?

Child has not received community-based services.

The child has received community-based services and the services were successful.

The child has received community-based services and the services were not successful.

Comments

Next Last

Figure 16c – Interview Mode Selection

Difference between Assessment for a child with DSS Referral Source and Other Referral Sources

Main Assessment

For children with DSS as their referral source the Trauma Module is required on all assessments regardless of response on the trigger item

- The Trauma Module will appear on the assessment automatically expanded.
- The user is required to complete these items in order to close the assessment.

Child Behavioral/Emotional Needs: ADJUSTMENT TO TRAUMA

Please rate the highest level from the past 30 days. All children with referral source OASIS must complete Trauma Module. For other referral sources, ratings of "1" or higher on this item require the completion of Trauma Module.

- No evidence.
- History or suspicion of problems associated with traumatic life event(s).
- Clear evidence of adjustment problems associated with traumatic life event(s). Adjustment is interfering with child's functioning in at least one life domain.
- Clear evidence of symptoms of Post Traumatic Stress Disorder, which may include flashbacks, nightmares, significant anxiety, and intrusive thoughts of trauma experience.

Comments

Trauma: SEXUAL ABUSE

Please rate within the lifetime. Trauma Module must be completed for all children in OASIS. If a child scores a 1, 2, or 3 on the Sexual Abuse Item, the Sexual Abuse Sub-Module must be completed.

- There is no evidence that child has experienced sexual abuse.
- Child has experienced one episode of sexual abuse or there is a suspicion that child has experienced sexual abuse but no confirming evidence.
- Child has experienced repeated sexual abuse.
- Child has experienced severe and/or repeated sexual abuse. Sexual abuse may have caused physical harm.

Comments

Trauma: PHYSICAL ABUSE

Please rate within the lifetime.

- There is no evidence that child has experienced physical abuse.
- Child has experienced one episode of physical abuse or there is a suspicion that child has experienced physical abuse but no confirming evidence.
- Child has experienced repeated physical abuse.
- Child has experienced severe and/ or repeated physical abuse that causes sufficient physical harm to necessitate hospital treatment.

Comments

Trauma: EMOTIONAL ABUSE

Describes the degree of severity of emotional abuse, including verbal and nonverbal forms. Please rate within the lifetime.

- There is no evidence that child has experienced emotional abuse.
- Child has experienced mild emotional abuse.
- Child has experienced emotional abuse over an extended period of time (at least one year).
- Child has experienced severe and repeated emotional abuse over an extended period of time (at least one year).

Comments

Figure 17: Expanded Trauma Module for DSS Child (Interview Mode)

Caregiver Assessment

For children with DSS as their referral source the Caregiver Assessment has two required modules.

- The Parent/Guardian Strengths and Needs Domain
 - This domain is required on all child assessments (DSS and nonDSS)
- Child Welfare Module
 - This module is only required on children with a referral source DSS

Children with a DSS referral source can have up to three (3) Caregiver assessments attached to the main assessment.

How to Add an Assessment

If the user has valid certification in CANVaS 2.0, then the user can add an assessment to the child record according to their user permissions. When adding an assessment, the child's name displays as a part of the heading on each page. This helps the user verify the child's file that is open throughout the assessment.

- Open the child record for the child you will assess.
- The following screen will display:

View Walley Flash West

First Name	Walley	Referral Source	DSS
Last Name	West	OASIS ID	523652856
Middle Name	Flash	Race	Caucasian
Birth Date	4/12/2010	Gender	Male
SSN	5642	Ethnicity	Hispanic
Medicaid ID			

Add Child
Edit
Add Location
Add Caregiver
Add Assessment
Delete
Cancel

Locations

Caregivers

Assessments

ASSESSMENT #	TOOL	REFERRAL SOURCE	ASSESSMENT REASON	ASSESSMENT STATUS	START DATE	CREATED BY	CLOSED DATE	CLOSED BY	DISPLAY REPORT	DELETE
1746	CANS Comprehensive 5+	DSS	Initial	Open	05/10/2016	Diana Prince			Report	Delete
1745	CANS Reassessment 5+	DSS	Initial	Open	05/10/2016	Diana Prince			Report	Delete
1744	CANS Comprehensive 5+	DSS	Initial	Open	04/01/2016	Diana Prince			Report	Delete

Figure 18a – View Child

- Select the “Add Assessment” button in the center row of the screen
- The following screen will display:

Add Assessment for Walley Flash West

Assessment Tool *	CANS Comprehensive 5+ <input type="button" value="v"/>	
Referral Source	DSS	
Assessment Location *	Accomack <input type="button" value="v"/>	
Assessment Reason *	Initial <input type="button" value="v"/>	Initial
Assessment Date *	5/1/16 <input type="button" value="📅"/>	
	<small>Note: Enter date assessment conducted.</small>	
Certified Assessor *	Diana Prince <input type="button" value="v"/>	Diana Prince
Assessment Mode *	Interview Mode <input type="button" value="v"/>	

Start Assessment

Cancel

Figure 18b – Add Assessment Screen I

- The Assessment Tool drop down menu will prepopulate with the assessment type that matches the child's age.
 - The Comprehensive Assessment will be available for Initial, Reassessment, and Discharge assessment reasons.
 - The Reassessment is only available for reassessment assessment reason.
- The referral source will prepopulate with the referral source designated in the child's record.
- The location will prepopulate with the locality that matches on the child record and on the user location record.
 - The user must select a location from the drop down menu if the child and user have multiple active locations that match.
- The user must select an Assessment Reason.
 - Initial
 - Reassessment
 - Discharge
- The Assessment Start Date will prepopulate according today's date.
 - The Assessment Start Date can be altered if an alternate version of the assessment was given on an earlier date.
 - Assessments cannot be postdated.

- The certified assessor will prepopulate with the certified user that initiated the assessment
 - The Data Entry Personnel will be required to select a certified user from the drop down list
- The user must select the desired Assessment Entry Mode.
 - Interview Mode will prepopulate this field by default.
- Select the “Start Assessment” button on the lower, left side of the screen.
- The following screen will display:

CANS Comprehensive 5+ assessment (# 710224) for Walley West
 Referral Source: DSS Assessment Reason: Initial

Entry Mode: Interview Mode Status: Open

General Questions: INTENSIVE COMMUNITY-BASED SERVICES

Has the child received intensive community-based services in the last six months, and if so, were these services successful?

Child has not received community-based services.

The child has received community-based services and the services were successful.

The child has received community-based services and the services were not successful.

Comments

Next
Last

Figure 18c – CANS Assessment (Interview Mode)

- The user will complete the assessment in selected mode.
- Key Business Rules to know about the CANVaS 2.0 Assessments
- All children with referral source DSS are required to complete the Trauma Expansion Module.
 - This is true on both assessment types
 - Comprehensive
 - Reassessment
 - This is true on all assessment reasons
 - Initial
 - Reassessments
 - Discharge
 - For these children the Trauma module will be expanded regardless of answer on the stem question.

• SCHOOL ACHIEVEMENT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• SCHOOL ATTENDANCE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>

Child Behavioral/Emotional Needs (0 = No Evidence of Problems; 1 = History, Watch/Prevent, 2 = Causing problems, consistent with diagnosable disorder; 3 = Causing severe/dangerous problems)

	0	1	2	3	Comments
• PSYCHOSIS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• IMPULSIVITY/HYPERACTIVITY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• DEPRESSION	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• ANXIETY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• OPPOSITIONAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• CONDUCT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• ADJUSTMENT TO TRAUMA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• SEXUAL ABUSE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PHYSICAL ABUSE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• EMOTIONAL ABUSE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• NEGLECT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• DISRUPTIONS IN CAREGIVING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• MEDICAL TRAUMA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• NATURAL DISASTER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• WITNESS TO DOMESTIC (OR FAMILY) VIOLENCE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• WITNESS TO COMMUNITY/SCHOOL VIOLENCE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• WITNESS/VICTIM TO CRIMINAL ACTIVITY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• ANGER CONTROL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• SUBSTANCE USE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• EATING DISTURBANCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Child Risk Behaviors (0 = No Evidence of Problems; 1 = History, Watch/Prevent; 2 = Recent, Act; 3 = Acute, Act Immediately)

Figure 18d: DSS Trauma Module (Rapid Entry Mode)

- For children whose referral source is not DSS, the Trauma module is only required when the "Adjustment to Trauma" item is rated "1" or greater on the Comprehensive version

Child Behavioral/Emotional Needs (0 = No Evidence of Problems; 1 = History, Watch/Prevent; 2 = Causing problems, consistent with diagnosable disorder; 3 = Causing severe/dangerous problems)

	0	1	2	3	Comments
• PSYCHOSIS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• IMPULSIVITY/HYPERACTIVITY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• DEPRESSION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• ANXIETY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• OPPOSITIONAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• CONDUCT	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• ADJUSTMENT TO TRAUMA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• ANGER CONTROL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• SUBSTANCE USE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• FREQUENCY OF USE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• DURATION OF USE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• READINESS TO CHANGE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• RECOVERY ENVIRONMENT	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• RELAPSE SKILLS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• EATING DISTURBANCE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Child Risk Behaviors (0 = No Evidence of Problems; 1 = History, Watch/Prevent; 2 = Recent, Act; 3 = Acute, Act Immediately)

	0	1	2	3	Comments
--	---	---	---	---	----------

Figure 18e: non-DSS Trauma Module (Rapid Entry Mode)

- All of the stem questions for expansion modules are highlighted in grey
 - This is true in Interview, Rapid Entry, and Data Entry modes
 - If an expansion module is activated by answer 1 or greater on the stem, then completion of the module is required to close the assessment.

• DANGER TO OTHERS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• HISTORY OF PHYSICAL ABUSE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• HISTORY OF VIOLENCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• WITNESS TO DOMESTIC VIOLENCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• WITNESS TO ENVIRONMENTAL VIOLENCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• FRUSTRATION MANAGEMENT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• HOSTILITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARANOID THINKING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• SECONDARY GAINS FROM AGGRESSION (Verbal or Physical)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• VIOLENT THINKING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• AWARE OF VIOLENCE POTENTIAL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• RESPONSE TO CONSEQUENCES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• COMMITMENT TO SELF CONTROL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• TREATMENT INVOLVEMENT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• SEXUAL AGGRESSION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• RUNAWAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• DELINQUENT BEHAVIOR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• FIRE SETTING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• INTENTIONAL MISBEHAVIOR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Figure 18f: Expansion Modules (Rapid Entry Mode)

- The Residential Treatment Center Module is only required if the child is in a residential treatment program.

Residential Treatment Center (Please answer according to anchor definitions. Complete the next seven items (RTC Module) ONLY if the child is in a Residential Treatment Program.)					
	0	1	2	3	Comments
• INVESTMENT IN PLACEMENT & TREATMENT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• COMMUNITY OR OFF-SITE BEHAVIORS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• HOME VISITS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• CAREGIVER PARTICIPATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• CAREGIVER AND CHILD INTERACTIONS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• PROGRESS TOWARD GOALS AND OBJECTIVES	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• PREPARATION FOR DISCHARGE PLACEMENT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

Figure 18g: Residential Treatment Center Module at end of assessment (Rapid Entry Mode)

- The user must select “Save Assessment”, “Save and Close Assessment”, “Back to Child View”, or “Caregiver Assessment” at the bottom of screen in order to save the assessment.
 - If the User exits the assessment without selecting one of these options the data will not be stored in the system.
- The Caregiver Assessment is required to close the child assessment.
 - For children with referral source DSS, the Caregiver module has two required sections.
 - Parent/Guardian Strengths and Needs
 - Child Welfare
 - For children without referral source DSS, the Caregiver Module has one required section
 - Parent/Caregiver Strengths and Needs

Completing the Caregiver Assessment

- Select the “Caregiver Assessment” button at the bottom right of the Main Assessment screen.

