![Office of Children's Services logo — OCS, Empowering communities to serve youth]

# *Navigating CANVaS 2.0*
## *Basics of Using the Site for Raters/Case Managers*

*Creating User Accounts, Searching for and Creating Child Accounts, and Completing and Printing an Assessment*



## *Virginia Office of Children's Services*
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*Navigating CANVaS 2.0*
*Basics of Using the Site for Case Managers/Raters*

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## INTRODUCTION

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, youth and families served by the Children's Services Act (CSA). This document provides basic information for case managers on how to create an account and navigate the CANVaS 2.0 website. Case managers are staff with the local Department of Social Services (DSS), Court Services Unit (CSU), Community Services Boards (CSBs), schools and CSA who work directly with children and families and are responsible for completion of CANS assessments.

For a full explanation of how to use the CANVaS 2.0 website, please refer to the *CANVaS 2.0 User Manual* which may be found in the CANVaS "Documents" folder on the CANVaS 2.0 website or in the CANS folder on the state Children's Services Act (CSA) website at http://www.csa.virginia.gov/Cans/Index.

For technical assistance with CANVaS 2.0, contact the CANVaS Help Desk at 1-877-727-8329 or by e-mail at canvas@rcrtechnology.com . The Help Desk is 'live" from 8:00 a.m.-5:00 p.m. Monday through Friday (excluding holidays).

The CANVaS 2.0 URL is https://www.csa.canvas.virginia.gov The site will be referred to as simply "CANVaS" in the remainder of this document.

## FIRST STEPS!

Anyone who administers the CANS must be currently certified on its use. To train and certify on the CANS for the first time, please see the REVISED New_User_Instructions_to_Access_CANS_SchooX_Training_and_Certification_Site.pdf to get started.

The CANS training site is hosted by the Praed Foundation and is a completely separate website from CANVaS. For technical assistance with the CANS training site, you must contact their site support online. You may click on the "Contact Us" link on the log in page or on the green "? Help" button on the lower right hand side of the screen after logging in, or you may directly e-mail site support at support@tcomtraining.com .

Print a copy of your certification(s) when you have completed the training and certification process.

For more information on CANS training and certification, please visit CANS Training and Certification Site or see the CANS folder on the state CSA website at www.csa.virginia.gov/CANS

## NEW CANVaS USER ACCOUNT CREATION

Once you have successfully certified on the CANS, the next step is to create a CANVaS account so you may complete the assessment online. If you are new to CANS and CANVaS, your Local Administrator (often referred to as the "DSU/RA" (Designated Super User/Report Administrator) will create an account profile for you in the CANVaS system. A list of Local Administrators (DSU/RAs) may be found on the state CSA website DSU/RA List. Or you may contact your local CSA office to find the appropriate person.

To request this account creation, you must complete and sign the "Request to Create or Reactivate a CANVaS Case Manager Account." Your supervisor's signature is also required on this form to confirm that access to CANVaS is required for you to carry out your job responsibilities.

The "Request to Create or Reactivate a Case Manager" account form is included at the end of this document. It may also be found in the CANVaS 2.0 "Documents" folder or on the state CSA website in the CANS folder at http://www.csa.virginia.gov/Cans/Index (CANVaS 2.0 Fact Sheets and Account Management).

Submit the completed and signed form as well as a copy of your CANS certification(s) to your local DSU/RA. If you work in multiple localities, you must submit a copy of the form to each locality's DSU/RA. You will only have one account however, with all your localities listed. Your account is initially created in one locality and then the additional localities may be added. If you or your DSU/RA need assistance with this process please contact the Office of Children's Services (OCS).

Your Local Administrator(s) will use the information you have provided to initiate creation of your account in CANVaS. You will receive an automated e-mail from the CANVaS Help Desk requesting that you click on a link to complete the process of account activation. The link will take you to the below page. If you do not receive the automated e-mail as expected, please check your spam folder or follow up with your DSU/RA or the CANVaS Help Desk.

A log in page will appear.
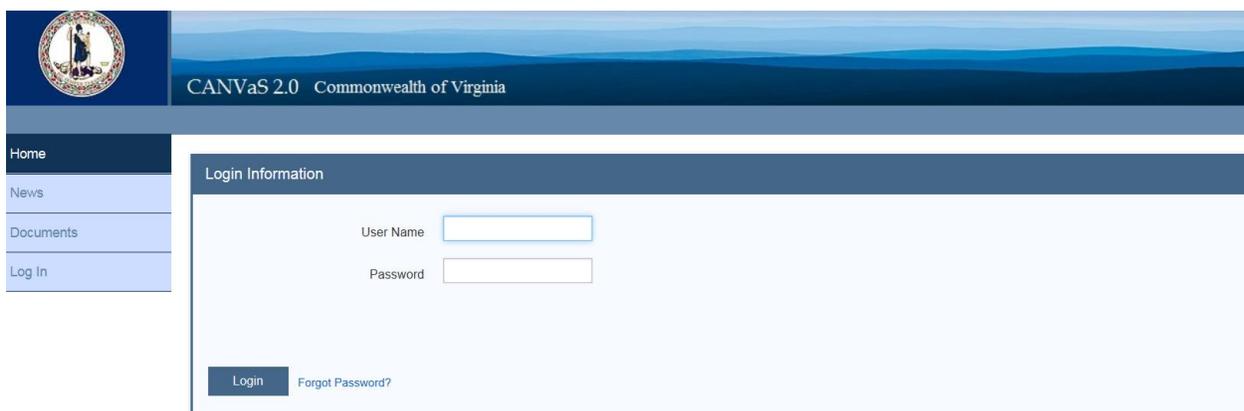


Enter your user name and temporary password (found in the automated e-mail) and click on "Log-in" at the bottom of the page or "Enter."

