

Ohio Children's Initiative Child and Adolescent Needs and Strengths (CANS) Information Technology System

Assessor User Guide

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Revision History

Date	Version #	Description
4/6/2022	1.0	Initial draft of the document. Final approved version.
5/5/2022	1.6	Updated figure 2 to include correct course name. Added note for what course certification numbers are acceptable for registration.
5/16/2022	1.7	Updated course list by adding note for needing booster if using CANS 1.0.
7/8/2022	1.8	Added note box for case number field.
11/18/2022	2.0	Section 7.1: Added third search option (c) to search for child/youth in custody and updated screenshots (Figures 11-14 and 18) to show the third option. Revised Step 33 text (pp. 29-30) re a pop-up in response to the submit button click for an OhioRISE Waiver youth and added Figure 29 screenshot of that pop-up.
3/2/2023	2.3	Added Pending Assessments tab to Section 5.3, updated screenshots, and reorganized chapters.
5/1/2023	3.0	Additional assessment outcomes and status descriptions were added. Updated screenshots and field descriptions for creating new assessments. Pending assessment view chapter added. New functionality descriptions on cloning assessments.
10/03/2023	4.0	Updated for R3.1, R4.0 Section 4.2: Updated and added the screenshots for the figure 14,15,15.1 and added step 2 under 4.2. Section 5.2: Updated and added the screenshots 4.2 for the figure: 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and description for step 20 and 40.
12/01/2023	5.0	Updates for R5.0 Updated screenshots for Figures 18. 20, 21, 34, 35, 23-31. Added 5.1.1 Section
12/26/2023	5.1	Updates for R5.1 Updates for assessor registration and available provider types
02/12/2024	6.0	Updates for R 6.0: Added the screenshot to reflect Professional work email field on the Assessor's Profile, added child/youth results not found section, screenshots, and verbiage, update assessment screenshots to reflect Assessment Trends button, updated the domain screens to reflect the View Prior Rationale button.
03/07/2024	6.1	Updated figures 15, 16, 17, 18, 21, 30 Revamped file upload, updates to child/youth info and minor changes in trauma domain.

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Approval History

Date	Version #	Area
4/20/2022	1.0	ODM Strategic Initiatives.
2/27/2023	2.3	ODM Strategic Initiatives.
6/5/2023	3.0	ODM Strategic Initiatives.
10/16/2023	4.0	ODM Strategic Initiatives.
12/07/2023	5.0	ODM Strategic Initiatives.
12/29/2023	5.1	ODM Strategic Initiatives.
02/22/2024	6.0	ODM Strategic Initiatives.
	6.1	ODM Strategic Initiatives.

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Introduction

What is the Ohio Children's CANS Tool Initiative?

The Ohio Children's Initiative Child and Adolescent Needs and Strengths (CANS) tool, developed with leadership from Governor DeWine's Children's Initiatives and Ohio's child-serving state agencies, is used by a wide variety of providers to inform care planning and decision making for children and adolescents with behavioral health needs. The Ohio Children's Initiative CANS is also be used to establish eligibility for the OhioRISE program. Certified Ohio Children's Initiative CANS assessors are expected to use the CANS to gather all information about the child/youth and family story to describe their strengths and needs.

What is the CANS Information Technology System?

The CANS Information Technology (IT) System:

- Documents CANS assessments and reassessments/updates with a youth/caregiver. Certified
 Ohio Children's Initiative CANS assessors will register and use the system to document these
 assessments in a single location.
- Supports our cross-system goal of "One Child, One CANS" and ensures that youth/caregivers do not need to retell their stories.
- Improves care continuity and collaboration. Outputs/results are accessible to assessors and care team members, promoting cross-system coordination in real-time.
- Produces immediate decision support model outputs, including care coordination and care recommendations.
- Records information about the child/youth and their caregiver(s) within one shared system.
- Monitors trends and outcomes to identify gaps and inform access and capacity improvement efforts.

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1. How Do I Become a CANS Assessor?

Registration

You must have Ohio Children's Initiative CANS certification to register in the CANS IT System and complete a CANS assessment with a child/youth. To become a certified Ohio Children's Initiative CANS assessor, you must:

- Complete CANS training with the Child and Adolescent Behavioral Health Center of Excellence (COE), which is responsible for providing statewide professional development activities related to the Ohio Children's Initiative CANS assessment tool. Assessors must complete the Transformational Collaborative Outcomes Management (TCOM) and Ohio Children's Initiative CANS Comprehensive training with the COE.
 - If you were already certified in a previous version of the CANS, you will need to complete the new version of the TCOM and Ohio Children's Initiative CANS training.
- **2.** Register on the <u>Praed Foundation's website</u> to complete the CANS Assessor certification exam and pass with a grade of 70% or higher.
 - The COE will provide you with a coupon code to waive the cost of the exam after you have completed their training.
 - CANS training dates and additional information about the CANS training process are available to you on the <u>OhioRISE webpage</u>. Additional CANS training dates will be announced when available.

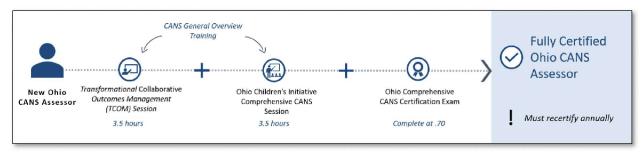


Figure 1 - Assessor Certification Overview

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Note:

A one-time self-registration process is required to use the CANS IT system.

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2. How do I Register in the CANS System?

Steps to Self-Register

1. Gather the following necessary information: You will need your Assessor ID and Praed Certification Number to complete the self-registration. These numbers can be found on your Certificate of Completion provided to you by email from the Praed Foundation after your certification exam (0.70 score or higher). Please note that your Praed Certification Number does not include the letter "c" at the beginning.