Child Risk Factors (0 = No Evidence of problems 1 = History, Watch/Prevent 2 = Recent, Act 3 = Acute, Act Immediately)		
	Answer	Comments
BIRTH WEIGHT	<input type="text"/>	<input type="text"/>
PICA	<input type="text"/>	<input type="text"/>
PRENATAL CARE	<input type="text"/>	<input type="text"/>
LABOR AND DELIVERY	<input type="text"/>	<input type="text"/>
SUBSTANCE EXPOSURE	<input type="text"/>	<input type="text"/>
PARENT OR SIBLING PROBLEMS	<input type="text"/>	<input type="text"/>
MATERNAL AVAILABILITY	<input type="text"/>	<input type="text"/>
SELF HARM	<input type="text"/>	<input type="text"/>
SEXUALLY REACTIVE BEHAVIOR	<input type="text"/>	<input type="text"/>
ABUSE / NEGLECT	<input type="text"/>	<input type="text"/>



Figure 19a: Caregiver Assessment Button

- The following message will display for an assessment that does not have any caregiver assessments attached:

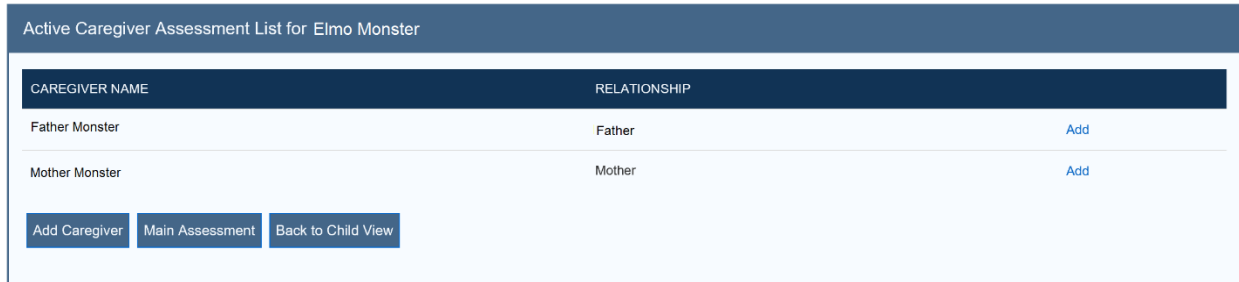
Caregiver Assessment List for Josephine Michelle Baker

No Assessments found. Click the Add button to attach Caregiver Assessments

Add
Main Assessment
Back to Child View

Figure 19b: Caregiver Assessment

- Select the “Add” button on the left of message box
- The following message box will display



Active Caregiver Assessment List for Elmo Monster

CAREGIVER NAME	RELATIONSHIP	
Father Monster	Father	Add
Mother Monster	Mother	Add

[Add Caregiver](#) [Main Assessment](#) [Back to Child View](#)

Figure 19c: Caregiver Assessment List – Multiple Caregivers



Active Caregiver Assessment List for Elmo Monster

CAREGIVER NAME	RELATIONSHIP	
Mommy Monster	Mother	Add

[Add Caregiver](#) [Main Assessment](#) [Back to Child View](#)

Figure 19d: Caregiver Assessment List- Single Caregiver

- If the desired caregiver does not appear on the list, then the user should select “Add Caregiver” on the Caregiver Assessment List page.
 - This will take you to the Add Caregiver page
 - This page will enable the user to create a new caregiver record

Add Caregiver

Complete the form. Make sure to enter all required fields.

First Name *	<input type="text" value="Krystall"/>	Zipcode	<input type="text" value="12345"/>
Last Name *	<input type="text" value="Baker"/>	Email	<input type="text"/>
Address 1	<input type="text" value="123 Sesame Street"/>	Phone	<input type="text" value="202-321-6549"/>
Address 2	<input type="text"/>	Relationship *	<input type="text" value="Aunt"/>
City	<input type="text" value="Everywhere"/>	Active	<input checked="" type="checkbox"/>
State *	<input type="text" value="Virginia"/>		

* - indicates required field

Figure 19e: Add Caregiver page access from assessment

- Select Save
- This will add the new Caregiver record to the Caregiver List page

Active Caregiver Assessment List for Josephine Michelle Baker	
CAREGIVER NAME	RELATIONSHIP
Joseph Baker	Father
Krystall Baker	Aunt
Mary Baker	Mother

[Add Caregiver](#)
[Main Assessment](#)
[Back to Child View](#)

Figure 19f: Active Caregiver Assessment List page

- Select the "Add" to the far right of the caregiver who should be attached to the assessment.

Active Caregiver Assessment List for Elmo Monster	
CAREGIVER NAME	RELATIONSHIP
Mommy Monster	Add

[Add Caregiver](#)
[Main Assessment](#)
[Back to Child View](#)

Figure 19g: Add Button on Active Caregiver Assessment List page

- The Caregiver Assessment will populate with the caregiver's name in the assessment title bar.

CANS Comprehensive 5+ assessment (# 1679) for Josephine Michelle Baker
Entry Mode: Rapid Entry Mode Status: Open Assessment Reason: Initial.

Caregiver Name *

Relationship *

Parent/Guardian Strengths & Needs (0 = No Evidence of problems 1 = Minimal Needs 2 = Moderate Needs 3 = Severe Needs)

	0	1	2	3	Comments
• SUPERVISION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• INVOLVEMENT WITH CARE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• KNOWLEDGE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• ORGANIZATION	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• SOCIAL RESOURCES	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• RESIDENTIAL STABILITY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• PHYSICAL HEALTH	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• MENTAL HEALTH	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• SUBSTANCE USE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• DEVELOPMENTAL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• ACCESSIBILITY TO CARE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• FAMILY STRESS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• SELF-CARE/DAILY LIVING	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• EMPLOYMENT/EDUCATIONAL FUNCTIONING	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• EDUCATIONAL ATTAINMENT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• LEGAL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• FINANCIAL RESOURCES	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• TRANSPORTATION	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• SAFETY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

Child Welfare (Please answer according to anchor definitions.)

	0	1	2	3	Comments
• DISCIPLINE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• MARITAL/PARTNER VIOLENCE IN HOME	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• HISTORY OF MALTREATMENT	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• CONDITION OF THE HOME	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• FRUSTRATION TOLERANCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• RESPONSIBILITY IN MALTREATMENT	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>

• RELATIONSHIP WITH ABUSER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARENT TRAUMATIC REACTION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARENTAL CRIMINAL BEHAVIOR	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARENT'S UNDERSTANDING OF IMPACT OF OWN BEHAVIOR ON CHILDREN	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• EMPATHY WITH CHILDREN	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• EFFECTIVE PARENTING APPROACHES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• RELATIONSHIP WITH CHILD WELFARE WORKER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARTICIPATION IN VISITATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• COMMITMENT TO REUNIFICATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

Figure 19h: Caregiver Assessment DSS (Rapid Entry Mode)

- Select Save Assessment in the lower left of the screen.
- The following message will appear

Child Welfare (Please answer according to anchor definitions.)					
	0	1	2	3	Comments
• DISCIPLINE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• MARITAL/PARTNER VIOLENCE IN HOME	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• HISTORY OF MALTREATMENT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CONDITION OF THE HOME	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• FRUSTRATION TOLERANCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• RESPONSIBILITY IN MALTREATMENT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• RELATIONSHIP WITH ABUSER	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARENT TRAUMATIC REACTION	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARENTAL CRIMINAL BEHAVIOR	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARENT'S UNDERSTANDING OF IMPACT OF OWN BEHAVIOR ON CHILDREN	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• EMPATHY WITH CHILDREN	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• EFFECTIVE PARENTING APPROACHES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• RELATIONSHIP WITH CHILD WELFARE WORKER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PARTICIPATION IN VISITATION	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• COMMITMENT TO REUNIFICATION	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Assessment saved

Figure 19i: Saved Caregiver Assessment DSS (Rapid Entry Mode)

- When completing an assessment for a child with a referral source DSS,
 - If the user selects the Next Caregiver button, the user will be directed to the Caregiver Assessment list page

Caregiver Assessment List for Elmo Monster					
CAREGIVER NAME	COMPLETED	CAREGIVER MASTER	CAREGIVER STATUS		
Mommy Monster	No	185	Active	Edit	Delete

[Add](#) [Main Assessment](#) [Back to Child View](#)

Figure 19j: Caregiver Assessment Summary

- This page will give a summary of the status of any started caregiver assessments.
- From this page the user can
 - Add another caregiver record to the child
 - Select another caregiver assessment to complete, if available
 - Edit caregiver assessment
 - Delete caregiver assessment
 - Return to the main assessment
 - Exit the assessment and return to the child view screen
- For children with referral source DSS, the user can attach up to three caregiver assessments to each main assessment.
 - Select “Edit” to the far right of the name of the caregiver that is not completed.
 - Another Caregiver assessment will open with the new Caregiver name.
 - After the assessment(s) are complete (notate “Yes” under the completed column), select “Main Assessment”.
- For children without referral source DSS only one Caregiver Assessment can be attached to the main assessment
 - Select “Main Assessment” bottom of the screen.
- If the caregiver assessment(s) and the main assessment are complete, select “SAVE and Close Assessment” at the bottom of the main assessment

Residential Treatment Center (Please answer according to anchor definitions. Complete the next seven items (RTC Module) ONLY if the child is in a Residential Treatment Program.)

	Answer	Comments
INVESTMENT IN PLACEMENT & TREATMENT	<input type="text" value="2"/>	<input type="text"/>
COMMUNITY OR OFF-SITE BEHAVIORS	<input type="text" value="2"/>	<input type="text"/>
HOME VISITS	<input type="text" value="2"/>	<input type="text"/>
CAREGIVER PARTICIPATION	<input type="text" value="1"/>	<input type="text"/>
CAREGIVER AND CHILD INTERACTIONS	<input type="text" value="3"/>	<input type="text"/>
PROGRESS TOWARD GOALS AND OBJECTIVES	<input type="text" value="2"/>	<input type="text"/>
PREPARATION FOR DISCHARGE PLACEMENT	<input type="text" value="2"/>	<input type="text"/>

Figure 19k: Save and Close Assessment (Data Entry Mode)

- To exit the Assessment without closing the user can select “Save Assessment”, then “Back to Child View”.

Algorithm Outcome

- Outcome is displayed on the Child View page after the assessment is closed

View Josephine Michelle Baker

The assessment is CLOSED. The child's assessment does not meet the algorithm requirements for residential treatment.

First Name	Josephine	Referral Source	DSS
Last Name	Baker	OASIS ID	569856987
Middle Name	Michelle	Race	African American
Birth Date	5/3/2003	Gender	Female
SSN	7777	Ethnicity	Hispanic
Medicaid ID	452589656		

Figure 20a: Negative Algorithm Outcome

View Josephine Michelle Baker

The assessment is CLOSED. The child's assessment meets the algorithm requirements for residential treatment.