You will be asked to create a new password and a secret question/answer. Please follow the on-screen prompts to do so.

You will then also be asked to agree to the CANVaS 2.0 User Agreement. You must read all of the terms of the agreement and check the box. You may also print the User Agreement. **Please be sure you understand your responsibilities regarding access and use of CANVaS. Access to CANVaS may be revoked at any time by the system administrator.** Failure to honor the User Agreement may result in loss of access to CANVaS.

Next, click "Activate Account" in the lower left-hand corner of the screen (next page).
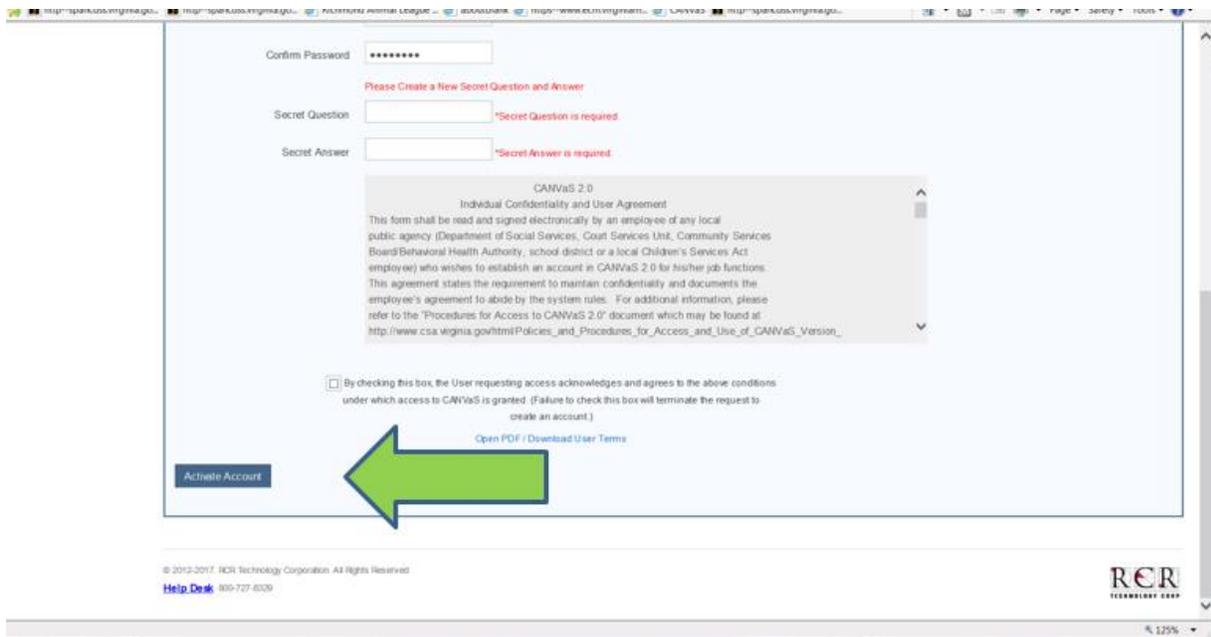
You have now activated your account and may log in.  Once logged in you will see this page.
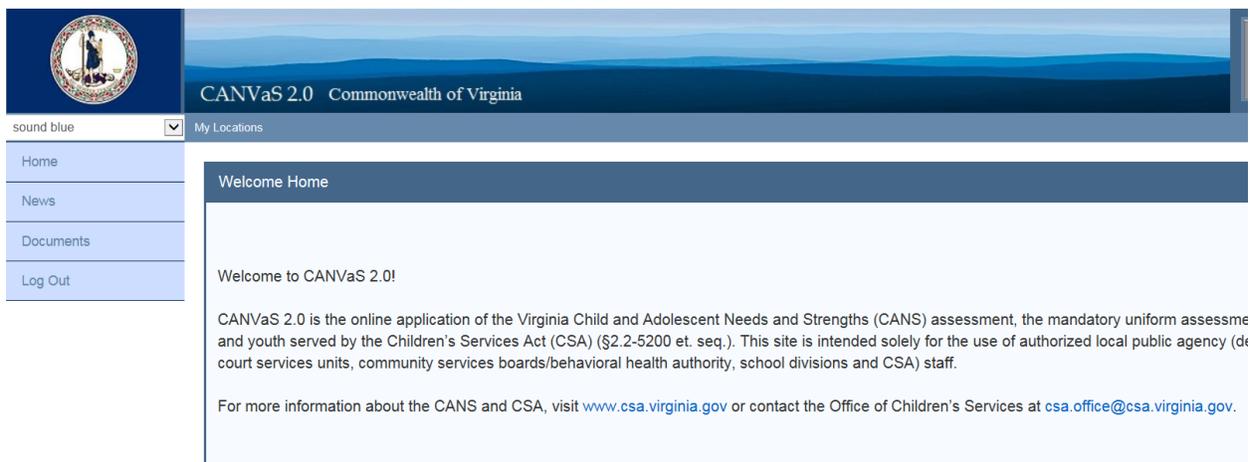


You may now access your account to complete all the necessary functions (e.g., search for children, create assessments, print assessments and other reports).