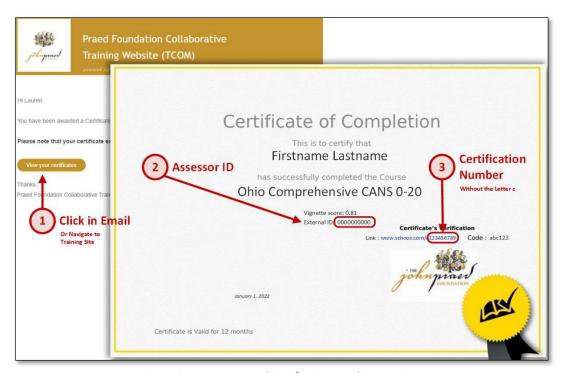


Figure 2 - Assessor ID and Certification Number Location

Note:

Please note that you will need to use your course certificate from one of the below courses and not individual live sessions, events and/or webinars.

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Ohio Comprehensive CANS 0-20

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• Ohio Comprehensive CANS 0-20 Certification Test



- 2. Open Chrome and enter the following address: https://cans.medicaid.ohio.gov/s/login.
- 3. Click the **Don't Have an Account? Click Here to Create One** button. The Assessor Registration Form page will be displayed.
- **4.** Complete the form. Fields marked with the red asterisk (*) are required.
- 5. Click the Submit button.

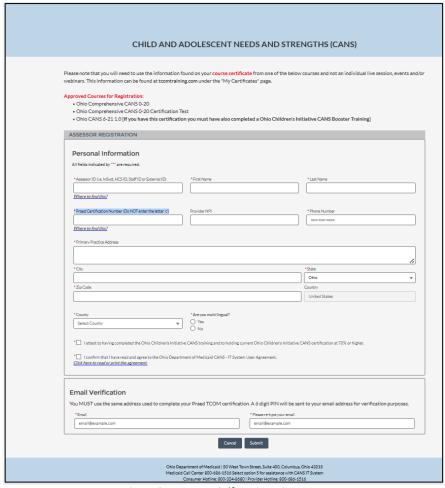


Figure 3 - Assessor Self-Registration Form

Assessor ID – Found on your Certificate of Completion.

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Praed Certification Number – Does not include the letter "c" at the beginning.

NPI Field – Please provide an NPI number if you have one.

Primary Practice Address Field – Provide the address of the agency or entity for which you will primarily be completing the CANS Assessments.



6. The Verify Email pop-up will open on your screen. Check your email from CANS for the verification code and enter the code on the Verify Email page. You will have 15 minutes to enter the code and click the Verify button.

Be sure to check your spam or junk folders if you did not receive the email. If you do not receive your verification code or run out of time to enter your code, please go back to <u>step one</u>, and repeat the process to obtain a new code to verify your email address.



Figure 4 - Example of Verification Code Email

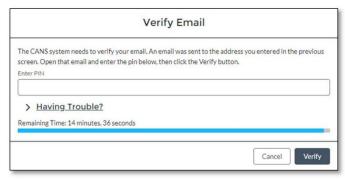


Figure 5 - Verify Email Address

Upon verification, a success message will be displayed, and you will receive an email containing your username and instructions to change your password.

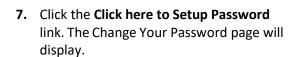




Figure 6 - Assessor Self-Registration Success Message



Figure 7 - Your Username and Instructions Email to Set Your

Password



- 8. Enter and confirm a new password and click the **Change Password** button. Your password must contain:
 - 10 characters
 - 1 letter
 - 1 number

The CANS Log In page is displayed.

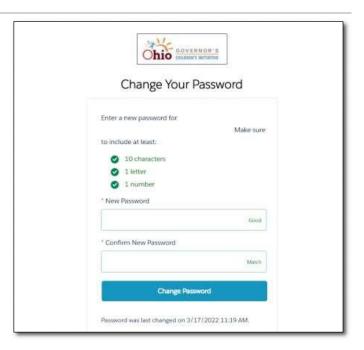


Figure 8 - Change Your Password

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3. Getting Started in the CANS IT System

Note:

The self-registration must be completed before you can log into the CANS IT system. See the section How Do I Self-Register in the CANS IT System?

3.1 Logging In

 Open Chrome and enter the following address: https://cans.medicaid.ohio.gov/login

You will be presented with the following Login page (figure 8).

 Enter your Username and your Password, then check the Terms and Conditions box.

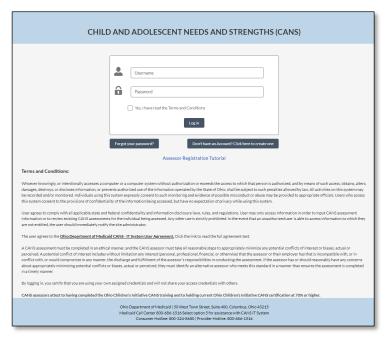


Figure 9 - CANS Login Page

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3. Click the Login button. The CANS Homepage is displayed.



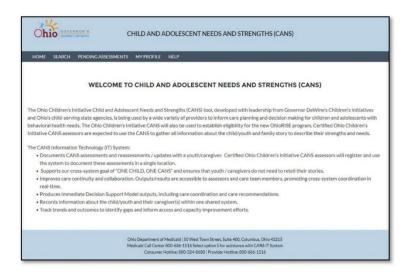


Figure 10 - CANS Homepage

For password help, see the section Resetting Your Password.

3.2 The CANS Homepage

The homepage contains welcome information and includes a menu with the following options described in the following Table 1.

Menu Item	Action or Description
HOME	The main welcome page of the system. This page contains information about the OhioRISE CANS program, the CANS IT System, and where occasional important notifications or system maintenance messages can be found.
SEARCH	The page where you can search for a Child/Youth in the CANS IT System. Assessments can be started after a search is made, or past assessment information can be reviewed.
PENDING ASSESSMENTS	All assessments that have been started by you but not yet completed. These are assessments that are in initiated or draft status.
MY PROFILE	Your account information (your information as an assessor). See the section How can I View and Update My Profile? for more details.
HELP	Provides links to reference materials, user guides, CANS IT System trainings, and CANS tip sheets.

