City and County of San Francisco
Department of Public Health

Edwin M. Lee
Mayor

Ken Epstein, PhD, LCSW, Director
Children, Youth and Families System of Care
1380 Howard Street, 5th Floor
San Francisco, CA 94103
(415) 255-3439 - FAX (415) 255-3567
Email: Kenneth.epstein@sfdph.org

Avatar Bulletin

Improved CANS CYF 0/4 and 5/18 Assessment Forms Effective May 25, 2015

May 19, 2015

The Children Youth and Families and Adult/Older Adult Systems of Care have completed a year-long effort to improve and simplify all Assessments in Avatar. The goals of this effort are to ensure:

- Appropriate information is collected to support excellent client care.
- Compliance with Medicare and Medi-Cal documentation requirements.
- A reduction in the number of forms providers need to access in Avatar.
- Providers are not overly burdened by entering the same information to Avatar multiple times.

Improvements to the CANS CYF 0/4 and 5/18 Assessment forms are described in this Bulletin. The planned release date is May 25, 2015.

CBHS Policy Change for CANS CYF Assessments

According to CBHS policy for Children, Youth and Families (CYF) services, the CANS CYF 0/4 and 5/18 Assessments are valid for one year from the date a client's care episode is open. This means that if 2/1/2015 is entered as the "Admission Date" in the Avatar Admissions form, the "Next Assessment Due Date" is 2/1/2016 – one year after the Admission date.

Forms Location: Avatar CWS>Assessments>User Defined Assessments

Improvements to CANS CYF 0/4 and 5/18 Assessments

1. **Important**: The CANS CYF Assessment content has ***not*** changed. Key improvements are:
   - One form is used for both Initial and Annual Assessments.
   - Certain sections from prior Assessments can be pulled forward to populate a new Assessment.

2. Beginning May 25, 2015, use the CANS CYF 0/4 and 5/18 Assessments to complete both the Initial Assessment and the Annual Assessment. As you access the form, you will see a box labeled "Assessment Category". Select either "Initial" or "Annual".

3. To simplify forms completion in Avatar, CANS CYF Assessment forms retrieve information from a prior Assessment the end-user chooses via a selection list. See box below for a list of sections that are (and are not) pulled forward.
   Note: During this transition stage, information is pulled forward from prior "Initial" Assessments, not from "Reassessments".

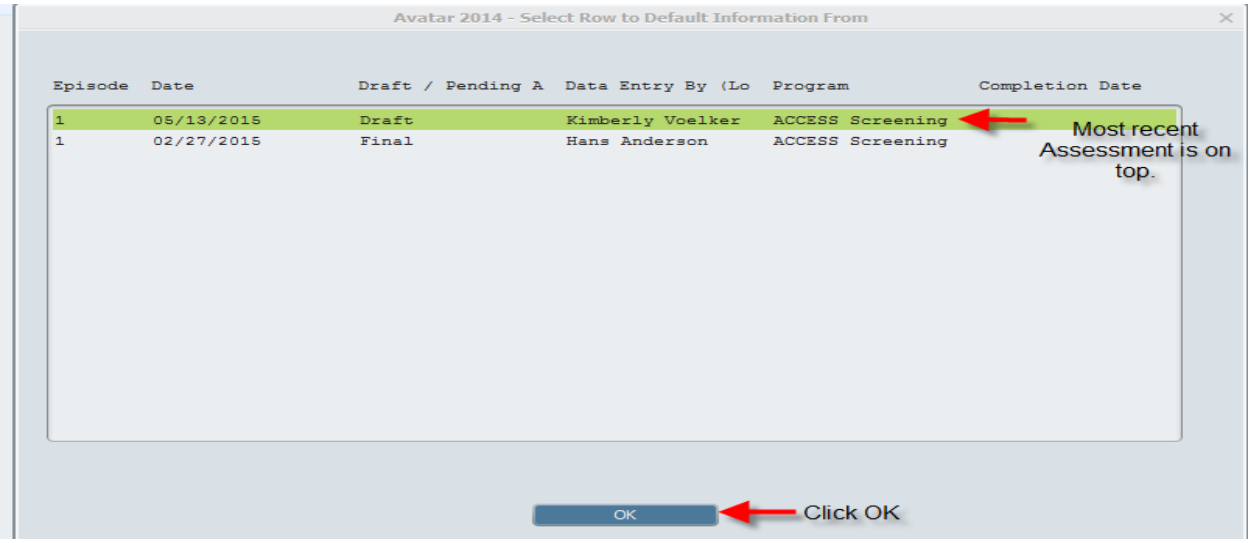
4. The CANS 0/4 Reassess / OTR and CANS CYF 5/18 Reassessment /OTR will be available for one month to allow providers time to complete reassessments in draft or pending approval status. On June 30, 2015 the Reassessment forms will become "Read-Only" (i.e., view and copy-paste only, no updating) for one year. On July 1, 2016 historical reassessments will be available via Avatar report.