If you work in more than one locality, and all your localities have been added, do the following:

- Log in to CANVaS.
- You will notice on the upper left side of the screen a tab entitled "My Locations."
- Click on the tab to "Choose Location."
- Scroll down and click on the "bar" or line for the locality you wish to access.
- You may only access one location at a time.
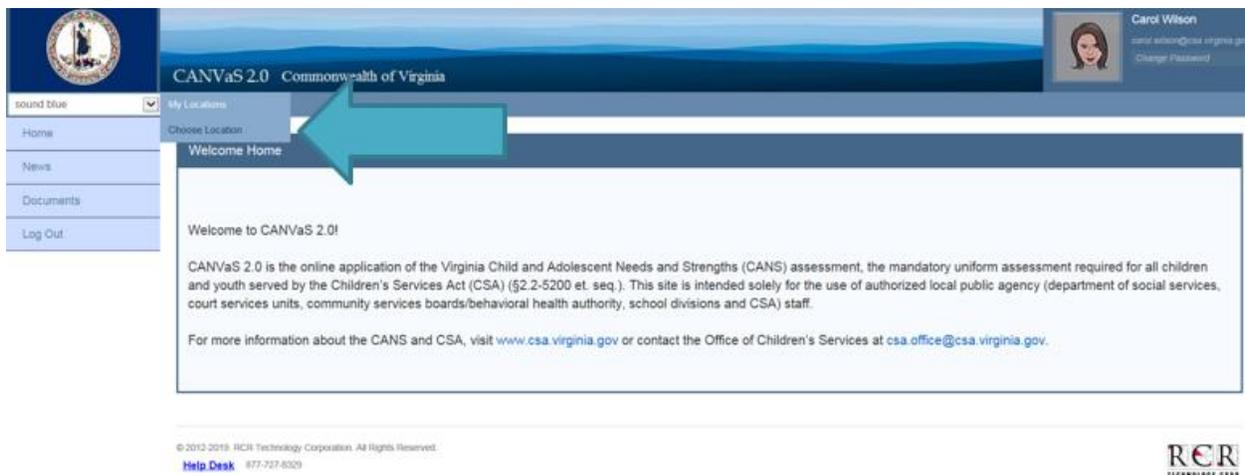
Mouse over the bar for the locality you wish to select and click on the bar. In the screenshot below, King William has been selected.



You may now search for children in CANVaS.

## CHILD SEARCH

**The first step when taking any action related to a child is to search for the child in CANVaS.** To locate a child whose information is already in CANVaS, click on the "Child" tab and then "Child Search" at the top of the page. You will search for a child by the child's unique identifier (SSN) and last name.

If you know the child has had previous CANS assessments, but you are unable to locate the child using the information you have, please contact the previous assessor if appropriate, or your local CSA office. Some localities do not use SSNs and create pseudo-numbers.

If you do not have or are unable to locate the account, please **DO NOT** create a pseudo-number on your own.  Contact the CANVaS Help Desk at 1-877-727-8329.  They will be able to find the child for you.  Once you have located the child's account, click "Edit" on the child's profile page and then enter the correct number in the designated field.

**Note**:  Sometimes users are in a hurry and create a pseudo-number on their own, especially for "new" children.  This will *not* save time.  For example, for a new child, you will be prompted to do an Initial assessment  which is the Comprehensive version with the modules.  Three months later, the next assessor tries to log in with the now correct number to enter a second assessment, but can't find the child's account, so that user creates a new account for the child and will have to complete another Initial assessment.

It's also easy to forget a "made up" number!  If you realize a child has two or more accounts, please contact the Help Desk to merge the accounts using the correct information.

If the child is located, the name and other information will appear in a drop down.



If the child's name appears more than once on this page, it means the child has more than one account.  Please stop and contact the CANVaS Help Desk to merge the accounts.

Otherwise, double-click on the bar with the child's name.  If the child has an account, but is not in the locality you have logged into, **you can add the child to your locality**.  Click on "Add Location"  and then "Save."

## Add Location for Pink Peach

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

| | |
|---|---|
| State | Virginia |
| Locality * | Accomack ▼ |
| User | Carol Wilson ▼ |
| Start Date | 04/02/2019 📅 |
| End Date | 📅 |

* - indicates required field

[ Save ]  [ Cancel ]

### ADDING A NEW CHILD/CAREGIVERS

If this is a new referral, and you know the child has no assessments in CANVaS, you will create the child's profile page. <u>Always search for a child before creating a profile, even on new referrals</u>. Sometimes children have received services years ago, or in another locality. Or the child may have a hyphenated last name or have used just one surname of a hyphenated name. Or, the child's name may have a suffix, like "Jr".

Enter the child's last name and SSN (or pseudo-number used by your locality) and click "Search."

If the message "No child found" is received, click on "Add Child."

**Child Search**

No Child found.

SSN *    001-0

Last Name *    Peach

Search    Add Child    Cancel

No Records Found

Please complete all of the items marked with an asterisk (*) on the "Add Child" page.  Be sure to select the "Referral Source" from the drop down box.  For example, if the child is being referred from the local school district to CSA/FAPT, select "schools."   Or if the child is being referred from the local Court Services Unit, select "DJJ".  It is not necessary to click "Other" and then type in the name of the local agency or schools.

**NOTE**: This step is important as it will guide the type of assessment.  For all children and families being served by the local DSS, please select "DSS."