Table 1 - Homepage Menu Options

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4. Searching in the CANS IT System

4.1 Searching for a Child or Youth

- 1. From the CANS menu click the SEARCH option to begin the search process.
 Choose one of the three options (a, b, or c) to search for a Child/Youth:
 - a. If the Medicaid ID or SSN is known, then select the first search option and use a combination of (Medicaid ID or SSN) and (First Name or Last Name or Date of Birth) (Figure 11).

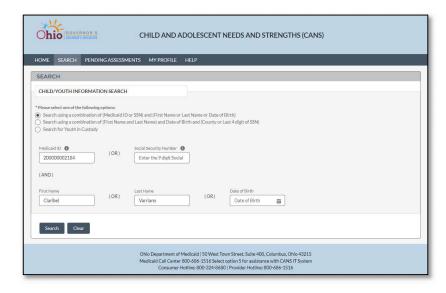


Figure 11 - Search for a Child/Youth in CANS Option A

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- b. If the Medicaid ID and SSN are not known, then select the second option to search using a combination of (First Name and Last Name) and Date of Birth and (County or Last 4 digits of SSN) (Figure 12).
- c. This option is intended to be used for a Child/Youth in custody. If the Medicaid ID or SSN are known. then select the third option to search using a combination of (12-digit Medicaid ID or 9digit SSN) and (First Name or Last Name or Date of Birth) (Figure 13).
- Enter the required information on the screen and click the Search button.
 The results will be displayed under the Search button.

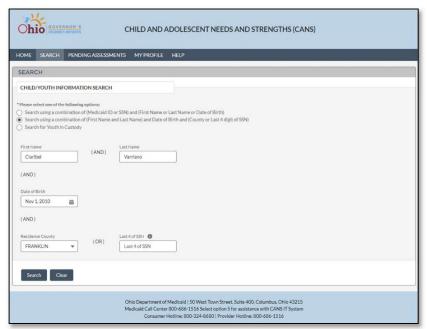


Figure 12 - Search for a Child/Youth in CANS Option B



Figure 13 - Search for a Child/Youth in CANS Option

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Scroll down to see the rest of the page which may not be visible on your screen if there are multiple Child/Youth records. The page contains one or more buttons depending on the results found in the search.



4.2 Child/Youth Results Found

 The results yield the Child/Youth after clicking the Search button.

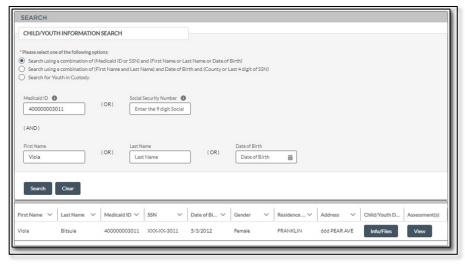


Figure 14 - Assessment Records for a Found Child/Youth

- 2. Click the Info/Files button to display detailed information about Child/Youth. You can review this information and close the pop-up when done.
- **3.** Click the **Files** tab to optionally add a file.

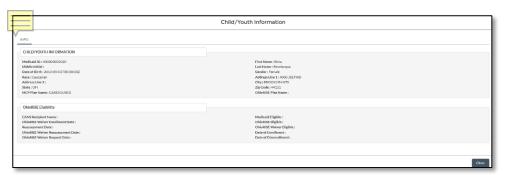


Figure 15- Detailed Information about a Child/Youth



Figure 16 - Files

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4. Edit, Download, Preview, or Delete, the uploaded file(s).



Figure 17 - Upload-Files

- 5. Click the View button and a pop-up will display information about the Child/Youth's assessment(s). This includes assessments in all statuses: Initiated, Draft, and Completed. You can have up to five interactive options on this page: Close, View, Edit, Clone, and Create New. See sections <u>Assessment Status</u> and <u>Assessment Buttons and Actions</u> for detailed descriptions.
- **6.** Click the Edit, Clone, or Create New button to show the Create Assessment screen. Continue to the How Do I Create a Child/Youth Assessment? in this document for more steps.

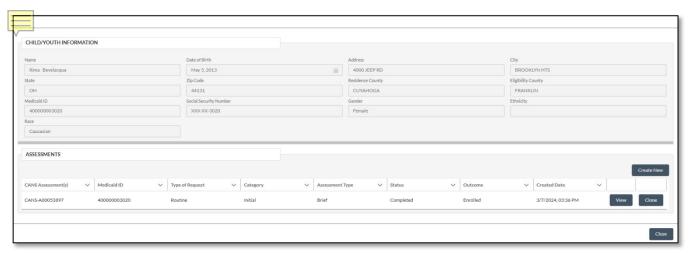


Figure 18- View

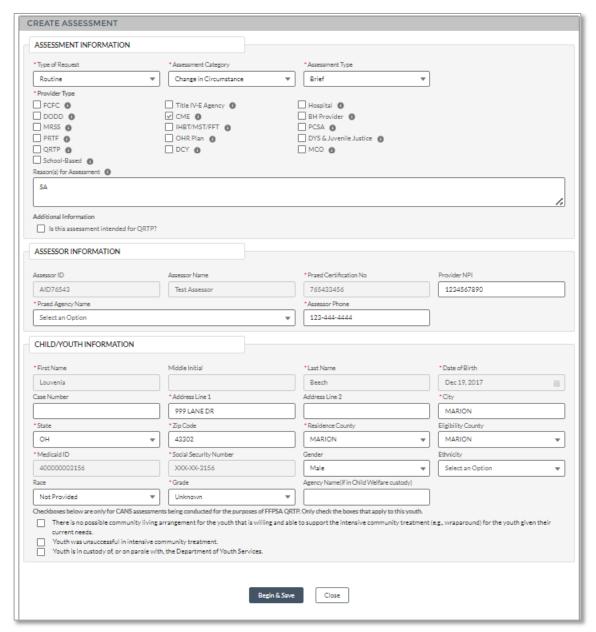


Figure 19- Create an Assessment

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4.3 Child/Youth Results Not Found

If the Child/Youth is not found in the CANS or MITS systems, the following message is displayed at the bottom of the SEARCH page.