First Name	Josephine	Referral Source	DSS
Last Name	Baker	OASIS ID	569856987
Middle Name	Michelle	Race	African American
Birth Date	5/3/2003	Gender	Female
SSN	7777	Ethnicity	Hispanic
Medicaid ID	452589656		

LOCALITY	USER	START DATE	END DATE
----------	------	------------	----------

Figure 20b: Positive Algorithm Outcome

- When the assessment is archived on the assessment table, the algorithm results can be seen in the Individual Assessment Detail Report
- This report can be accessed on the far right side of the assessment table, by clicking on the word 'Report'.

View Walley Flash West To search type and hit enter... Search

First Name	Walley	Referral Source	DSS
Last Name	West	OASIS ID	523652856
Middle Name	Flash	Race	Caucasian
Birth Date	4/12/2010	Gender	Male
SSN	5642	Ethnicity	Hispanic
Medicaid ID			

Locations Caregivers **Assessments**

ASSESSMENT #	TOOL	REFERRAL SOURCE	ASSESSMENT REASON	ASSESSMENT STATUS	START DATE	CREATED BY	CLOSED DATE	CLOSED BY	DISPLAY REPORT	DELETE
1746	CANS Comprehensive 5+	DSS	Initial	Open	05/10/2016	Diana Prince			Report	Delete
1745	CANS Reassessment 5+	DSS	Initial	Open	05/10/2016	Diana Prince			Report	Delete
1744	CANS Comprehensive 5+	DSS	Initial	Open	04/01/2016	Diana Prince			Report	Delete

Figure 20c: View Assessment Tab for Report

- After the report is generated, the user can print or export the report using the report control panel.

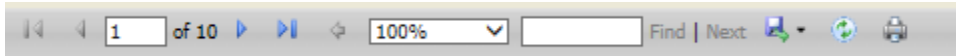


Figure 20d: Report Control Panel

- Navigation arrows with page numbers enable users to navigate to the next/previous page, skip to a particular page, or skip to beginning/end.
- The text box with percentage numbers controls the zoom
- A text box with the "Find | Next" link beside it allows users to search for particular words within the report.
- The Export link (picture of floppy disk with arrow) allows users to select a format type from the drop-down box, click the "Export" link and have the report display in the format selected.
 - The reports will only export to PDF format
 - The PDF will only populate the information that is visible in the report screen
- The circle icon is the refresh button.
- The printer icon allows the user to print the report.

View Josephine Michelle Baker To search type and hit enter...

The assessment is CLOSED. The child's assessment meets the algorithm requirements for residential treatment.

First Name	Josephine	Referral Source	DSS
Last Name	Baker	OASIS ID	569856987
Middle Name	Michelle	Race	African American
Birth Date	5/3/2003	Gender	Female
SSN	7777	Ethnicity	Hispanic
Medicaid ID	452589656		

Locations
Caregivers
Assessments

ASSESSMENT #	TOOL	REFERRAL SOURCE	ASSESSMENT REASON	ASSESSMENT STATUS	START DATE	CREATED BY	CLOSED DATE	CLOSED BY	DISPLAY REPORT	DELETE
1767	CANS Comprehensive 5+	DSS	Initial	CLOSED	06/01/2016	Kolitta Reed	06/01/2016	Kolitta Reed	Report	

Figure 20e: Child View page with Assessment Table

How to Complete and/or Edit an Open Assessment

Once the Child's file is saved within the system, the User can edit/complete an Open Assessment in the child's electronic file. When editing/completing an assessment, the child's name displays as a part of the heading for this section. This helps the user verify the child's file that is open throughout the assessment.

- Search for the child that you will assess.
- Select the "Assessments" tab in the lower, left of screen.
- The following screen will display:

View Walley West To search type and hit enter...

First Name	Walley	Referral Source	DJJ
Last Name	West	DJJ ID	5698564236
Middle Name		Race	American Indian
Birth Date	8/25/2010	Gender	Male
SSN	9985	Ethnicity	Hispanic
Medicaid ID			

Locations
Caregivers
Assessments

ASSESSMENT #	TOOL	REFERRAL SOURCE	ASSESSMENT REASON	ASSESSMENT STATUS	START DATE	CREATED BY	CLOSED DATE	CLOSED BY	DISPLAY REPORT	DELETE
1773	CANS Comprehensive 5+	DJJ	Reassessment	Open	04/15/2016	Kolitta Reed			Report	Delete

Figure 21a – View Child Screen

- Select the assessment that needs to be completed or edited
- The following screen will display:

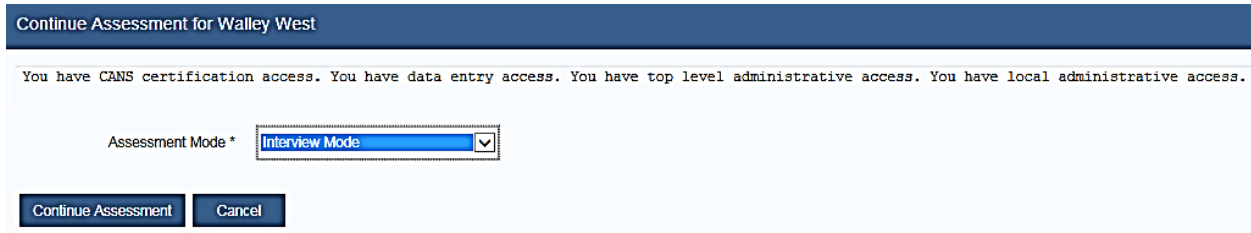


Figure 21b – Assessment Mode Selection

- Select “Interview Mode” “Data Entry Mode” or “Rapid Entry Mode” from the drop down menu.
- Select the “Continue Assessment” button in the lower left of screen.
- The Assessment will appear in the Assessment Mode selected.
- The following screen will display:

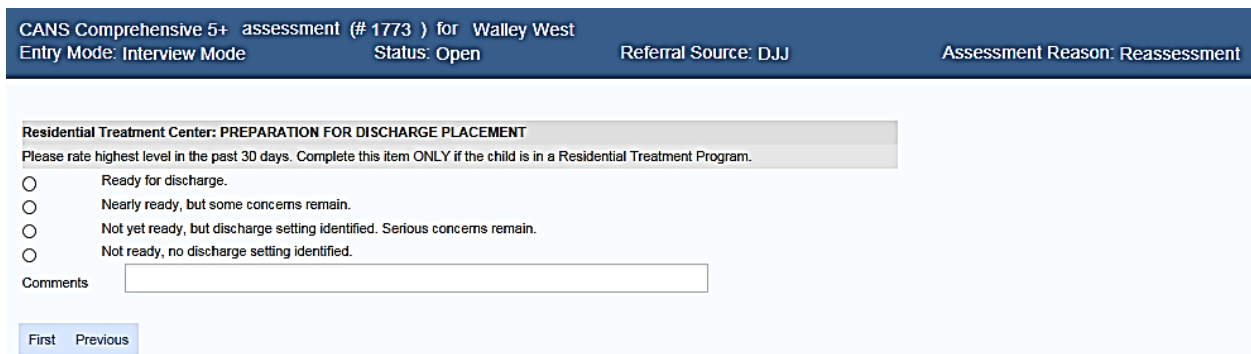


Figure 21c – Child’s Open Assessment

- The following data will display in the assessment title bar
 - Child’s name
 - Assessment Type
 - Entry Mode
 - Assessment Status
 - Referral Source
 - Assessment Reason
- The Assessment Status will read Open and the previously saved data will pre-populate.
- When the assessment is complete the User will need to select “Save Assessment,” “Save and Close Assessment,” “Back to Child View” or “Caregiver Assessment” buttons located at the end of the assessment.
- Selection of the “Save Assessment” button will yield the following message:

Residential Treatment Center (Please answer according to anchor definitions. Complete the next seven items (RTC Module) ONLY if the child

	0	1	2	3	Comments
• INVESTMENT IN PLACEMENT & TREATMENT	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• COMMUNITY OR OFF-SITE BEHAVIORS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• HOME VISITS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• CAREGIVER PARTICIPATION	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• CAREGIVER AND CHILD INTERACTIONS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• PROGRESS TOWARD GOALS AND OBJECTIVES	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• PREPARATION FOR DISCHARGE PLACEMENT	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>

Assessment saved

Figure 21d – Save Message

- Selection of the “Save and Close Assessment” will check the entire assessment, including the Caregiver Assessment. If the assessment is complete the user will be directed to the View child page and an algorithm message will appear.

View Walley West To search type and hit enter...

The assessment is CLOSED. The child's assessment meets the algorithm requirements for residential treatment.

First Name	<input type="text" value="Walley"/>	Referral Source	<input type="text" value="DJJ"/>
Last Name	<input type="text" value="West"/>	DJJ ID	<input type="text" value="5698564236"/>
Middle Name	<input type="text"/>	Race	<input type="text" value="American Indian"/>
Birth Date	<input type="text" value="8/25/2010"/>	Gender	<input type="text" value="Male"/>
SSN	<input type="text" value="9985"/>	Ethnicity	<input type="text" value="Hispanic"/>
Medicaid ID	<input type="text"/>		

LOCALITY	USER	START DATE	END DATE
Accomack	Kolitta Reed	05/28/2015	05/28/2021

Figure 21e – Algorithm results on the View Child Page

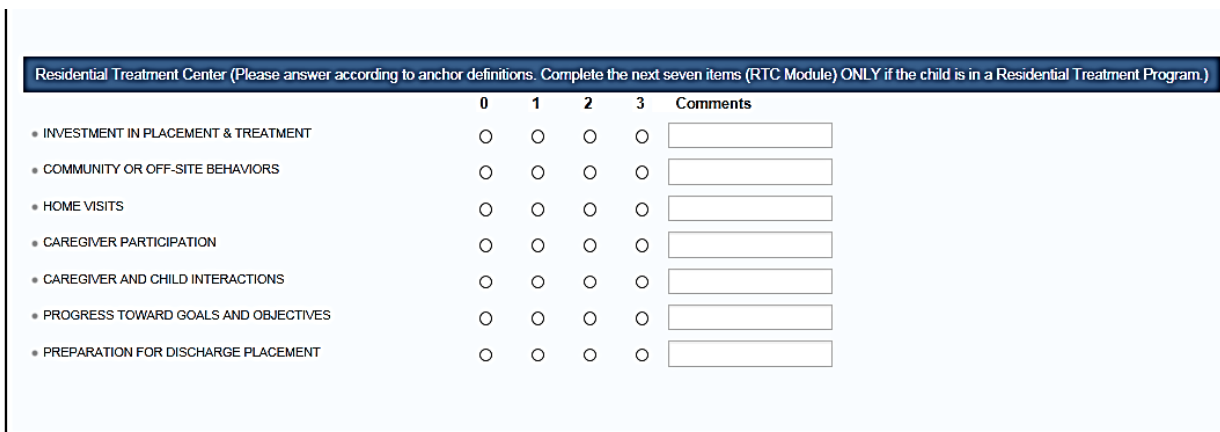
- If the assessment is not complete the user will be directed to the portion of the assessment that is not complete.