Please be sure to select the correct "Referral Source."



The "Internal ID" is the case managing agency's assigned number. For example, for a foster child this would be the child's OASIS number.

Select "Race" from the drop-down box. Remember Hispanic/Latino is an ethnicity (last field), not a race.

Select "Gender" (Female, Male or Unknown/Unspecified).

Select "Ethnicity" (Hispanic, Non-Hispanic).

Click "Save" in the lower left hand corner of the screen.

You will return to the child's main page as seen below.  If at any point, changes need to be made to this information (e.g., birth date entered incorrectly) click "Edit", make the revisions, and then click "Save."



The next step is to add a caregiver or caregivers.

To list caregivers, click on the "Add Caregiver" tab.   If the selected referral source is "DSS" up to three caregivers may be entered.   If the referral source is anything other than "DSS" only one caregiver may be added.

| Add Child | Edit | Add Location | Add Caregiver | Add Assessment | Delete | Cancel |

Locations    Caregivers    Assessments

| FIRST NAME | NAME | RELATIONSHIP |
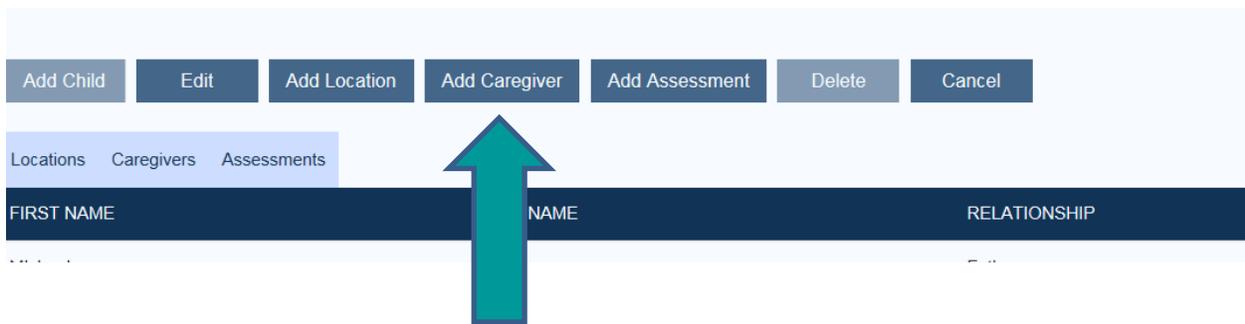
Click on "Add Caregiver."  The only required fields are first name, last name and relationship which is a drop down box.   Again, if the "Referral Source" selected is "DSS" then up to three caregivers may be entered.

**Add Caregiver**

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

| First Name * | | | Zipcode | |
| Last Name * | | | Email | |
| Address 1 | | | Phone | |
| Address 2 | | | Relationship * | -select item-  / Brother / Sister / Mother / Both Parent / Father / Uncle / Aunt / Step Parent(s) / Foster Parent(s) / Non-relative(s) / Other Relative(s) / Grandparent(s) |
| City | | | Active | |
| State * | Virginia | | | |

* - indicates required field

Save    Cancel

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                                                                                                                    125%

Ensure that the box next to "Active" is checked.  If not, click on that box.

Click "Save" and return to the "View Caregiver" page to confirm your changes.  Then, select "Back to Child View" page.

To add another caregiver, select "Add Caregiver."  On the Caregiver page enter the necessary information.  The system will default to "Active."  Click "Save" and "Return to Main Child Page."

## ADDING AN ASSESSMENT FOR ALL CHILDREN

If you have searched for a child and found the child in CANVaS, check (and edit if necessary) the child's information such as date of birth and referral source  to make sure the information is accurate. Whether you have just located a child with a profile already in the system or you have newly created a child's profile, the next step is usually to add an assessment.

On the child's profile page, click on "Add Assessment."

| Add Child | Edit | Add Location | Add Caregiver | Add Assessment | |
|---|---|---|---|---|---|

Locations    Caregivers    Assessments

| FIRST NAME | LAST NAME | RELATIONSHIP | STATUS |
|---|---|---|---|

The following page will appear:

### Add Assessment for Another Peach

**Assessment Date *** `04/01/2019`    🗓
Note: Enter date assessment conducted.

**Assessment Reason *** -select item- ▾ [          ]

**Assessment Tool *** [          ] ▾

**Referral Source** DSS

**Assessment Location *** -select item- ▾

**Certified Assessor *** -select assessment location and t ▾ [          ]

**Assessment Mode *** -select above- ▾

**Start Assessment**    **Cancel**

The first assessment for any new child is the Initial assessment.  The system will default to the Initial for "Assessment Reason" and "Comprehensive" Birth to Four or 5+ (depending on the child's age as indicated by the DOB) for the Assessment Tool."   The "Referral Source" will pre-populate.  The 'Assessment Location" will default to the logged-in locality.  The user's name will appear as the "Certified Assessor."

If the child already has an Initial assessment, you will have two choices, Reassessment or Discharge.  For the reassessment, you may choose either the "Reassessment" version (without the modules) or the Comprehensive version (with the modules) depending on your local CANS policy.   If you are rating a Discharge CANS, the system will select the "CANS Comprehensive".  The referral source is pre-populated.  The locality field will default to the locality into which you have logged.  Enter the date the child's assessment was conducted.  Your name should appear in the drop-down box for "Certified Assessor."  Lastly, select the "Assessment Mode".  The system will default to "Interview Mode", which

provides the question related to each item and limited information for each anchor definition.  Case managers may select "Interview Mode" or "Rapid Entry Mode."  Use "Interview Mode" until you are familiar with the items and their definitions.