1. Click the Create Assessment button to begin a new assessment for the Child/Youth and continue to the How Do I Create a Child / Youth Assessment? section for more information.

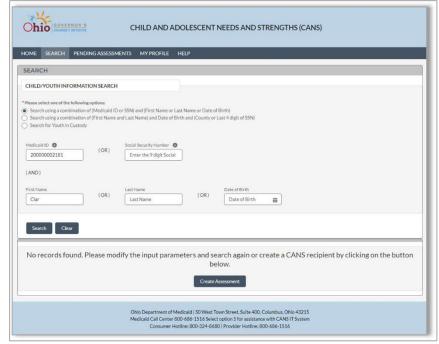


Figure 20- Search Result - Child/Youth Not Found

Note:

The system will not display certain results of the Child/Youth search based on the following:

- No assessments will display for an OhioRISE disenrolled (or never enrolled) Child/Youth over the age of 21. The Child/Youth demographic information will be visible.
- No Child/Youth or their assessments will display for a Child/Youth over the age of 23.

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5. How Do I Create a Child/Youth Assessment?

Types of Assessments that can be Created

There are two ways you can get to the CREATE ASSESSMENT page after completing a search for a Child/Youth. Edit or Create New.

- **Edit**: An assessment that was started previously can be edited if it is in draft status (i.e., not submitted) by the assessor who created it.
- **Create New**: A new assessment can be created at any time for a Child/Youth.
- **Clone:** A new assessment with all fields and values copied from the assessment. This option is available for Routine, OhioRISE Waiver, or Crisis assessments that are in completed status.

The fields in the ASSESSMENT INFORMATION section of the CREATE ASSESSMENT page will be different depending on your selections. The next section in this chapter shows you the steps to create an assessment for a Child/Youth.

Clone

After searching for a child/youth, assessors can view previous assessments and clone previous assessments.

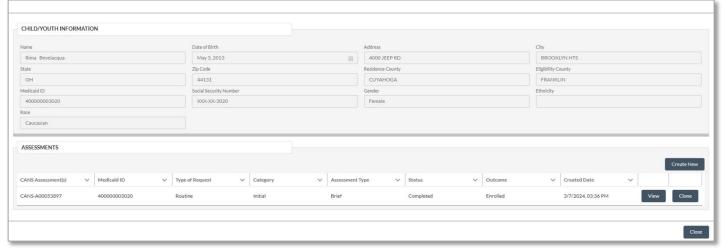


Figure 21- Clone Option

Note:

IP Psych assessments cannot be cloned.



The system streamlines the process of managing narratives in assessments, ensuring presentation chronologically, immutable, and easily accessible when required.

5.1 Creating an Assessment

1. REQUIRED ASSESSMENT INFORMATION:

ASSESSMENT INFORMATION

- Type of Request
- Assessment Category
- Assessment Type
- Provider Type
- Reason(s) for Assessment
- Referral Source

ASSESSOR INFORMATION

- Assessor Agency Name
- Phone Number

• CHILD/YOUTH INFORMATION

- o First Name
- Last Name
- Date of Birth
- Address
- City



Figure 22- Child Youth Assessment Brief

- o State
- Zip Code
- o Residence County
- o Medicaid ID
- Social Security Number
- Grade



A <u>CME Provider Type</u> may complete a OhioRISE 1915(c) Waiver Request. Please select OhioRISE Waiver under <u>Type of Request</u> if you are a CME provider type and completing a CANS assessment to determine OhioRISE Waiver eligibility.

Please see the definition tables for additional information about <u>Type of Request</u>, <u>Assessment Category</u>, <u>Assessment Type</u>, <u>Provider Type</u>. <u>Additional Information</u>, <u>Assessor Agency Name</u>.

- 2. Click Begin & Save. If a red error message is displayed for any field, correct or complete the missing information and click Begin & Save. The following EDIT ASSESSMENT page is displayed.
- **3. Age range** is displayed to distinguish CANS domain.



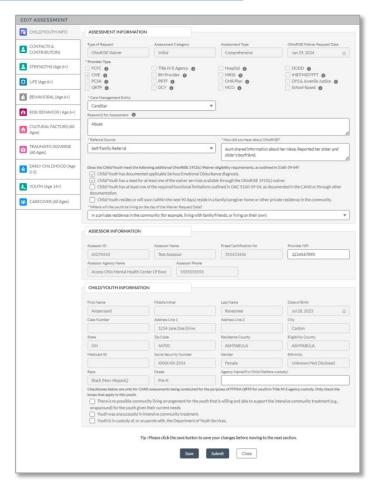


Figure 23- Saved Information for CHILD/YOUTH INFO – Brief

Note:

For Case Number, enter Ohio Benefits or SACWIS case number (if known).

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Click the **Save** button in the EDIT ASSESSMENT page to save the information on the current tab. Each tab must be saved individually, or information may be lost. When all the tabs are completed, click the **Submit** button on the last tab to finish the Child/Youth's assessment.

- Complete the CONTACTS & CONTRIBUTORS tab.
- 2. Add the PRIMARY CONTACT information.
- Fill out the CONTRIBUTORS section.
- **4.** Click **Save**. When the page is saved, continue to the next tab.

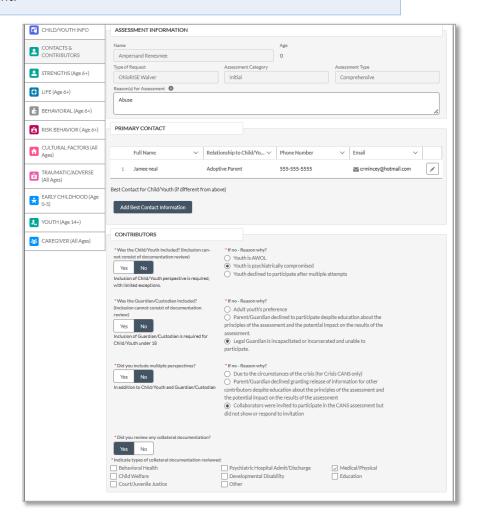


Figure 24- CONTACTS & CONTRIBUTORS Tab - Comprehensive

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- 5. Click STRENGTHS on the left tab menu.
- Complete the STRENGTHS DOMAIN tab.
- Write the rationale for Centerpiece, Useful Strengths, and Strengths to Build in the textbox.
- Click Save. When the page is saved, continue to the next tab.