- If the Caregiver assessment is not complete, the following screen will appear:



Figure 21f – Caregiver Assessment page

- If an item in the main assessment is incomplete, CANVaS 2.0 direct the user to the incomplete module
- The following message will appear.



Not all required questions have been answered in the following module: Life Domain Functioning



Figure 21g – Main Assessment Error Message

- If an item in one of the expansion modules is incomplete the following message will appear.

Residential Treatment Center (Please answer according to anchor definitions. Complete the next seven items (RTC Module) ONLY if the child is in a Residential Treatment Program.)

	0	1	2	3	Comments
• INVESTMENT IN PLACEMENT & TREATMENT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• COMMUNITY OR OFF-SITE BEHAVIORS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• HOME VISITS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CAREGIVER PARTICIPATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CAREGIVER AND CHILD INTERACTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PROGRESS TOWARD GOALS AND OBJECTIVES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PREPARATION FOR DISCHARGE PLACEMENT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

The assessment is missing required expansion module data.

Save Assessment Save & Close Assessment Back to Child View Caregiver Assessment

Figure 21h – Expansion Module Assessment Error Message

User Access to Closed Assessments

Continue Assessment for Walley West

You have CANS certification access. You have data entry access. You have top level administrative access. You have local administrative access.

Assessment Mode *

Continue Assessment Cancel

Figure 22a – Choosing View Mode

CANS Reassessment 0 - 4 Assessment #1586 for Walley West
Entry Mode: Rapid Entry Mode Status: CLOSED Referral Source: DJJ Assessment Reason: Reassessment

General Questions (Please select using anchor definitions.)

	0	1	2	3	Comments
• CURRENT PLACEMENT - Foster Home	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CURRENT PLACEMENT - Group Home	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CURRENT PLACEMENT - Residential Treatment Center	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• CURRENT PLACEMENT - Family or Relation Home	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Child Life Domain Functioning (0 = No Evidence of problems 1 = History, Mild 2 = Moderate 3 = Severe)

	0	1	2	3	Comments
• FAMILY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• LIVING SITUATION	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• PRESCHOOL / DAYCARE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• SLEEP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• SOCIAL FUNCTIONING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
• RECREATION/PLAY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
• DEVELOPMENTAL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
• ACCULTURATION	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Figure 22b – View Only Mode – Main Assessment

Episode of Care

Key Terms

Assessment Type

The assessment type is pre-populated on the Add Assessment page according to the age of the child.

- CANS Birth to Four (4) years
- CANS 5+

Assessment Reason

The assessment reason is pre-populated on the Add Assessment page according to the reason on the most recently closed assessment.

- Initial Assessment
- Reassessment
- Discharge Assessment

Assessment Tool

The assessment tool is prepopulated according to the assessment reason selected by the User.

- Comprehensive Assessment Tool
- Reassessment Tool

Definition

CANVaS 2.0 defines an episode of care as a period of time in which a child is receiving treatment.

- An episode begins with an Initial Assessment.
 - Each child must have one completed initial assessment per episode.
 - An Initial must be a Comprehensive Assessment Tool.
- Periodic Reassessments are conducted every 90 days.
 - The number reassessments conducted is not restricted.
 - A reassessment can be either a Comprehensive or a Reassessment Tools
- When a child completes the episode a Discharge Assessment is conducted.
 - Each child must have one completed initial assessment per episode.
 - A Discharge must be a Comprehensive Assessment Tool.

Episodes of care are sequential in CANVaS 2.0.

- A child can participate in a complete episode of care employing a Birth to 4 Assessment Type
- A child can participate in a complete episode of care employing a 5+ Assessment Type.
- Episodes do not run between assessment types.
 - If a child begins treatment before their 4th birthday they will be administered a Birth to 4 Assessment Type. If the child turns five years old during their episode of treatment, the user will be directed to complete an Initial 5+ Comprehensive Assessment. This will start a new episode sequence.
 - The user will be directed to begin a 5+ assessment even if a discharge Birth to 4 is not completed.
- The reports will only compare assessments of the same type.

Users

Adding a New User

- Log in to the system using an account having permission to add new users (VA Administrators and DSU/RAs)
 - VA State Administrators have permissions to add all user roles to CANVaS 2.0
 - VA Administrators
 - DSU/RAs
 - Case Managers
 - Data Entry Personnel
- All user records are managed by a State Administrator or DSU/RA.
 - State Administrators manage
 - State Administrator records
 - DSU/RA records
 - Data Entry Personnel records
 - DSU/RAs manage
 - Case Manager records
- On the menu bar at the top of the Home Page select “Administrator” to open the drop down menu then selects “User”.

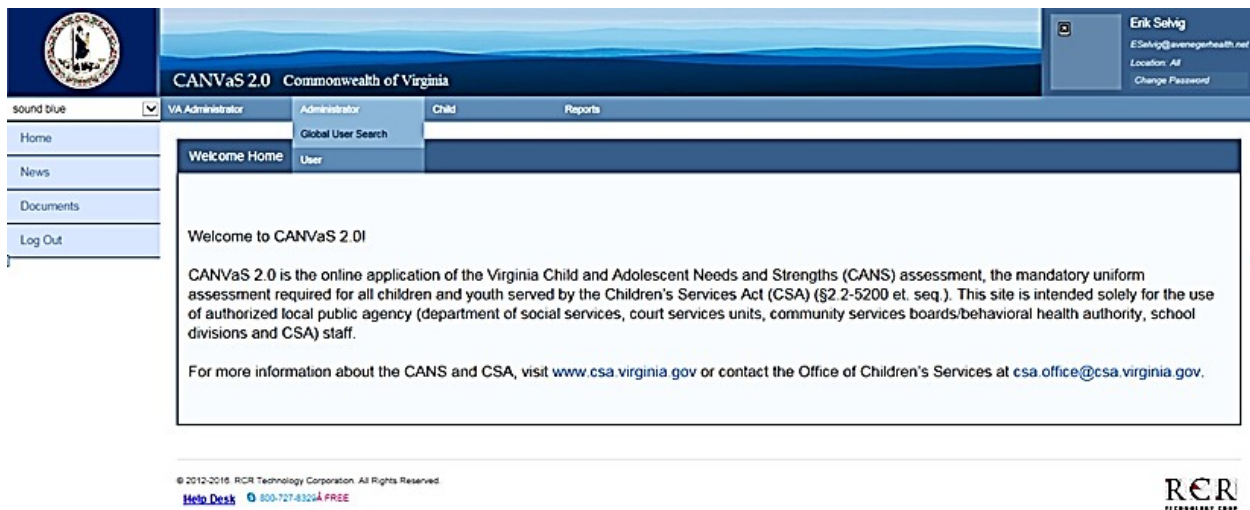
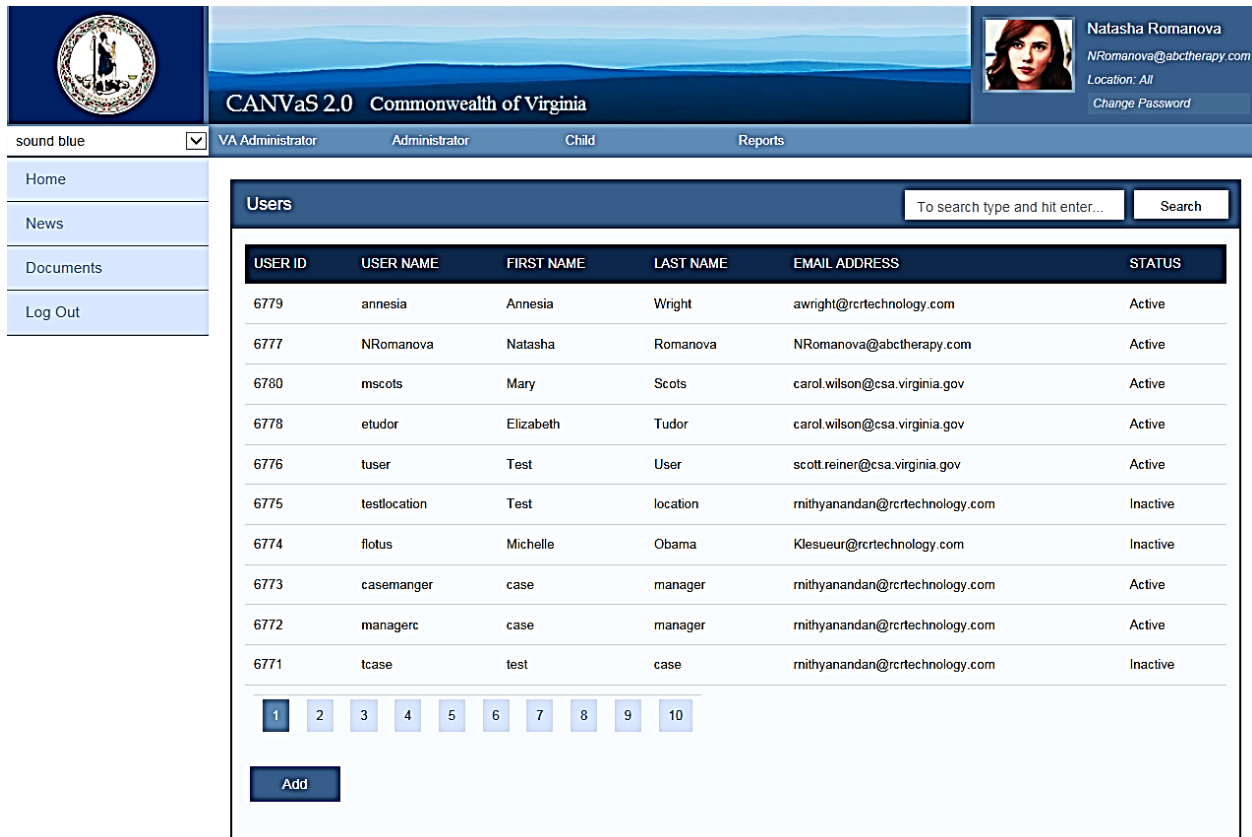


Figure 23a - Administrator Tab

- The following page will display.



sound blue VA Administrator Administrator Child Reports

Home
 News
 Documents
 Log Out

Users



USER ID	USER NAME	FIRST NAME	LAST NAME	EMAIL ADDRESS	STATUS
6779	annesia	Annesia	Wright	awright@rcrtechnology.com	Active
6777	NRomanova	Natasha	Romanova	NRomanova@abctherapy.com	Active
6780	mscots	Mary	Scots	carol.wilson@csa.virginia.gov	Active
6778	etudor	Elizabeth	Tudor	carol.wilson@csa.virginia.gov	Active
6776	tuser	Test	User	scott.reiner@csa.virginia.gov	Active
6775	testlocation	Test	location	rnithyanandan@rcrtechnology.com	Inactive
6774	flotus	Michelle	Obama	Klesueur@rcrtechnology.com	Inactive
6773	casemanger	case	manager	rnithyanandan@rcrtechnology.com	Active
6772	managerc	case	manager	rnithyanandan@rcrtechnology.com	Active
6771	tcase	test	case	rnithyanandan@rcrtechnology.com	Inactive

Figure 23b – User Home Page

- Select “Add” at the bottom, left of the page
- The administrator will be directed to the following Add User Page

Add User

Complete the form. Make sure to enter all required fields.