**Note:**  Please note that the items are defined more fully in the "*Item and Rating Definitions Manuals*" for each version.  These manuals are located in the "Documents" folder in CANVaS and the CANS folder on the CSA website.  (example, DSS-Enhanced CANS Comprehensive Ages 5+)  Especially when first rating the CANS, having a copy of the "*Item and Ratings Definitions*"  for reference will be very helpful in accurately rating an assessment.

Click "Start Assessment."

In "Interview Mode", the screen looks like the below.

CANS Comprehensive 5+  assessment  (# 328752 )  for  Another Peach
Entry Mode: Interview Mode          Status: Open          Referral Source: DSS          Assessment Reaso

**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 ]

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

In "Rapid Entry Mode" the screen looks like this:

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

| General Questions (Please answer according to anchor definitions.) | 0 | 1 | 2 | 3 | Comments |
|---|---|---|---|---|---|
| INTENSIVE COMMUNITY-BASED SERVICES | ○ | ○ | ○ | | [        ] |
| CHILD REMOVAL | ○ | ○ | | | [        ] |
| CHILD AGE | ○ | ○ | ○ | | [        ] |
| CURRENT PLACEMENT - Foster Home | ○ | ○ | | | [        ] |
| CURRENT PLACEMENT - Group Home | ○ | ○ | | | [        ] |
| CURRENT PLACEMENT - Residential Treatment Center | ○ | ○ | | | [        ] |
| CURRENT PLACEMENT - Family/Relation Home | ○ | ○ | | | [        ] |

| Life Domain Functioning (0 = No Evidence of Problems; 1 = History, Mild; 2 = Moderate; 3 = Severe) | 0 | 1 | 2 | 3 | Comments |
|---|---|---|---|---|---|
| FAMILY | ○ | ○ | ○ | ○ | [        ] |

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## GENERAL INFORMATION ABOUT RATING

If you do not know how to rate the General Questions section, you may switch to "Interview Mode" to see the rating definitions <mark>or see the last page of this document (General Questions Section).</mark> **Please read the item definitions carefully as these questions may factor into the algorithm recommendation for residential placement.**

Select and click on the "bubble" for the appropriate rating for each item. A "Comments" box is provided if you wish to add any notes regarding this item. For example, if you rated a "0" or "1" on "Talents/Interests" you might want to write in the comments box what that specific talent or interest is (e.g., musical: singing, playing the guitar or artistic: drawing, drama, etc.) These comments will print on the assessment report.

## RATING MODULES

The Virginia CANS includes eight "Child Functioning" Modules in the Comprehensive version of the CANS. If a "1" or higher is rated on a trigger item, the user is prompted to rate that module to gather more pertinent information to assist in the assessment. For example, if the "Runaway" item is rated a "1" or higher, the items in the module will prompt the collection of data about how often the child runs away, where the child goes, if someone else assists in the planning, etc.

If you are a DSS user, you must always rate the Trauma Module. If you are a non-DSS rater, you will only rate the Trauma Module on the Comprehensive version if the "Adjustment to Trauma" item is rated a "1" or higher. The Child Functioning Modules are not included in the Reassessment versions of the CANS.

All modules are open (displayed) under the trigger items. If you rate a "0" on the trigger item, the module items will collapse and you will not rate the module. If you rate a "1" or higher on the trigger item, you must complete the module.

In the example below, the substance use module is open.

If there is no evidence or history of substance use, and the item is rated a "0", the Substance Use Module collapses and is no longer visible (as in the following screen shot.)



If the Substance Use item is rated a "1" as indicated below or higher, additional information is gathered through the module questions.  This specific information will assist in developing services or strategies to address this need.



When you reach the bottom of the page, click "Save and Close Assessment."  You will be prompted to complete the "Caregiver Assessment."

| | 0 | 1 | 2 | 3 | Comments |
|---|---|---|---|---|---|
| ● INTENTIONAL MISBEHAVIOR | ○ | ○ | ◉ | ○ | |
| ● SEXUALLY REACTIVE BEHAVIOR | ◉ | ○ | ○ | ○ | |
| ● BULLYING | ◉ | ○ | ○ | ○ | |

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

| | 0 | 1 | 2 | 3 | Comments |
|---|---|---|---|---|---|
| ● INVESTMENT IN PLACEMENT & TREATMENT | ○ | ○ | ○ | ○ | |
| ● COMMUNITY OR OFF-SITE BEHAVIORS | ○ | ○ | ○ | ○ | |
| ● HOME VISITS | ○ | ○ | ○ | ○ | |
| ● CAREGIVER PARTICIPATION | ○ | ○ | ○ | ○ | |
| ● CAREGIVER AND CHILD INTERACTIONS | ○ | ○ | ○ | ○ | |
| ● PROGRESS TOWARD GOALS AND OBJECTIVES | ○ | ○ | ○ | ○ | |
| ● PREPARATION FOR DISCHARGE PLACEMENT | ○ | ○ | ○ | ○ | |

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

You will notice that the "Residential Treatment Module" follows the Child Risk Behaviors Domain at the end of the child's assessment.  As noted, this module is only required if the child or youth is in residential treatment.  Leave blank if not applicable.