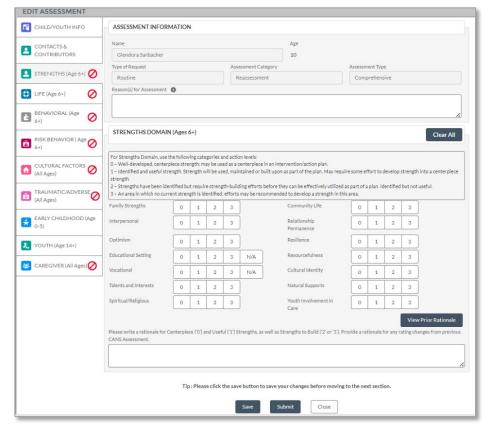


Figure 25- STRENGTHS Tab - Comprehensive

Not all the domains/tabs are required for every Child/Youth, depending on their age. If a tab is not required for the Child/Youth you are assessing, move to the next tab.

Note:

The Clear All button will remove all selected values on the screen. It is available for all the domains of the assessment.

Note:

View Prior Rationale: Shows the rationale for a specific domain from all prior submitted assessments.

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- 9. Click LIFE in the left tab menu.
- **10.** Complete the **LIFE FUNCTIONING DOMAIN** tab.
- **11.** Write the rationale for any item in the Life Functioning Domain and related modules rated actionable in the textbox.
- **12.** Click **Save**. When the page is saved, continue to the next tab.

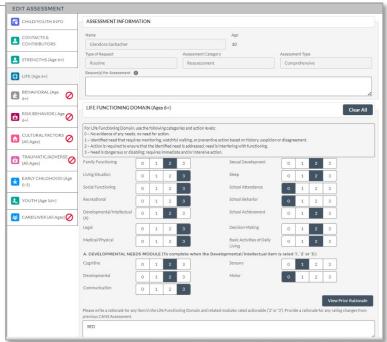


Figure 26 - LIFE Tab - Comprehensive

Note:

Comprehensive CANS Items with a (A, B, C, D, E, F, G, H, I, J) at the end have a **Submodule** to complete when a rating of 1, 2 or 3 is selected.

- 13. Click BEHAVIORAL in the left tab menu.
- **14.** Complete the **BEHAVIORAL/EMOTIONAL NEEDS DOMAIN** tab.
- **15.** Write a rationale for any item in the Behavioral/Emotional Needs Domain and related modules rated actionable in the textbox.
- **16.** Click **Save**. When the page is saved, continue to the next tab.

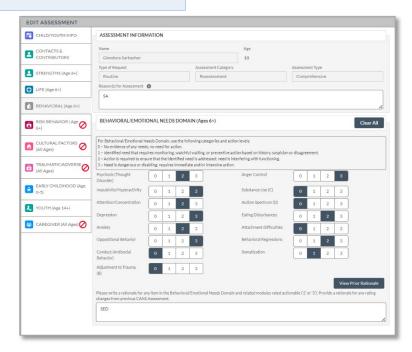


Figure 27- BEHAVIORAL Tab - Comprehensive



- 17. Click RISK BEHAVIOR in the left tab menu.
- **18.** Complete the **RISK BEHAVIORS DOMAIN** tab.
- **19.** Write a rationale for any item in the Risk Behavior Domain and related modules rated actionable in the textbox.
- **20.** Click **Save**. When the page is saved, continue to the next tab.

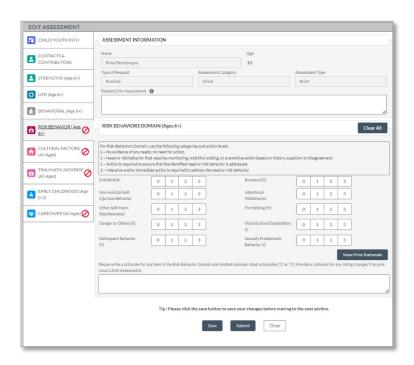


Figure 28- RISK BEHAVIOR - Comprehensive

- 21. Click CULTURAL FACTORS in the left tab menu.22. Complete the CULTURAL FACTORS DON
- **22.** Complete the **CULTURAL FACTORS DOMAIN** tab.
- **23.** Write a rationale for any item in the Cultural Factors Domain rated actionable in the textbox.
- **24.** Click **Save**. When the page is saved, continue to the next tab.

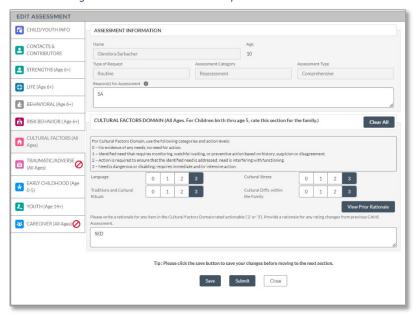


Figure 29- CULTURAL FACTORS Tab - Comprehensive

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- **25.** Click TRAUMATIC/ADVERSE in the left tab menu.
- 26. Complete the POTENTIALLY
 TRAUMATIC/ADVERSE CHILDHOOD
 EXPERIENCES DOMAIN tab.
- **27.** Write a rationale for any item rated 'YES' in the textbox.
- **28.** Click **Save**. When the page is saved, continue to the next tab.



- **29.** Complete the **EARLY CHILDHOOD DOMAIN** for Child/Youth aged 0-5 only.
- **30.** Write a rationale for any item in the Early Childhood Domain rated actionable in the textbox.
- **31.** Click **Save**. When the page is saved, continue to the next tab.