PRAED ID	<input type="text"/>
	Note: Required to perform an assessment.
First Name *	<input type="text" value="Clint"/>
Last Name *	<input type="text" value="Barton"/>
Birth Date	<input type="text" value="2/12/75"/> 
Gender *	<input type="text" value="Male"/> 
User Name *	<input type="text" value="CBarton"/>
E-mail Address *	<input type="text" value="CBarton@Starktower.org"/>
Mobile Phone	<input type="text" value="458-963-2555"/>
Regular Phone	<input type="text"/>
Photo	<input type="text"/> <input type="button" value="Browse..."/>

* - indicates required field

Save

Cancel

Figure 23c – Add User

- Please enter all of the required data for the new user
 - First Name
 - Last Name
 - Gender
 - User Name
 - E-mail Address
- The following fields are not required
 - Birth Date
 - Mobile Phone
 - Office Phone
 - Phone

- If “Cancel” is selected, the demographic data entered will not be saved and the user profile will be deleted
- Please select “Save” in the lower, left corner
- The following screen will appear:


Add Location/Role for Clint Barton


You must enter a location in order to send user account activation email!

Role *

State Virginia

Locality *

Start Date 

End Date 

* - indicates required field

Figure 23d – Add User Location

- Please enter the required data for the Location
 - Role
 - Locality
- The Start Date will be prepopulated by the system to today’s date but is editable by the administrator
- Please select “Add” in the lower, left corner of the screen
- If you select “Cancel”, locality data entered will not be saved and the registration email will not be sent
- The location will be able to be seen at the bottom of the View User page

View User Id # 6781 To search type and hit enter...

PRAED ID
Note: Required to perform an assessment.

First Name *

Last Name *

Birth Date

Gender *

User Name *

Secret Question *

Secret Answer *

E-mail Address *

Mobile Phone


Regular Phone

User Create Date

Last Updated By

Last Updated Date

Password Updated Date

Photo 

Status

Locations

LOCALITY	ROLE	START DATE	END DATE
Arlington	DSU/RA	01/01/2016	12/31/2022

Figure 23e – View User Page

- The user will remain inactive until the registration process is complete.
- Make notation of the temporary password assigned.
- New user should go to the login page
- Enter User Name
- Enter Temporary Password
- Select Login

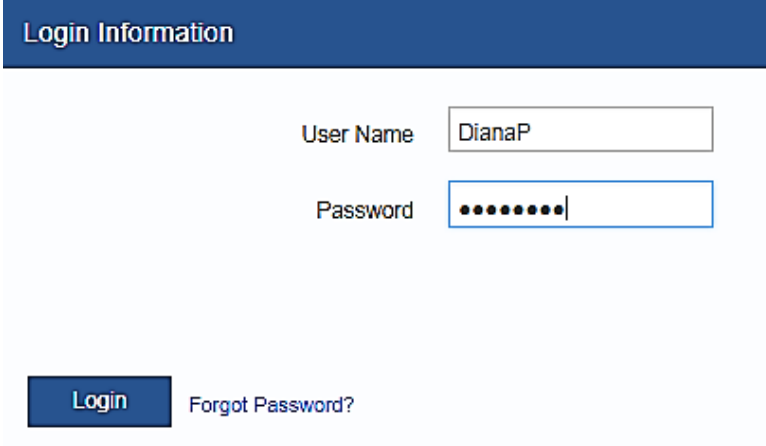


Figure 23f – Register a New User – User Login

- User will be directed to Individual Confidentiality and User Agreement Page

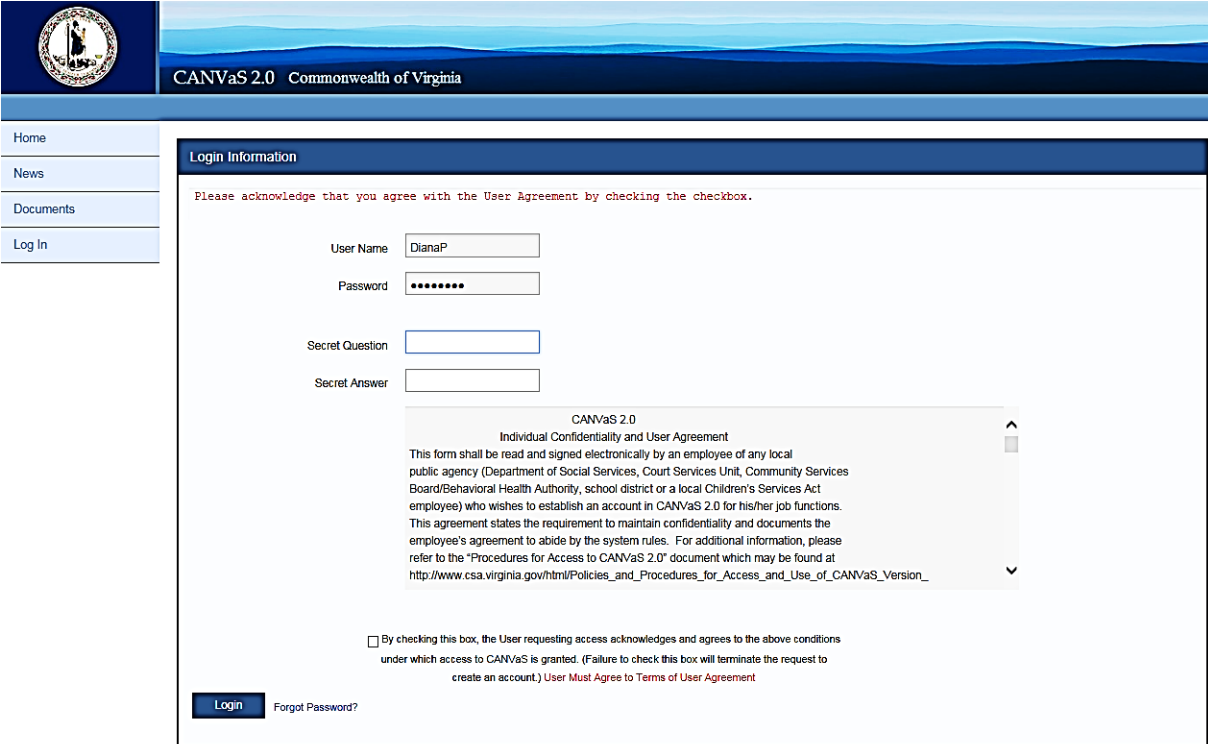


Figure 23g – Register a New User – User Agreement

- User name and temporary password will be pre-filled.
- Select a Secret Question and Answer

- Read the User's Agreement and check the box accepting the Agreement.

Login Information

Please acknowledge that you agree with the User Agreement by checking the checkbox.

User Name

Password

Secret Question

Secret Answer

CANVaS 2.0

Individual Confidentiality and User Agreement

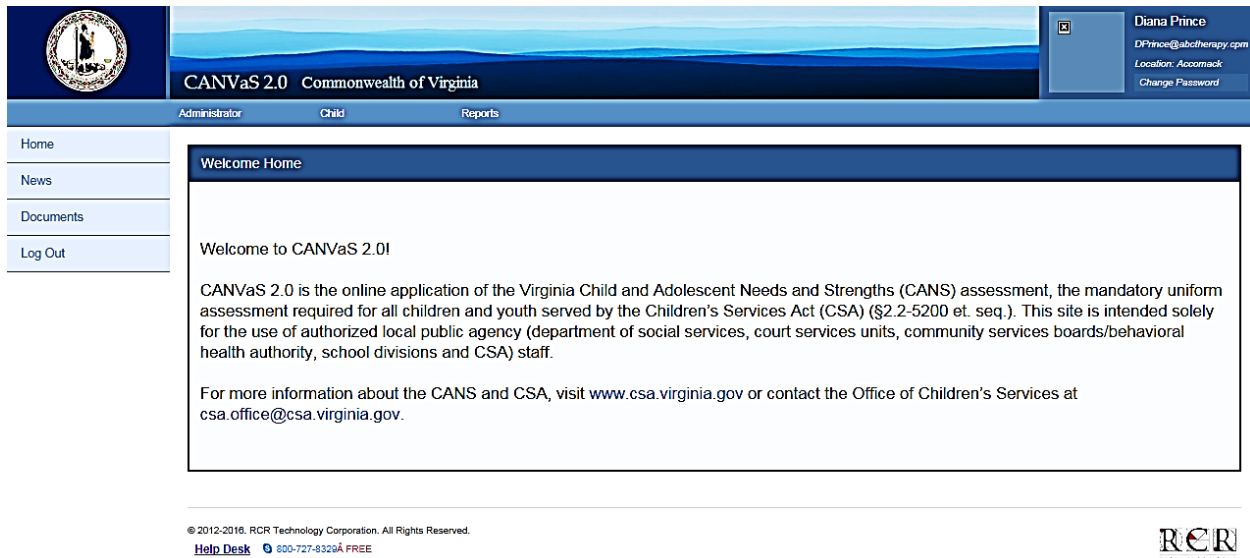
This form shall be read and signed electronically by an employee of any local public agency (Department of Social Services, Court Services Unit, Community Services Board/Behavioral Health Authority, school district or a local Children's Services Act employee) who wishes to establish an account in CANVaS 2.0 for his/her job functions. This agreement states the requirement to maintain confidentiality and documents the employee's agreement to abide by the system rules. For additional information, please refer to the "Procedures for Access to CANVaS 2.0" document which may be found at http://www.csa.virginia.gov/html/Policies_and_Procedures_for_Access_and_Use_of_CANVaS_Version_

By checking this box, the User requesting access acknowledges and agrees to the above conditions under which access to CANVaS is granted. (Failure to check this box will terminate the request to create an account.) **User Must Agree to Terms of User Agreement**

Login
 [Forgot Password?](#)

Figure 23h – Register a New User

- After completion, select “Login” in bottom left corner.
- User will be directed to the homepage and account will be activated.



The screenshot shows the CANVaS 2.0 user interface. At the top left is the Virginia state seal. The header includes 'CANVaS 2.0 Commonwealth of Virginia' and a user profile for 'Diana Prince' with email 'DPrince@abctherapy.com' and location 'Accomack'. A navigation menu on the left includes 'Home', 'News', 'Documents', and 'Log Out'. The main content area displays a 'Welcome Home' message: 'Welcome to CANVaS 2.0! CANVaS 2.0 is the online application of the Virginia Child and Adolescent Needs and Strengths (CANS) assessment, the mandatory uniform assessment required for all children and youth served by the Children's Services Act (CSA) (§2.2-5200 et. seq.). This site is intended solely for the use of authorized local public agency (department of social services, court services units, community services boards/behavioral health authority, school divisions and CSA) staff. For more information about the CANS and CSA, visit www.csa.virginia.gov or contact the Office of Children's Services at csa.office@csa.virginia.gov.


At the bottom, there is a copyright notice: © 2012-2016, RCR Technology Corporation. All Rights Reserved. [Help Desk](#) ☎ 800-727-8326 FREE 

Figure 23i – Register a New User

- Select Change Password in the upper right hand corner of screen.

Figure 23j – Register a New User – Change Password

- For the Old Password enter the Temporary Password
- The user will need to establish a new password.
- The password is case sensitive.
 - Both entries must be identical.
 - The password must use 3 of 4 character types which are defined as: upper case letters, lower case letters, numerals, or special characters.
 - No white space is allowed.
 - The new password must be different from all previous passwords.
- Select Change Password
- The following message will display

Figure 23k – Change Password – New User

- User is fully registered
- Select Home on the left side of screen to begin work flow.