Form	Section	Pulled Forward	Section	NOT Pulled Forward
CANS CYF 0/4 Assessment	3	Relevant History	1	Presentation
	5	Child Strengths and Supports	2	Impact on Functioning
	7	Foster Care Resources and Fit	4	Risk Behaviors
	8	Psychiatric History	6	Caregiver Strengths and Needs
	9	Current Medical Providers	16	Mental Status Exam
	10	Alternative Healing History	17	Clinical Information
	11	Current Medications		
	12	Medical History		
	13	Developmental Risk Factors		
	14	Formal Services / Support		
	15	Care Intensity and Organization		
Form	**Section**	**Pulled Forward**	**Section**	**NOT Pulled Forward**
CANS CYF 5/18 Assessment	3	Relevant History	1	Presentation
	5	Substance Abuse Disorder	2	Impact on Functioning
	6	Child Strengths and Supports/ Family Strengths	4	Risk Behaviors
	8	Foster Care Resources and Fit	7	Caregiver Strengths and Needs
	9	Psychiatric History	17	Mental Status Exam
	10	Current Medical Providers	18	Clinical Formulation
	11	Alternative Healing		
	12	Current Medications		
	13	Medical History		
	14	Developmental History		
	15	Abuse/Trauma History		
	16	Formal Services/Support		

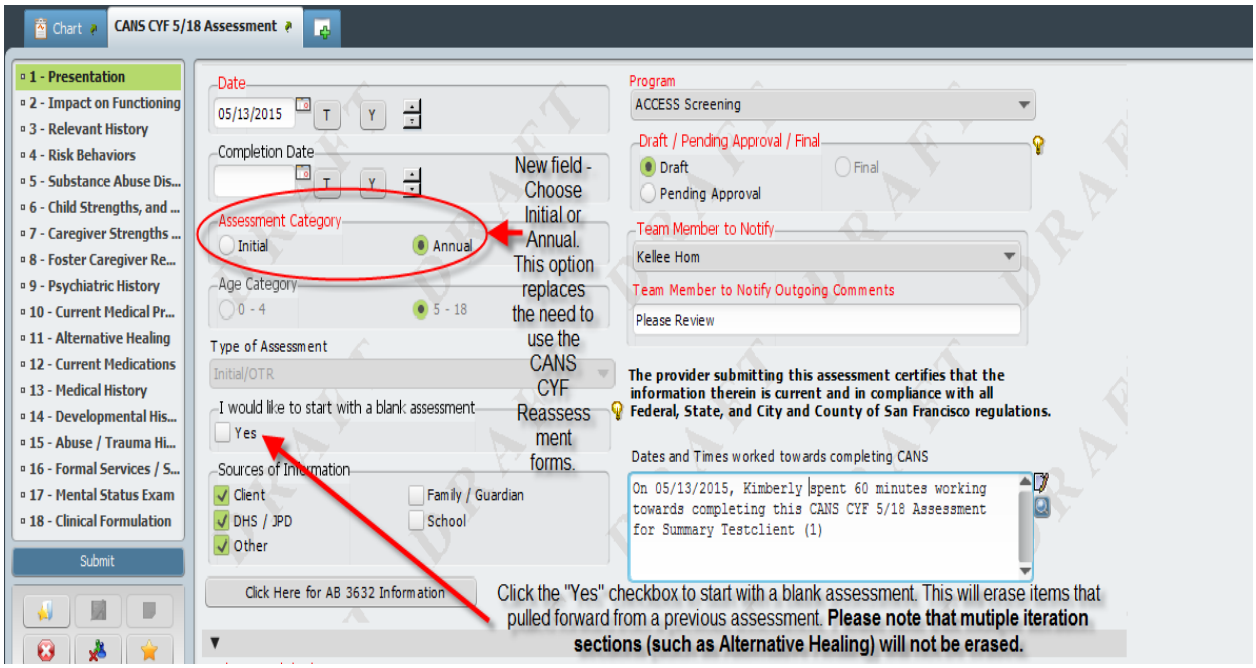
5. The Auto-Save feature has been enabled on all CANS CYF Assessment Forms. If your computer crashes or Avatar becomes unavailable while you are completing a CANS CYF Assessment, you have the option to restore data already entered from a temporary backup.