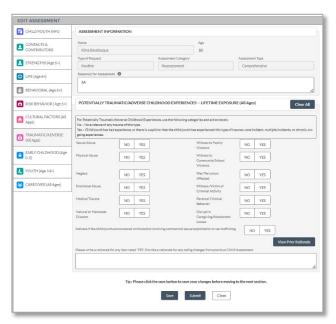


Figure 30- TRAUMATIC/ADVERSE Tab - Comprehensive

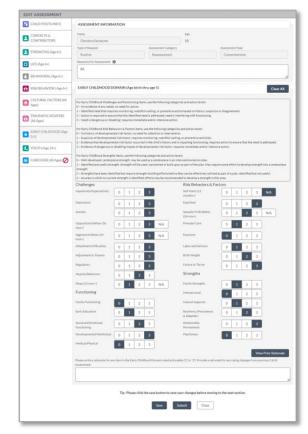


Figure 31 - EARLY CHILDHOOD Tab - Comprehensive



32.Click YOUTH in the left tab menu. 33.Complete the **TRANSITION AGE YOUTH**

DOMAIN for Child/Youth aged 14+ only.

- **34.** Write a rationale for any item in the Transition Age Youth Domain rated actionable in the textbox.
- **35.** Click **Save**. When the page is saved, continue to the next tab.

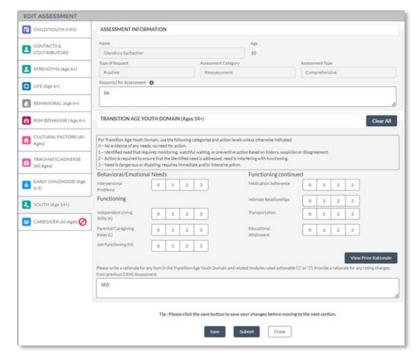


Figure 32- YOUTH Tab - Comprehensive

- **36.** Click **CAREGIVER** in the left tab menu.
- **37.** This page has two selection boxes: No Viable Caregiver Identified and Add Caregiver Information under Resources & Needs Domain section.
- **38.** No Viable Caregiver identified: When selected, 2 reasons will appear. Select the applicable reason.

No Viable Caregiver Identified

If you select the No Viable Caregiver Identified box, the Add Caregiver Information button disappears. Select this option if there is no one that fills this role for the Child/Youth's life.

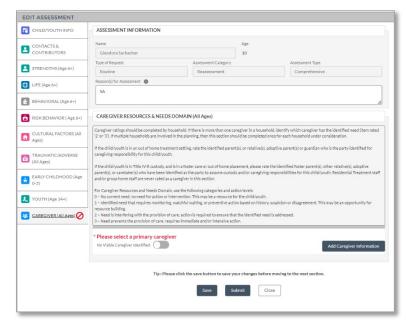


Figure 33- CAREGIVER Tab – Comprehensive

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5.2 Viewing Pending Assessments

The PENDING ASSESSMENTS tab in the menu bar allows you to view all assessments that are in initiated and draft status.

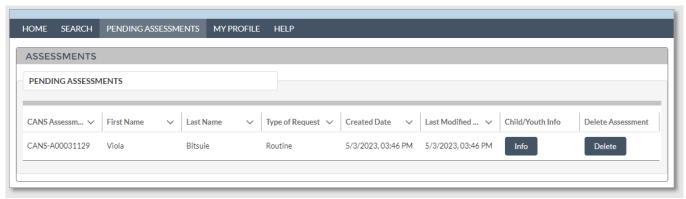


Figure 33 - CANS Homepage Pending Assessments

Status	Description
Draft	The demographic information is complete, but the individual sections of the assessment are not. You can edit an assessment that you initiated with this status to pick up where you left off.
Initiated	An assessment was started but the demographic information is not complete. You can edit an assessment that you initiated with this status to pick up where you left off.

Table 2 - Assessment Description



Figure 34- Pending Assessment Info Pop-up

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5.3 Buttons and Actions

Button	Description
Clone	Creates a new assessment with all fields and values copied from the assessment. This option is available for Routine, OhioRISE Waiver, or Crisis assessments that are in completed status.
Close	Review the Child/Youth's assessment(s) information and close the pop-up.
Create	Start a new assessment for the Child/Youth. Your action will display the Create Assessment page (see the section How do I create a Child/Youth Assessment? for more details).
Edit	Displays the assessment form where you can pick up where you left off in a previous session.
View	Displays the Child/Youth's assessment information.

Table 3 - Assessment List Buttons

Note:

When using the Clone feature in the CANS IT System, please carefully review each item and rating to confirm that the rating is still relevant. This feature was developed to ensure that assessors are building upon what is already known about the youth/caregiver strengths and needs and to support One Child, One CANS. Assessors are responsible for ensuring the information is current and accurate.

5.4 Email Notifications

After an Initial Waiver CANS is submitted, for youth eligible for OhioRISE Waiver (with the outcome Enrolled or Pending Medicaid Eligibility), the system will monitor for the required Waiver documentation to be uploaded within 30 days. If not uploaded within 30 days, an alert should be sent from CANS IT System to the assessor.

An email notification is sent to the assessor for the Youth enrolled in OhioRISE Waiver who do not have required waiver documentation uploaded in CANS.

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Reminder: Required OhioRISE 1915(c) Waiver Level of Care documentation of an SED Diagnosis must be uploaded to the CANS IT System by (requestdate) (within 30 days of the Waiver Request Date) to be compliant with OhioRISE program. Use the link below to see the details of the specific Child/Youth for which documentation has to be uploaded.



Note

After Initial Waiver CANS is submitted, for youth eligible for OhioRISE Waiver (with the outcome Enrolled or Pending Medicaid Eligibility), the system should monitor for required Waiver documentation to be uploaded within 30 days. If not uploaded within 30 days, an alert should be sent from CANS IT System to the assessor, Aetna Compliance.