## RATING CAREGIVERS

To add the Caregiver assessment, you must click "Add."

### Caregiver Assessment List for Pink Peach

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

| Add | Main Assessment | Back to Child View |
|---|---|---|

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The caregivers on the child's profile will populate as a list.

| Active Caregiver Assessment List for Pink Peach | | |
| --- | --- | --- |
| CAREGIVER NAME | RELATIONSHIP | |
| Sally Sweet | Mother | Add |
| Susie Sour | Aunt | Add |

[Add Caregiver] [Main Assessment] [Back to Child View]

Click on the word  "Add" by the name of the caregiver for whom you wish to enter an assessment.

If you are completing the DSS-Enhanced version, you will complete the "Caregiver Strengths and Needs Domain" as well as the "Child Welfare Module."   Up to three caregivers may be individually rated.  If you are rating using the Standard version, you will rate one caregiver.

## IMPORTANT FOR DSS RATERS-HOW TO RATE CAREGIVERS

The choice of three caregivers was added to CANVaS to encourage the use of concurrent planning.  For example, a case manager may rate the mother from whom the child was removed,  the father who lives separately and a grandparent who is willing to provide a relative placement.  Or a prospective adoptive parent may be rated.

You will rate both the "Caregiver Strengths and Needs" Domain and the Child Welfare Module.  **Apply each item to the individual caregiver you are rating**.  For example, on "Condition of the Home"  if you are rating the grandparent as a possible placement, assess the *grandparent's* home.  For "Marital/Partner Violence in the Home" you are rating the *grandparent's* home, not the parent from whom the child was removed. Similarly, for "History of Maltreatment" you are rating the *grandparent's* history of maltreatment of this child.  For "Criminal Behavior" you are rating the *grandparent's* criminal history and so on.  **The word "parent" is used in some of the items in the Child Welfare Module (Interview Mode") for brevity instead of repeatedly using "Parent/Guardian/Caregiver."**

If an item does not apply at all to this particular caregiver rate a "0" on that item.  For example, if the child is not in foster care, "Commitment to Reunification" would not apply to a caregiver.

## IMPORTANT FOR ALL RATERS-RATING THE CORRECT CAREGIVER(S)

Remember the assessment is intended to guide and evaluate service planning and provision.  For example, if a child was removed from his mother's home and reunification is the goal, then the **mother** is rated as a Caregiver to document why she is unable to care for the child at the time of the assessment. Perhaps the mother has substance use needs and lost her housing which prompted her to neglect her child and inadequately provide supervision.   It may be helpful to think about how these items would be rated if the child was still in the home.  For example, has the mother found stable housing? If so, you

could rate this as a "1" and no longer an "actionable" need.  If the mother is in substance abuse treatment you would to rate the substance use need as "actionable" (a "2" or "3") because the need is being actively addressed.  The assessment should accurately rate the caregiver's strength and needs when the assessment is being done.

Local DSS or agency staff (e.g., foster care worker, probation officer) are <u>never</u> rated as a caregiver.  Foster parents are not rated unless:

- they are pre-adoptive parents
- are the foster parents of a child for whom termination of parental rights was granted but no adoptive family has been identified, or
- are foster parents of an older youth who has no planned permanent caregiver.

If a child is in foster care, the purpose of the Caregiver Assessment is to determine the appropriateness of parents or caregivers for future care of the child**.  The assessment is a way to document whether or not it is realistic that a specific individual will be able to care for the child.**  The Caregiver Assessment can not only guide planning but can either support the need for continued foster care placement or provide documentation for the child's return home.

## RATING OLDER YOUTH

There are a couple of options for rating the Caregiver Domain with older youth who do not have a "planned permanent caregiver."  If the youth is in a foster home, group home or residential program, those caregivers should be rated in the Caregiver Strengths and Needs Domain.  The "Child Welfare" Module should be rated all "0s."  Another possibility is to rate the youth as his/her own potential caregiver.   For example, how well can the youth self-supervise? Is the youth organized enough to remember appointments? Does the youth have physical or mental health needs? Or transportation needs?  Again if this option is selected, the Child Welfare Module is rated all "0s".

## CLOSING AN ASSESSMENT

When you have completed the Caregiver Assessment, click "Save Assessment" then "Back to Main Assessment" at the bottom of the page.  If the assessment is complete, scroll to the bottom of the page and click "Save and Close Assessment." If the caregiver assessment has not been rated, the system will prompt you to return to it.  Click "Edit" to finish the assessment.

If an item anywhere in the assessment has not been rated, the system will notify you at the top of the screen in red font as shown below.

CANS Comprehensive 5+  Assessment  #328954   for  Pink Peach
Entry Mode: Rapid Entry Mode          Status: Open            Referral Source: DSS              Assessment Reason: Reassessment

**Not all required questions have been answered in the following module: Child Behavioral/Emotional Needs**

| General Questions (Please answer according to anchor definitions.) | 0 | 1 | 2 | 3 | Comments |
|---|---|---|---|---|---|
| • INTENSIVE COMMUNITY-BASED SERVICES | ○ | ◉ | ○ | | |
| • CHILD REMOVAL | ◉ | ○ | | | |
| • CHILD AGE | ◉ | ○ | ○ | | |
| • CURRENT PLACEMENT - Foster Home | ◉ | ○ | | | |
| • CURRENT PLACEMENT - Group Home | ◉ | ○ | | | |

Complete the assessment and then "Save and Close Assessment."