How the Improved CANS Assessment Forms Work

1. Select a prior CANS CYF Assessment to pull forward by clicking on the item. Then, click OK.



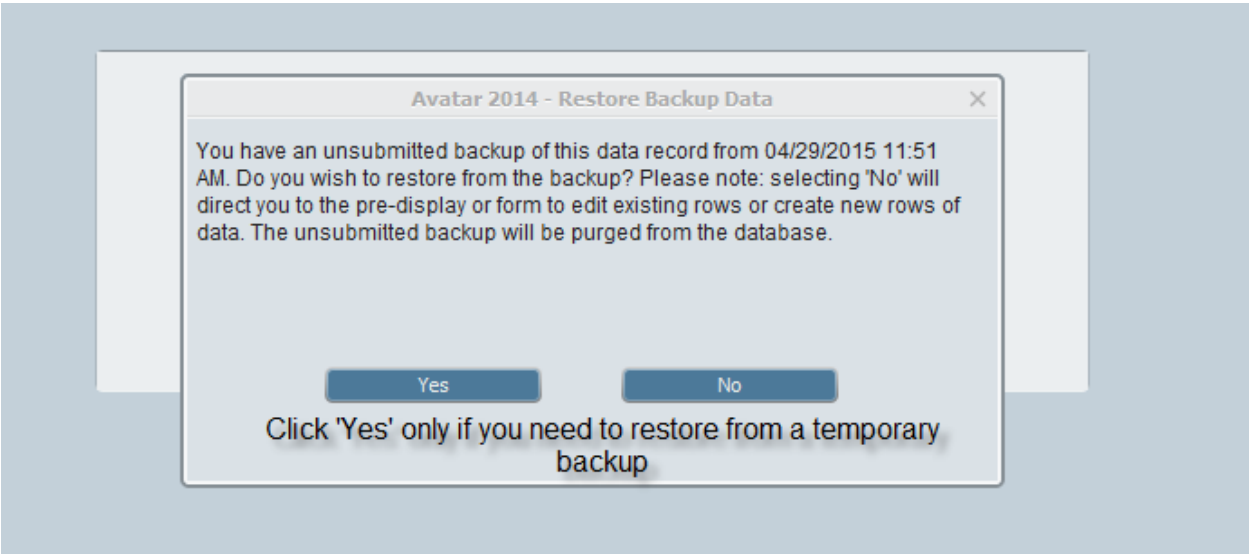
2. Items from the selected CANS CYF Assessment will pull forward into the new form.



The first time a form is pulled forward, information will be pulled from an ***Initial*** CANS CYF Assessment. If a CANS ***Reassessment*** has been completed, you will be able to access the Reassessment Form in Avatar to copy and paste information into the new CANS CYF Assessment form. You will only need to do this once. The next time the form pulls data forward for your client, the most current data will be available. While copying and pasting information will help you complete your Assessments, information still needs to be reviewed and updated for clinical relevance.

Important Note: To start with a **blank** assessment, click the 'Yes' box under "I would like to start with a blank assessment." This clears out most sections in the form allowing you to enter all new information. Unfortunately, Multiple Iteration Sections such as Alternative Healing, Psychiatric History, etc. are not automatically cleared of information. These sections require manual intervention to remove prior information stored.