6. Type, Category, and Status

6.1 Type of Request

Type of Request	Description
Crisis	Selected by MRSS team. (See Figure 45 below)
IP Psych	This type of request is selected if the youth is admitted to or recently discharged from an inpatient psychiatric hospital or general hospital with a behavioral health primary diagnosis.
OhioRISE Waiver	An assessor employed by or affiliated with a CME may select this option to submit OhioRISE Waiver requests.
Routine	The most common type of request, which should be selected when an assessor is working with the youth/caregiver to complete an assessment.

Table 4 - Type of Request Definitions

The crisis type of request is only for MRSS teams, guide non-MRSS users to choose the right option. Crisis assessment with Provider Type MRSS assessment should be submitted. The Child/Youth has a need for at least one of the waiver services available through the OhioRISE 1915(c) waiver.



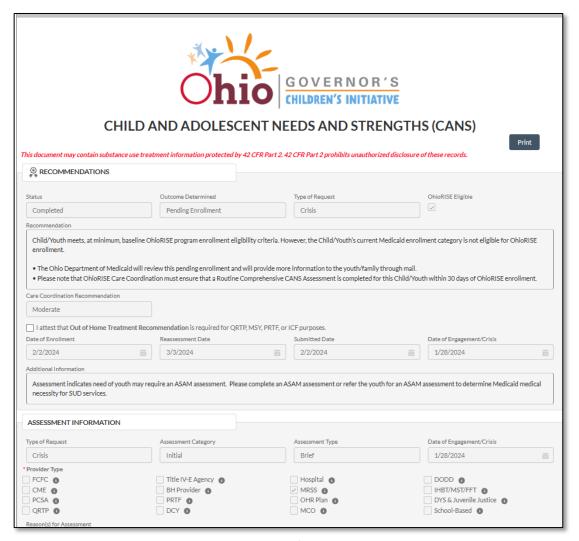


Figure 35- Child/ Youth Search

6.2 Assessment Category

Assessment Category	Description
Change in Circumstance	Completed when there is a change in the Child/Youth's circumstances or condition. May be selected for Routine or OhioRISE Waiver request types.
Discharge	Determines if a Child/Youth should be disenrolled from the OhioRISE program. May be selected for Routine request type.
Initial	The first known assessment for Child/Youth. May be selected for Routine, OhioRISE Waiver, or Crisis request types.
Reassessment	A follow-up assessment, which may be required at regular intervals. May be selected for Routine request type.
Annual Redetermination	A follow-up assessment, which may be required at regular intervals. May be selected for OhioRISE Waiver request type.

Table 5 - Assessment Category Definitions

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6.3 Assessment Type

Assessment Type	Description
Brief	An abbreviated version of the CANS tool that may be selected for Routine or Crisis request types.
	The brief assessment type is required for Crisis request types.
Comprehensive	The full-length version of the CANS assessment which may be selected for Routine or OhioRISE Waiver request types. The comprehensive CANS tool contains sub-modules that are triggered by actionable ratings on certain items. These modules dig deeper into the needs of the youth/caregiver and aid in care planning.
	The comprehensive type is required for OhioRISE Waiver request types.

Table 6 - Assessment Type Definitions

6.4 Assessment Status

Status	Description
Initiated	This is an assessment that was started but the demographic information is not complete. You can edit an assessment that you initiated with this status to pick up where you left off.
Draft	The demographic information is complete, but the individual sections of the assessment are not. You can edit an assessment that you initiated with this status to pick up where you left off.
Completed	This is an assessment that has been fully completed and cannot be edited.

Table 7 - Assessment Status Definitions

6.5 Assessment Outcome

Assessment Outcome	Description
Continued Enrollment	Currently enrolled in OhioRISE, but OhioRISE eligibility is not met in this assessment. Their enrollment is covered under Ohio Administrative Code Rule 5160-59-02, section D.
Denied	OhioRISE eligibility is not met, and the Child/Youth is not enrolled.
Under Review for Disenrollment	Currently enrolled, OhioRISE eligibility and the Child/Youth's enrollment is not covered under Ohio Administrative Code Rule 5160-59-02, section D.

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Assessment Outcome	Description
Enrolled	Assessment meets the eligibility criteria for enrollment into the OhioRISE program.
Pending Enrollment	The Child/Youth's current Medicaid enrollment category is not eligible for OhioRISE enrollment. The Ohio Department of Medicaid will review the pending enrollment.
Pending Medicaid Eligibility	The Child/Youth meets, at minimum, baseline OhioRISE program eligibility criteria. However, the Child/Youth does not appear to be enrolled on Ohio Medicaid.
Under Review for Disenrollment	The Child/Youth no longer meets eligibility for the OhioRISE program. The Child/Youth's OhioRISE enrollment will be reviewed, and a determination will be made if Child/Youth should be disenrolled.

Table 8- Assessment Outcome Definitions

6.6 Other Assessment Definitions

Name	Description
FFPSA/QRTP information	Checkboxes for CANS assessments being conducted for the purposes of FFPSA QRTP. Only check the boxes that apply to this youth.
Assessor Agency Name	Name of the agency you entered when registering with the Praed Foundation for Ohio Children's Initiative CANS certification. If you need to update or change your Praed Agency name, you must update through the Praed Foundation's website .
Reason(s) for Assessment	A summary of any recent changes in Child/Youth's condition, circumstances, or living situation; any crisis incidents; or any other supplemental information not covered elsewhere in the CANS.