When the assessment closes, the software will run the "residential" algorithm.  The recommendation will be that either the child's needs *as indicated by the ratings* meet or do not meet the requirements for residential treatment.

The algorithm recommendation is based on a profile of the child's ratings on specific items.  If the ratings "match" the algorithm profile, research indicates that the youth may benefit from residential treatment.  However, a number of other factors must be considered by the FAPT in making such a decision and the algorithm recommendation is only one piece of information.  **There is no requirement to follow the algorithm recommendation for placement or funding, including Medicaid.**  It may, however, be used to support a decision to place or not to place a child into residential treatment.

Sometimes raters wonder why an assessment of a child with significant needs does not result in the residential recommendation.   The most common reasons for not generating the residential recommendation result from raters not adhering to the Six Key Principles of rating the CANS, specifically not realizing that the need for action (services or interventions) trumps the 30 day time frame and rating a child "in services" instead of rating the child's needs.  (see Six Key Principles link for explanation).   The General Questions section must also be completed appropriately.



View Pink Peach                                                                                          To search type

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

| | | | | |
|---|---|---|---|---|
| First Name | Pink | Referral Source | DSS |
| Last Name | Peach | DSS ID | 234 |
| Middle Name | | Race | Caucasian |
| Birth Date | 01/01/2011 | Gender | Female |
| SSN | 1111 | Ethnicity | Non Hispanic |

**Assessments should always be closed when completed**.

## PRINTING AN ASSESSMENT REPORT

To print a completed assessment, click on the "Assessments" tab on the "View Child Page."

Select the "Report" link for the assessment you wish to print.

| Locations | Caregivers | Assessments | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|

| ASSESSMENT # | TOOL | REFERRAL SOURCE | ASSESSMENT REASON | ASSESSMENT STATUS | LOCALITY | START DATE | CLOSED DATE | CLOSED BY | DISPLAY REPORT | DELETE |
|---|---|---|---|---|---|---|---|---|---|---|
| 328954 | CANS Comprehensive 5+ | DSS | Reassessment | CLOSED | Locality A | 04/02/2019 | 04/02/2019 | Carol Wilson | Report | |
| 324786 | CANS Comprehensive 5+ | DSS | Initial | CLOSED | Locality A | 02/25/2019 | 02/25/2019 | Carol Wilson | Report | |

The first page of the report looks like this:

**Child Assessment Detail Report**

| ⏮ ◀ | 1 | of 6 | ▶ | ⏭ | ⟳ | 100% ⌄ | | Find | Next | 💾 ⌄ | ⟳ | 🖨 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

### Child Assessment Detail Report
**CANS Comprehensive - 5+**

1 of 6

Run Date: 6/3/2019 3:43:47 PM

Child: **Pink  Peach**

Assessment Number: **328954**

Status: **CLOSED**

**Information Detail**

Referral Source: **DSS**

DSS ID: **234**

Birthdate: **01/01/2011**

Gender: **Female**

Case Manager:  **Carol Wilson**

*Case Manager Signature*

Locality:  **Locality A**

Phone:  **8046629817**

Email:  **carol.wilson@csa.virginia.gov**

**Assessment Detail**

Assessment Number: **328954**

Assessment Reason: **Reassessment**

Assessment Date: **4/2/2019 3:55:33 PM**

Completion Date: **4/2/2019 4:23:00 PM**

Assessment Status: **CLOSED**

Algorithm Results:  **The assessment is closed.  The child's assessment meets the algorithm requirements for residential treatment**

| Caregiver | Relationship |
|---|---|
| Sally Sweet | Mother |

There are multiple pages which may be accessed by clicking the page number or the arrow in the upper left hand side of the screen.

To print the report, click on the print icon and select "PDF" from the drop-down choices.
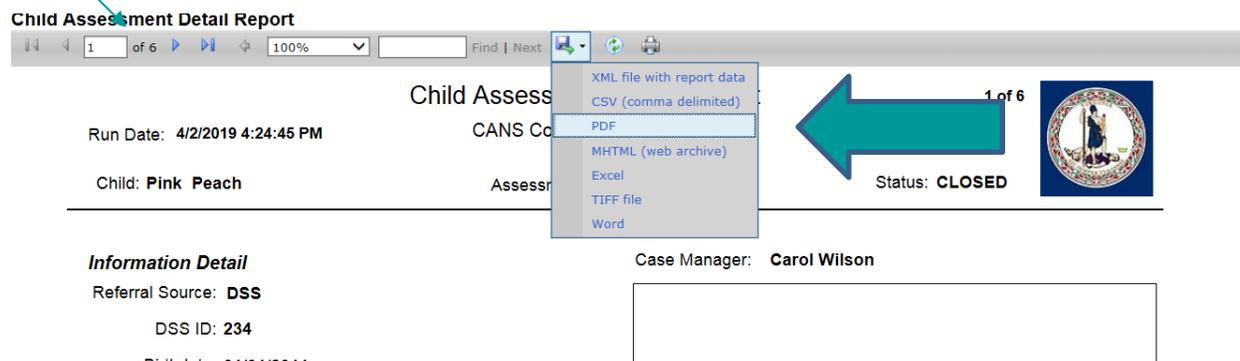


The system will ask if you want to open or save the document. To print, select "Open". You may then print from your browser.