3. If your computer crashes while filling out a CANS CYF Assessment, the box shown below will appear on your screen. Click 'Yes' to restore the assessment from a backup.



Frequently Asked Questions

1. Will the clinician be able to use the OLD CYF reassessment form when this new CYF assessment form is rolled out? (i.e. will the OLD reassessment form be available or will it completely disappear by next week Monday?)

   Answer> The old form will not disappear. However, it should NOT be used to enter any new "Reassessments". The old reassessment form should only be used:
   - To finalize reassessments in draft or pending approval status. This function is only available for one month. On June 30, 2015 you will not be able to update reassessments.
   - As a document from which you can copy text that is relevant and paste into a new assessment. Copy function will be available from existing reassessment forms for one year. On July 1, 2016, historical reassessments will be available via an Avatar report only.

2. When clinicians need to do the annual "reassessment" next week, can the NEW CYF assessment form allow data being populated from the OLD CYF reassessment form (that may or may not exist by next Monday?) - Since the NEW CYF assessment form has more narrative portions than the OLD CYF reassessment form.

   Answer> Text will not be automatically pulled forward from "Reassessments". It will only be pulled forward from prior "Initial Assessments". You will be able to copy text from prior reassessments and paste into the new forms if clinically appropriate.

3. Is the NEW CYF assessment form replacing BOTH the CYF Initial Assessment and CYF Reassessment form on Monday, or will there be a phasing in a NEW form while giving clinicians options to still use the OLD reassessment form?

   Answer> Yes, the improved forms will replace both the Initial Assessment and Reassessment forms. ***Note*** – We are not using "New" to describe the CANS/CYF 0/4 and 5/18 Assessments. The only changes are the form name and a few new features that will simplify completion of the forms in the long run. The CANS Assessment content remains the same.

4. The name of the NEW CYF assessment form is so similar to CYF Initial Assessment and CYF Reassessment form, some of us during this morning Avatar phone conference call still unsure what is NEW, and what is OLD.

   Answer> The improved forms do not contain the label "Initial" or "Reassessment." They are simply "CANS CYF 0/4 Assessment" and "CANS CYF 5/18 Assessment". Once the end-user opens the form, s/he selects the Assessment Category – "Initial" or "Annual".

5. When the new Diagnosis Page of Avatar was announced, there seemed to be more information and details (e.g. including the Vimeo instruction and conference training) many months ahead of the implementation. But, for this NEW CYF assessment form, only few of us get the chance to test out the protocol. I am worried about by next Monday, most of our staffs in the clinic will be shocked to find out the OLD CYF reassessment form is disappeared, or/and being confused by different similar names of CYF assessment forms on Avatar and not sure which one to use, and we, Avatar Champions representatives, do not even have enough information and time to prepare ourselves how to help and support our staffs.

Answer> We listened. The go-live has been postponed for one week, now re-scheduled for May 25. In the interim, we will present a demonstration and materials at the CYF Provider meeting on May 19. Also, a Vimeo will be available on the Avatar User Support website to provide a step by step guide to use of the improved form. The Vimeo will be available by Friday afternoon May 22. Here's the link to the website: https://www.sfdph.org/dph/comupg/oservices/mentalHlth/BHIS/avatarUserDocs.asp Thank you for your input.

6. It is more straightforward to conceptualize the NEW CYF assessment form for opening a new client case or populating the data for the 1st time when doing the 1st annual reassessment. But it may be confusing if the client already has multiple existing annual reassessments in Avatar, can the NEW CYF assessment allow us the option to choose which year to populate data from?

   Answer> You have the option to select the appropriate assessment from a list of prior assessments. The list contains the date the assessment was created, status, who created the assessment, and the program name/RU of the associated episode. The list is sorted by the date the assessment was created, with the most recent assessment at the top.

Need Help?

- If you need assistance with the use of the form, contact the Avatar Help Desk at 415-255-3788 or via e-mail at avatarhelp@sfdph.org
- For questions pertaining to policies and practices associated with the CANS CYF 0/4 Assessment and CANS CYF 5/18 Assessment forms, contact Max Rocha at 415-255-3692 or maximilian.rocha@sfdph.org