



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

ADMINISTRATIVE MEMO #14-07

TO: CPMT CHAIRS
CANVAS DESIGNATED SUPER USERS
CANVAS REPORT ADMINISTRATORS
CSA COORDINATORS

FROM: SUSAN C. CLARE
EXECUTIVE DIRECTOR

DATE: SEPTEMBER 3, 2014

SUBJECT: DELETION OF OUT-DATED "OPEN" ASSESSMENTS IN CANVAS

Please be advised that effective immediately OCS will implement routine database maintenance procedures to delete all CANS assessments that remain open in CANVaS beyond 75 days. As noted in resource materials, CANS assessments should be closed within sixty (60) days of the date of opening the assessment. Assessments which remain open more than 60 days on the CANVaS website are not considered valid.

The timely completion and closing of an assessment ensures the integrity of data. Closing an assessment in CANVaS saves the assessment and ensures that data cannot be changed. Closed assessments may be retrieved and printed at any time.

Please ensure that case managers are aware of the requirement to complete and close assessments in a timely manner. Information on how to close assessments is available on a Tip Sheet entitled "How to Close CANVaS Assessments" located in the CANS folder on the CSA website at the following address: <http://www.csa.virginia.gov/html/ClosingCANVaSAssessments.pdf>.

For assistance with the CANVaS website, please contact:

CANVaS Help Desk
e-mail: canvashelpdesk@rcrtechnology.com
phone: 877-727-8329

For additional assistance and/or questions about this memorandum, please contact:

Carol Wilson
e-mail: carol.wilson@csa.virginia.gov
phone: 804-662-9817