Global User Search

If the Administrator desires to locate a user that is already in the system the Global User Search should be employed.

- Select the Global User search under the Administrator Tab at the top of the screen.

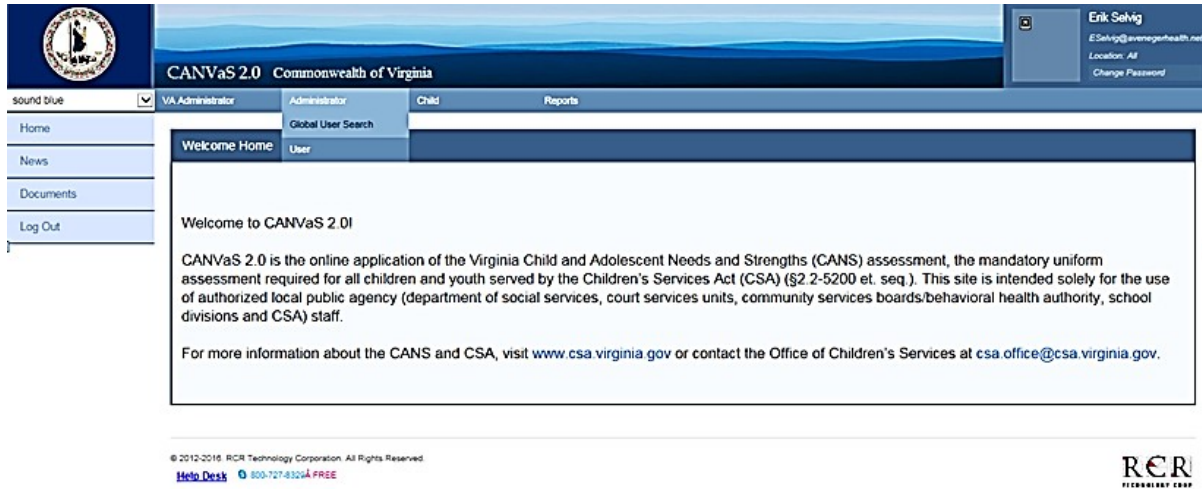
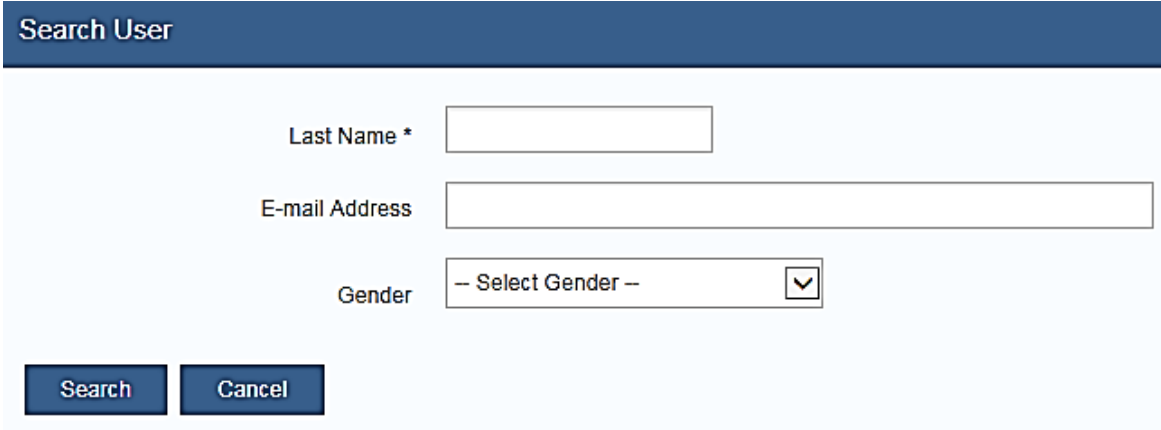


Figure 24a – Administrator Tab on Homepage

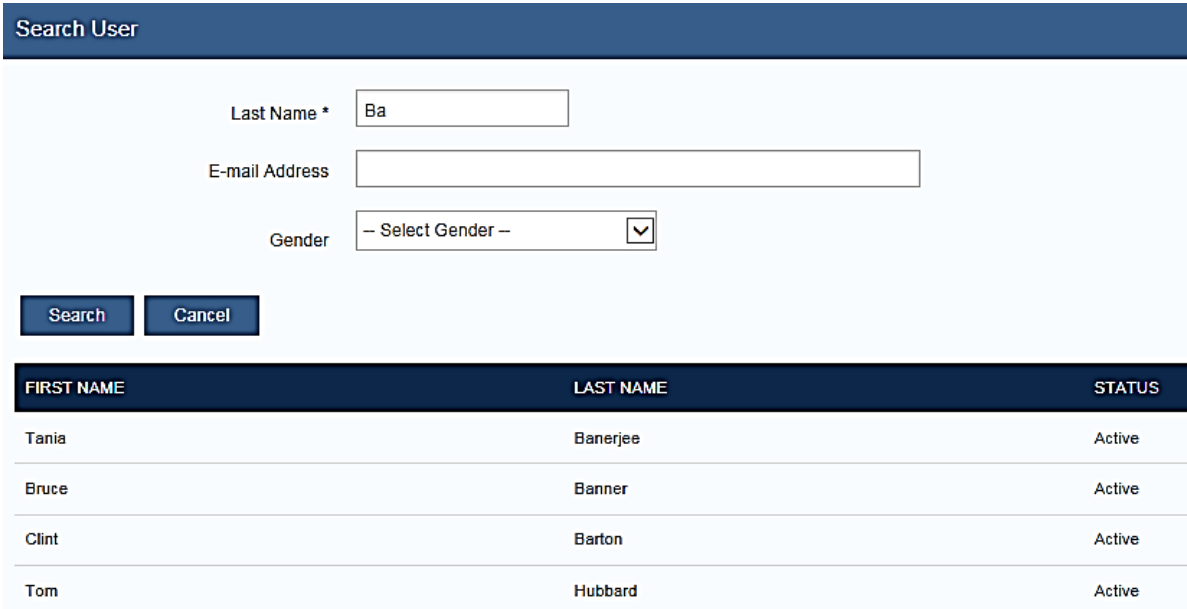
- The following screen will display.



The screenshot shows a web form titled "Search User". It contains three input fields: "Last Name *" (required), "E-mail Address", and "Gender" (a dropdown menu with "-- Select Gender --" and a downward arrow). Below the fields are two buttons: "Search" and "Cancel".

Figure 24b – Global User Search

- Only the Last Name field is required.
- The administrator can enter the stem of the user's last name and view all of the names containing that stem.



The screenshot shows the "Search User" form with the "Last Name *" field containing the text "Ba". Below the form, a table displays the search results. The table has three columns: "FIRST NAME", "LAST NAME", and "STATUS".

FIRST NAME	LAST NAME	STATUS
Tania	Banerjee	Active
Bruce	Banner	Active
Clint	Barton	Active
Tom	Hubbard	Active

Figure 24c – Global User Search Results

- The administrator can also type in the full last name of the user.
- Employing the email address and gender fields will further narrow the search.

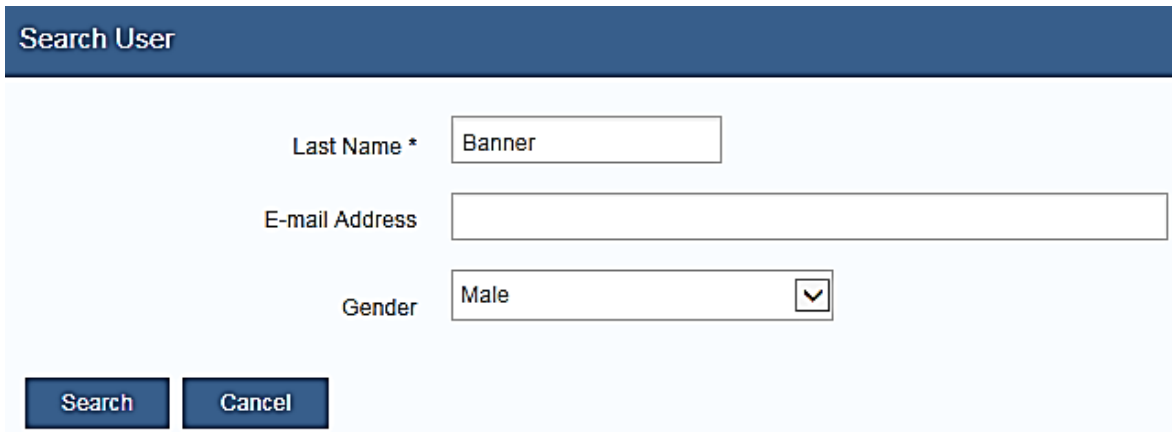
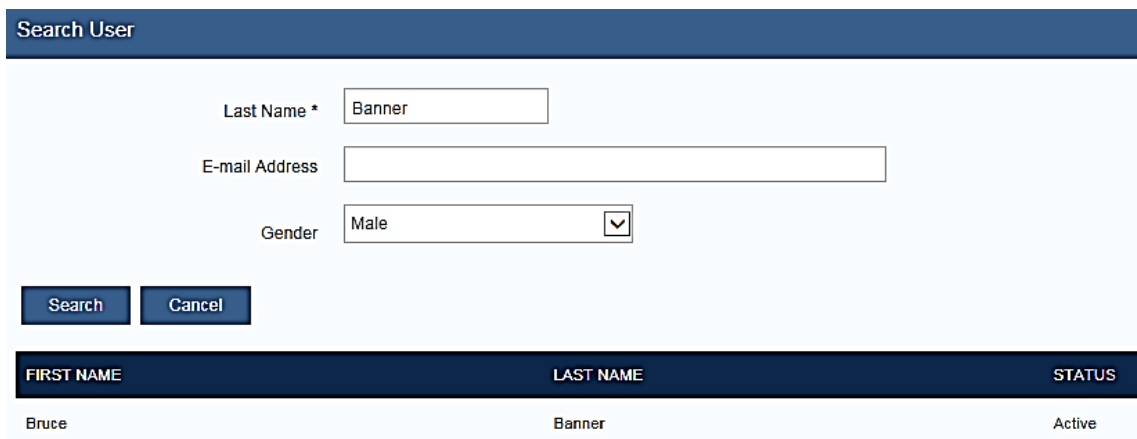


Figure 24d – Global User Search

- Select Search in the lower left of screen.



FIRST NAME	LAST NAME	STATUS
Bruce	Banner	Active

Figure 24e – Global User Search Results

- Select the user name from the table.
- The following screen will display.

View User


First Name *

Last Name *

Birth Date

Gender

E-mail Address

Photo 

Status

Locations

STATE	LOCALITY	ROLE	EFFECTIVE DATE	EXPIRATION DATE
Virginia	Arlington	Case Manager	03/01/2016	08/15/2019

Figure 24f – Global Search: View User

- If the name entered is not in the solution, the following message will appear.

Search User

Last Name *

E-mail Address

Gender

No Records Found

Figure 24g – Negative Global User Results Message

Terminating a User's Access

- Under the Administrator tab select Users
- The User List page will appear.
 - This page is filters by role and location.
 - DSU/RA will only see users that are assigned to their locality,
 - VA Administrators will see users throughout CANVaS 2.0.
- The desired users can be found by scrolling through the list or by employing the text search at the top right of screen.