## REPORTS

Case managers who have entered at least one assessment for a child may access the "Individual Progress Report" (IPR) which compares ratings on the last two reassessments with the Initial CANS completed for a child. For more information on this easy way to track progress, see the CANVaS 2.0 Individual Progress Report article in the Spring 2017 edition of the OCS Newsletter.

Similarly, there is a "Permanency Report" which provides a snapshot of ratings on caregiver assessments over time. The ratings are organized by Protective Factors and provide a summary of progress to assist in service planning.

For more information about CANVaS reports, please see the **CANVaS 2.0 Reports Manual**, which is located in the "Documents" folder in CANVaS and in the CANS folder on the state CSA website at http://www.csa.virginia.gov/Cans/Index


## OTHER IMPORTANT INFORMATION

### What to do if you leave or transfer employment:

As noted in the User Agreement, when you leave employment as a case manager you must let your Local Administrator or CSA office know that you no longer need access to CANVaS. Even if you are moving to another agency in the same locality or moving to another locality where you will still be responsible for administering CANS, your CANVaS account should be inactivated and an end date added on the "Location" list.

When you are employed in your new agency or locality, you must complete the "Request to Create or Reactivate a Case Manager Account" form (found at the end of this document, or in the CANVaS Documents folder and on the CSA website at www.csa.virginia.gov/CANS) and have it signed by your new supervisor.  Access to CANVaS is based on your need to complete the specific job responsibilities of a particular position, so only your current employer can vouch that access is needed to fulfill your current job functions.

*All identifying information such as names of children and other information such as item ratings is fictitious.  This document is a basic outline for CANVaS users to log in and complete assessments.  For a full explanation of how to use the CANVaS 2.0 website, please refer to the CANVaS 2.0 User Manual.  For assistance contact the CANVaS Help Desk at 1-877-727-8329 or by e-mail at canvas@rcrtechnology.com*

*Office of Children's Services*
*June 2019*

**GENERAL QUESTIONS SECTION IN CANVAS 2.0**

The first section, entitled "General Questions" must be completed.  These questions and options for rating may also be viewed in "Interview Mode." The questions and rating definitions are:

1. **Has the child received intensive community based services in the past six months, and if so, were those services successful?**
    - o "0"   Child has not received community-based services.
    - o "1"   Child has received community-based services and the services were successful.
    - o "2"   Child has received community-based services and the services were not successful.

2. **Has the decision been made by DSS (Department of Social Services) or the J&DR (Juvenile and Domestic Relations) court to currently remove the child from home?**
    - o "0"   No, a decision has not been made.
    - o "1"   Yes, a decision has been made.

3. **Child's Age**
    - o "0"   The child is ages 5-13.
    - o "1"   The child is ages 14-17.
    - o "2"   The child is age 18 or older.

4. **Child's Placement (Rate "0" for NO and "1" for YES.)  Rate the child's primary placement.**

    Foster Home: Is the child currently placed in a foster home?
    - o "0"   No, the child spends no time in a foster home.
    - o "1"   Yes, the child spends at least some time in a foster home.

    Group Home: Is the child currently placed in a group home?
    - o "0" No, the child spends no time in a group home.
    - o "1" Yes, the child spends at least some time in a group home.

    Residential Treatment Center:  Is the child currently placed in a residential treatment center?
    - o "0" No, the child spends no time in a residential treatment center.
    - o "1" Yes, the child spends at least some time in a residential treatment center.

    Family/Relation Home:  Is the child currently placed with family or relative?
    - o "0" No, the child spends no time in a family or relative's home.
    - o "1" Yes, the child spends at least some time in a family or relative's home.

# Request to Create or Reactivate a New Case Manager Account

## CANVaS 2.0

CANVaS 2.0 is the online software for the Virginia Child and Adolescent Needs and Strengths (CANS) assessment. CANS is required for all children and youth receiving services funded through the Children's Services Act (CSA) and all children in foster care. Users are required to read and acknowledge acceptance of the requirements of the online user agreement.

If you are a case manager for the local department of social services, court services unit, community services board/behavioral health authority, schools or CSA who completes CANS for children on your caseload, please provide your Local Administrator with the following information to create your CANVaS access. Only public agency case managers, not private providers, may establish CANVaS accounts.

Your Local Administrator's contact information may be found at *http://www.csa.virginia.gov/rosters* Complete and submit this form to your Local Administrator to establish an account. Local Administrators are often referred to as Designated Super Users/Report Administrators (DSU/RAs).

### REQUIRED INFORMATION

**Name** _____

**Job Title** _____

**Agency** _____

**E-mail Address**_____

**Phone Number** _____

**User's Signature** _____ **Date**:_____

**Requested User Name** _____

**Location(s) for which access is needed** _____

**Signature of Agency Supervisor*** _____ **Date:** _____
*The signature of the supervisor is required to confirm that the case manager requesting access to CANVaS 2.0 requires such access to carry out his or her job responsibilities.*

**Printed Name of Agency Supervisor** _____

<mark>Send this information, along with a copy of your current CANS certification to your Local Administrator.</mark>
Your DSU/RA (Local Administrator) will create an account for you which will generate an e-mail being sent to you with a temporary password. Upon your first log- in to the system, you will be asked to create a secret question and answer as well as a new password. Passwords must be updated every ninety days.

If you do not receive the e-mail, contact your Local Administrator. For other access issues, you may contact the CANVaS Help Desk at 1-877-727-8329 or by e-mail at canvas@rcrtechnology.com (Do not e-mail child specific information.) Or you may contact the Office of Children's Services at (804) 662-9815.