Table 9- Other Assessment Definitions

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6.7 Provider Type

Provider Type	Description	
Check all that apply. May select more than one.		
BH Provider	A behavioral health provider.	
CME	An employee or subcontractor of a designated Care Management Entity (CME). There are sub-fields to choose specific CMEs the provider is associated with.	
DCY	A state or county Ohio Department of Children and Youth (DCY) employee.	
DODD	An employee or delegate of a State or County Department of Developmental Disabilities.	
DYS and Juvenile Justice	An employee of Department of Youth Service or a Juvenile Justice Agency/Organization.	
FCFC	An employee/coordinator for a Family and Children First Council.	
Hospital	A hospital provider.	
ІНВТ	An Intensive Home-Based Treatment (IHBT) provider.	
МСО	An employee of a Medicaid Managed Care Organization (MCO).	
MRSS	An employee of a Mobile Response and Stabilization Services (MRSS).	
OHR Plan	An employee/assessor of the Aetna OhioRISE plan.	
PCSA	A county Public Children Services Agency (PCSA) employee or if you are doing a CANS assessment on behalf of a PCSA.	
PRTF	Select if you are completing the CANS as an employee of a Psychiatric Residential Treatment Facility (PRTF).	
QRTP	Select if you are completing the CANS as an employee of a residential treatment center.	
School-Based	A school-based provider or are assessing in a school setting.	
Title IV-E Agency	An employee of or assessing on behalf of a Title IV-E agency (including IV-E courts and PCSAs).	

Table 10- Provider Type Definitions



7. Tips and Useful Information

7.1 Tips

- Chrome (latest stable version) is the recommended browser for the CANS IT system. For the best experience use a desktop or laptop computer instead of a phone or tablet.
- When receiving emails from the system check your junk/spam folders.

7.2 Useful Information

- Hover your mouse on the info¹ icon for helpful information about the field.
- Click the calendar icon to select a date.
- Fields marked with a red asterisk (*) are required.
- Cancel vs. Clear vs. Close:
 - o **Cancel** ends your session and returns to the previous page.
 - o Clear erases data you entered on the page, allowing you to re-enter new data.

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Close – exits the window or pop-up without saving your changes.

Assessor User Guide



8. Troubleshooting

You can click the Forgot Your Password? button on the Log In page to reset your password.

8.1 Resetting Your Password

1. Click the **Forgot Your Password?** button on the Login page.



Figure 36- Login Page for Forgot Password

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2. Enter your **Username** and click the **Reset Password** button.



Figure 37- Password Reset Username Entry Page



- 3. The system will send you an email with a link to reset your password. Find this email and click the link. Be sure to check your spam or junk folders if you did not receive the email.
- 4. Enter and confirm a new password and click the Change Password button. Your password must contain:
 - 10 characters
 - 1 letter
 - 1 number



Figure 38- Check Your Email

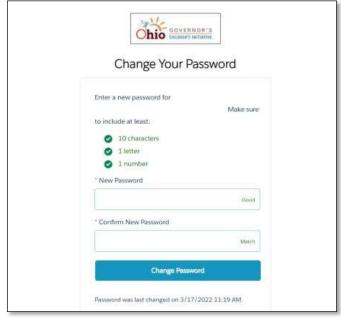


Figure 39 - Change Your Password

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8.2 Viewing or Changing Your Profile

- Click MY PROFILE in the CANS menu bar to display your profile information.
- 6. Click the Edit button.
- You are only allowed to make changes to certain fields. When finished, click the **Update** button.
- 8. Click the **Update** button so that your profile will be saved.

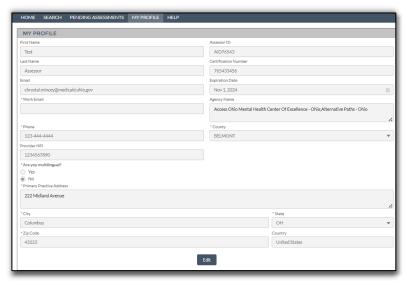


Figure 40- MY PROFILE

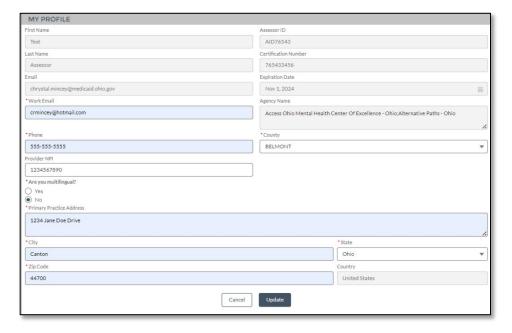


Figure 41- Edit Your Profile

Note:

The following fields can be edited using the CANS IT System: Provider NPI, County, Are you Multilingual? Primary Practice Address, City State, Zip Code. To change other fields please visit the Praed Foundation training site or email support@tcomtraining.com for assistance.

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9. Definitions and Acronyms

Term	Definition
Assessor	An individual who works with the youth/caregiver and others to complete the CANS assessment. The assessor is responsible for entering assessments into the CANS IT System.
Assessor ID	Credential used by an assessor to self-register in the CANS IT system. To locate your assessor ID, please see the section How Do I Self-Register in CANS?
CANS	Child and Adolescent Needs and Strengths.
CME	<u>C</u> are <u>M</u> anagement <u>E</u> ntity.
CABH-COE	<u>C</u> hild and <u>A</u> dolescent <u>B</u> ehavioral <u>H</u> ealth <u>C</u> enter <u>o</u> f <u>E</u> xcellence.
NPI	National Provider Identification.
OhioRISE	Resilience through Integrated Systems and Excellence. A Medicaid managed care program for children and adolescents with behavioral health needs.
OhioRISE 1915(c) Waiver	Provides additional services and support to its enrollees that are not otherwise covered under the state plan and provides an opportunity for youth with serious emotional disturbances and functional limitations who would otherwise require institutionalization.
Praed Certification Number	A number needed to self-register in the CANS IT system. To locate your certification number, please see the section How Do I Self-Register in CANS?
Praed Foundation	A nonprofit foundation that certifies assessors and holds the copywrite to the CANS assessment. Founded by Dr. John Lyons, whose team was instrumental in assisting the state in the development of the Ohio Children's Initiative CANS tool and Decision Support Model.
SSN	Social Security Number.
ТСОМ	<u>Transformational Collaborative Outcomes Management</u> . A conceptual framework for managing systems, organizations, and programs whose mission is to help people change their lives is an important way.

Table 11 - Definitions and Acronyms