Users					
To search type and hit enter...					Search
USER ID	USER NAME	FIRST NAME	LAST NAME	EMAIL ADDRESS	STATUS
6748	sjones	Jones	Sam	sjones@yahoo.com	Inactive
6747	CaseM	Case	Manager	manager@abc.org	Inactive
6746	CManager	Case	Manager	Manager@abc.org	Inactive
6749	Testdsura	Testing	DSURA	klesueur@rcrtechnology.com	Inactive
6750	TestUsers	Testing	Users	klesueur@rcrtrchnology.com	Active
6745	tjerry	tom	jerry	tjerry@yahoo.com	Inactive
6744	tseaver	Tom	Seaver	scott.reiner@csa.virginia.gov	Active
6743	testu	test	user	mithyanandan@rcrtechnology.com	Active
6742	testuat	test	uat	mithyanandan@rcrtechnology.com	Active
6741	testactivation	test	activation	mithyanandan@rcrtechnology.com	Inactive

Figure 25a – User List Page

- Type in the user's First or Last name.
- Select "Search".
- If the user is not found, the following message will display.

Users					
Johnson					Search
'Johnson' not found.					
USER ID	USER NAME	FIRST NAME	LAST NAME	EMAIL ADDRESS	STATUS
6781	CBarton	Clint	Barton	CBarton@Starktower.org	Inactive
6779	annesia	Annesia	Wright	awright@rcrtechnology.com	Active
6777	NRomanova	Nalasha	Romanova	NRomanova@abctherapy.com	Active

Figure 25b –User Search Message

- If the user is found, the following message will display.

Users					
Diana					Search
USER ID	USER NAME	FIRST NAME	LAST NAME	EMAIL ADDRESS	STATUS
6759	DPrince	Diana	Prince	klesueur@rcrtechnology.com	Active
<div style="border: 1px solid #0056b3; padding: 2px 5px; display: inline-block;">Add</div>					

Figure 25c –User Search Page

- Select the user from the list.
- The View User page will display.

View User Id # 6759 To search type and hit enter...

PRAED ID
Note: Required to perform an assessment.

First Name *

Last Name *

Birth Date

Gender *

User Name *

E-mail Address *

Mobile Phone


Regular Phone

User Create Date

Last Updated By

Last Updated Date

Password Updated Date

Photo 

Status

Locations




LOCALITY	ROLE	START DATE	END DATE
Accomack	DSU/RA	05/02/2016	05/10/2022

Figure 25d – View User Page

- Select Edit at the bottom left of page.
- The edit User page will display.

Edit User

These are the fields of the record that can be edited.

PRAED ID	<input type="text"/>
	Note: Required to perform an assessment.
First Name *	<input type="text" value="Diana"/>
Last Name *	<input type="text" value="Prince"/>
Birth Date	<input type="text" value="2/21/1973"/> 
Gender *	<input type="text" value="Female"/> 
User Name *	<input type="text" value="DPrince"/>
Secret Question *	<input type="text" value="Secret Identity"/>
Secret Answer *	<input type="text" value="Wonder Woman"/>
E-mail Address *	<input type="text" value="DPrince@abctherapy.com"/>
Mobile Phone	<input type="text" value="7035628569"/>
Regular Phone	<input type="text" value="7032589634"/>
User Create Date	<input type="text" value="5/10/2016"/>
Last Updated By	<input type="text" value="StateAdmin"/>
Last Updated Date	<input type="text" value="5/10/2016"/>
Password Updated Date	<input type="text" value="5/10/2016"/>
Photo	 <input type="text" value=""/> <input type="button" value="Browse..."/>
Active	<input checked="" type="checkbox"/>

* - indicates required field

Figure 25e – Edit User Page

- Deselect the Active box at the bottom of the page
- Select SAVE.
- Inactivating a User will restrict their access to CANVaS 2.0.
- The user will not be able to log into the system.

Deleting a User

Users should not be deleted out of CANVaS 2.0. Terminating access is the best practice.

A User cannot be deleted if they are attached to an assessment and/or a locality in CANVaS 2.0.

- Select "Administrator" from the menu bar at the top of the screen
- Select "Users"
- Search for the user to be deleted
- Select the user
- User's demographic information will appear:

View User Id # 6784

To search type and hit enter... Search

PRAED ID

Note: Required to perform an assessment.

First Name *

Last Name *

Birth Date

Gender *

User Name *

Secret Question *

Secret Answer *

E-mail Address *

Mobile Phone


Regular Phone

User Create Date

Last Updated By

Last Updated Date

Password Updated Date

Photo 

Status

Add User
Edit
Delete
Add User Location/Role
Add User Certification
Change Password
Cancel

Locations

Certifications

LOCALITY	ROLE	START DATE	END DATE
Arlington	Data Entry	01/17/2016	01/01/2020

Figure 26a – User Page

- Select Delete at the bottom left of the screen
- The following message will appear:

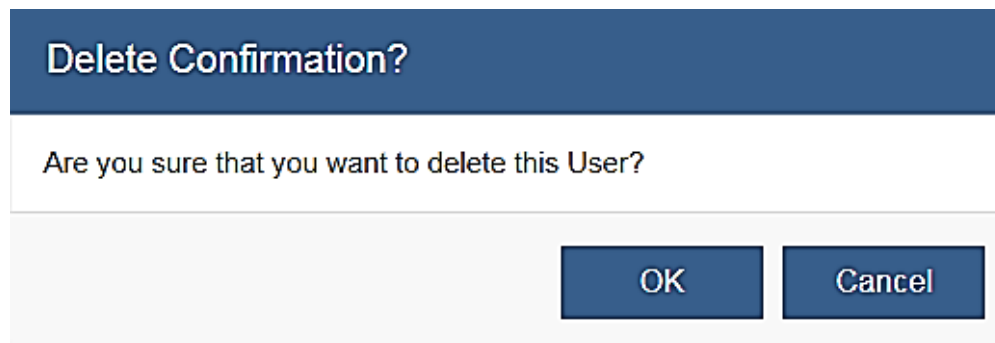


Figure 26b - Deletion Message

- Selecting Cancel will return to the User Demographics screen
- Selecting Delete will delete the User

Please note: The User cannot be deleted if they are interconnected in the CANVaS 2.0 system. All User connections must be deleted first in order to delete the User. Children cannot be deleted if they are attached to an eligibility assessment. Consequently, the User who administered the assessment cannot be deleted.

Managing User Certifications

A user cannot enter an assessment if there is not a valid certification attached to the user's record. The only exception to this rule exists for Data Entry Personnel. The Data Entry Personnel can enter assessments in Data Entry Mode without a valid certification.

Managing the certifications is the responsibility of the State Administrator. A user will receive a warning message when they login if their certification is set to expire within 30 days. If a user's certification is allowed to expire they will not be able to enter an assessment until they have renewed their certification with Praed Foundation.

The User certification will be pre-populated in the CANVaS 2.0 solution. However, a State Administrator can manually enter and edit the certifications for users if a technical issue occurs. The DSU/RA Administrator Role cannot manage user certifications in CANVaS 2.0.

- Select Administrator from the menu bar at the top of the screen
- Select User from the drop down menu
- Search for the User and select
- The following screen will appear:

View User Id # 6782 To search type and hit enter...

PRAED ID
Note: Required to perform an assessment.

First Name *

Last Name *

Birth Date

Gender *

User Name *

Secret Question *

Secret Answer *

E-mail Address *

Mobile Phone


Regular Phone

User Create Date

Last Updated By

Last Updated Date

Password Updated Date

Photo 

Status

Locations

LOCALITY	ROLE	START DATE	END DATE
Arlington	Case Manager	03/01/2016	08/15/2019

Figure 27a – State Administrator View User Page

- Select Add User Certification from the bottom center of the screen.
- The following screen will appear:

Add Certification for Bruce Banner

These are the fields of the record that can be edited.

Certification # *

Certification -- Select Certification --

Expiration Date

* - indicates required field

Figure 27b – Add Certification

- Enter correct data

Add Certification for Bruce Banner

These are the fields of the record that can be edited.

Certification # *

Certification CANS Certification

Expiration Date

* - indicates required field

Figure 27c – Add Certification

- Select Save.
- The State Administrator will return to the User Demographics page.
- Select Certifications at the bottom left of page.
- The new information will appear:

Photo

Status Active

Add User Edit Delete Add User Location/Role Add User Certification Change Password Cancel

Locations Certifications

CERTIFICATION #	CERTIFICATION NAME	EXPIRATION DATE
4521785463214	CANS Certification 5+	08/01/2019
541258965412	CANS Certification	10/22/2018

Figure 27d – View Certifications User Screen

Moving a User to a New Location

When a user moves to a new locality, it is best practice to add the new location to the user record and edit the date on the expired location record.

- Select Administrator from the menu bar at the top of the screen.
- Select User from the drop down menu.
- Search for the User and select.
- The following screen will appear:

View User Id # 6781 To search type and hit enter...

PRAED ID
Note: Required to perform an assessment.

First Name *

Last Name *

Birth Date

Gender *

User Name *

Secret Question *

Secret Answer *

E-mail Address *

Mobile Phone


Regular Phone

User Create Date

Last Updated By

Last Updated Date

Password Updated Date

Photo 

Status

-
-
-
-
-
-
-

Locations

LOCALITY	ROLE	START DATE	END DATE
Arlington	DSU/RA	01/01/2016	12/31/2022

Figure 28a – View User Screen


- Select Add User Location/Role at the bottom center of the screen
- The following screen will appear:


Add Location/Role for Clint Barton

Role * ▼

State

Locality * ▼

Start Date 

End Date 

* - indicates required field

Add
Cancel

Figure 28b – Add User Location/Role

- Enter location data and the role of the User at that location
- If a role/location is entered that the user is already assigned, the following message will appear

Add User
Edit
Delete
Add User Location/Role
Add User Certification
Change Password
Cancel

You cannot duplicate this location. Please Edit the location / role that you currently have for this location.


Locations

Certifications


LOCALITY	ROLE	START DATE	END DATE
Arlington	DSURA	01/01/2016	12/31/2022


Figure 28c – Duplication Message


Add Location/Role for Clint Barton

Role * 

State

Locality * 

Start Date 


End Date 

* - indicates required field

Figure 28d – Add User Location/Role

- Select Add at the lower left of the screen
- The Administrator will return to the User Demographics page
- Select Locations at the bottom left of page
- The new information will appear:

PRAED ID
Note: Required to perform an assessment.

First Name *
 Last Name *
 Birth Date
 Gender *
 User Name *
 Secret Question *
 Secret Answer *
 E-mail Address *
 Mobile Phone
 Regular Phone
 User Create Date
 Last Updated By
 Last Updated Date
 Password Updated Date
 Photo 
 Status

LOCALITY	ROLE	START DATE	END DATE
Arlington	DSU/RA	01/01/2016	12/31/2022
Hanover	DSU/RA	03/15/2016	10/16/2016

Figure 28e – View User

Please Note:

A User can be registered in multiple locations in the CANVaS 2.0 solution. The user will have access to data and children in any locality that he/she is recorded active. If the user is no longer active in a location and should be denied access, the End Date for the location must be adjusted to the appropriate date.

State Administrator's Child Search

State Administrators can search for child records by employing the global child search

- Select the VA Administrator Tab
- Select Child
- The Child list page will appear

Children							
ID NUMBER	FIRST NAME	LAST NAME	MIDDLE NAME	BIRTH DATE	SSN	LOCATION COUNT	ASSESSMENT COUNT
4656878	Megan	Aguilar		02/11/2009	1546	1	9
4656878	Megan	Aguilar		02/11/2009	1546	1	4
303030303	DC	Bacote		01/01/2012	3333	1	4
569850987	Josephine	Baker		05/02/2003	9856	1	14
1234422212	Tim	Banker		04/04/2011	1626	2	9
1588426	Misty	Banks	Myra	09/07/2003	5482	1	13
9767826341	George	Best		04/09/2011	7695	1	84
85454	Gloria	Brown		08/18/2001	1234	1	5
155251	Ron	Burgg		04/11/2011	3827	2	32
8989898989	Blue	Buttons		01/01/2008	0202	1	0

Figure 29a – Register a New User

- A child's record can be found by
 - Scrolling through the list
 - Employing the search box at the top right of child list
 - The user may enter full or partial data into the search text box and the system will display all possible matches.
 - The system will not search using middle names.
 - The system will not yield a successful search if information from two (2) or more fields is entered into the search text box.
 - The search is an exact match search.
 - Do not use spaces in the test box
- After you have entered the Child' criteria select the "Search" button to the right of the text box.
- The following message will display for an unsuccessful search:

Clients								
CLIENT ID	FIRST NAME	LAST NAME	MIDDLE NAME	BIRTH DATE	ZIP CODE	P1 ID	LOCATION COUNT	ASSESSMENT COUNT
'Elmo' not found.								
	Test	Addclient		07/23/1993		668971111	1	2
add221	Tim	Banks	Andy	01/01/1994		123456933	1	1
469512325	Abby	Cadabby		04/13/2006			1	0

Figure 29b – Unsuccessful Child Search

- The following screen will appear for a successful search

ID NUMBER	FIRST NAME	LAST NAME	MIDDLE NAME	BIRTH DATE	SSN	LOCATION COUNT	ASSESSMENT COUNT
2541365214	Page	Client		02/21/2006	2584	1	19
526366552	Chris	ClientTwo		04/08/1999	5523	2	14

Figure 29c – Successful Child Search

- Due to the search parameters, the results may yield more than one possible child match.
- Select one of the children in the results screen by clicking on the record.
- The following screen will appear

Figure 29d – Successful Child Search

How to Merge Duplicate Child Records

This functionality is the responsibility of the State Administrators.

User must have State Administrator privileges to Merge Children regardless of which location the child files are associated

- Select the "State Administrator" at the top, left side of your screen.
- From the dropdown menu, select "Merge Children".

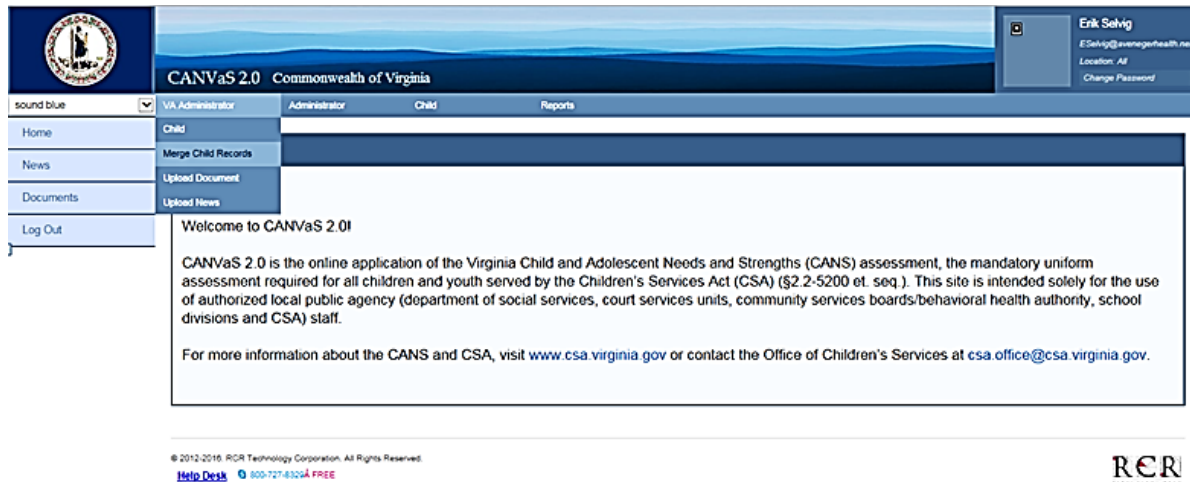


Figure 30a – Merge Child Records

- The following screen will display:



Figure 30b – Merge Children

- Type Keyword in Column 1 (left)
- Select the “Find” to the right.
- The following menu will display:



Figure 30c – Merge Children

- Select appropriate Child name to merge from the dropdown menu.
- The column below the search text box will populate.
- The search text box on the right side of the screen will also prepopulate.
- The following screen will display:

Merge Children

Name < Find Find >

Children ▼ Similarity: 76% ▼

Internal ID	569856987	Copy >		< Copy	523658963
Referral Source *	DSS	Copy >		< Copy	DJJ
First Name *	Josephine	Copy >		< Copy	Josie
Middle Name		Copy >		< Copy	
Last Name *	Baker	Copy >	Baker	< Copy	Baker
Birth Date *	05/03/2003	Copy >		< Copy	05/30/2003
Medicaid ID YN	No	Copy >	No	< Copy	No
Medicaid ID		Copy >		< Copy	
SSN *	999-88-7777	Copy >		< Copy	586-98-7777
Gender *	Female	Copy >		< Copy	Female
Ethnicity *	Non Hispanic	Copy >		< Copy	Non Hispanic
Race *	African American	Copy >		< Copy	African American

LOCATION	DATE RANGE	LOCATION	DATE RANGE	LOCATION	DATE RANGE
Accomack	5/2015-5/2021	Accomack	5/2015-5/2021	Accomack	4/2016-4/2022
Arlington	3/2016-3/2022	Arlington	3/2016-3/2022	Albermarle	4/2016-4/2022
Accomack	4/2016-4/2022	Accomack	4/2016-4/2022		
		Accomack	4/2016-4/2022		
		Albermarle	4/2016-4/2022		

Figure 30d – Merge Children

- Select the alternate Child name to merge from the dropdown menu on the right.
- The column below the search text box will populate.
- The following screen will display:

Merge Children

Name: Baker [Find] Baker

Children: Josephine Baker [Similarity: 76%] -Items found-

Internal ID	569856987	Copy >	569856987	< Copy	523658963
Referral Source *	DSS	Copy >	DSS	< Copy	DJJ
First Name *	Josephine	Copy >	Josephine	< Copy	Josie
Middle Name		Copy >		< Copy	
Last Name *	Baker	Copy >	Baker	< Copy	Baker
Birth Date *	05/03/2003	Copy >	05/03/2003	< Copy	05/30/2003
Medicaid ID YN	No	Copy >	No	< Copy	No
Medicaid ID		Copy >		< Copy	
SSN *	999-88-7777	Copy >	586-98-7777	< Copy	586-98-7777
Gender *	Female	Copy >	Female	< Copy	Female
Ethnicity *	Non Hispanic	Copy >	Non Hispanic	< Copy	Non Hispanic
Race *	African American	Copy >	African American	< Copy	African American

LOCATION	DATE RANGE	LOCATION	DATE RANGE	LOCATION	DATE RANGE
Accomack	5/2015-5/2021	Accomack	5/2015-5/2021	Accomack	4/2016-4/2022
Arlington	3/2016-3/2022	Arlington	3/2016-3/2022	Albermarle	4/2016-4/2022
Accomack	4/2016-4/2022	Accomack	4/2016-4/2022		
		Accomack	4/2016-4/2022		
		Albermarle	4/2016-4/2022		

Figure 30e – Merge Children

- Any additional child data can be added to the child record at this time.
- The screen will resemble the following figure:

Merge Children

Name: < Find Find >

Children: Similarity: 76%

Internal ID	569856987	Copy >	569856987	< Copy	523658963
Referral Source *	DSS	Copy >	DSS	< Copy	DJJ
First Name *	Josephine	Copy >	Josephine	< Copy	Josie
Middle Name		Copy >	Michelle	< Copy	
Last Name *	Baker	Copy >	Baker	< Copy	Baker
Birth Date *	05/03/2003	Copy >	05/03/2003	< Copy	05/30/2003
Medicaid ID YN	No	Copy >	No	< Copy	No
Medicaid ID		Copy >	452589656	< Copy	
SSN *	999-88-7777	Copy >	586-98-7777	< Copy	586-98-7777
Gender *	Female	Copy >	Female	< Copy	Female
Ethnicity *	Non Hispanic	Copy >	Non Hispanic	< Copy	Non Hispanic
Race *	African American	Copy >	African American	< Copy	African American

LOCATION	DATE RANGE	LOCATION	DATE RANGE	LOCATION	DATE RANGE
Accomack	5/2015-5/2021	Accomack	5/2015-5/2021	Accomack	4/2016-4/2022
Arlington	3/2016-3/2022	Arlington	3/2016-3/2022	Albermarle	4/2016-4/2022
Accomack	4/2016-4/2022	Accomack	4/2016-4/2022		
		Accomack	4/2016-4/2022		
		Albermarle	4/2016-4/2022		

Figure 30g – Merge Children

- Select the Merge Children button at the bottom center of the screen.

CAREGIVER	RELATIONSHIP	CAREGIVER	RELATIONSHIP
Joseph Baker	Father	Joseph Baker	Father
Mary Baker	Mother	Mary Baker	Mother

Merge Josephine Baker & Josie Baker

Cancel

Figure 30h – Merge Children

- The View Child screen with the merged child data will display:

View Josephine Michelle Baker (Merged) To search type and hit enter...

First Name	Josephine	Referral Source	DSS
Last Name	Baker	OASIS ID	569856987
Middle Name	Michelle	Race	African American
Birth Date	5/3/2003	Gender	Female
SSN	7777	Ethnicity	Hispanic
Medicaid ID	452589656		

LOCALITY	USER	START DATE	END DATE
Accomack	Kolitta Reed	05/19/2015	05/19/2021
Accomack	Ciarcy Wilson	04/20/2016	04/20/2022
Accomack	Kolitta Reed	04/22/2016	04/22/2022
Arlington	Kolitta Reed	03/04/2016	03/04/2022
Albermarle	Raji Raji	04/25/2016	04/25/2022

Figure 30i – Merged Children Record

- The Administrator is not allowed to delete locations – even if the duplicate entries are identical.
- The Administrator is not allowed to delete Assessments.
- Any additional changes to the data need to be done by editing the child profile.

How to Contact the CANVaS Help Desk

Any questions regarding the CANVaS 2.0 Solution should be directed to the CANVaS Help Desk or the state administrator within the Office of Children's Services. The CANVaS Help Desk is available and can be called between the hours of 8:00 AM and 5:00 PM toll free at (800) 727-8329 for assistance. The Help Desk can also be reached via email on the bottom of screen with the solution.