

CBHS Policies and Procedures



City and County of San Francisco
Department of Public Health
SF Health Network
BEHAVIORAL HEALTH SERVICES

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POLICY/PROCEDURE REGARDING: CANS and PSC-35 Implementation

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Interim Director of Behavioral Health Services

Date: August 4, 2020 *Marlo Simmons*

Manual Number: 3.10-13
References: DHCS MHSUDS
Information Notice No.: 17-052, 18-007, and 18-029, and Katie A. v. Bonta, et al.; All County Letter 15-11

New Policy

Purpose:

Establishes documentation requirements to ensure compliance as specified in *DHCS' MHSUDS INFORMATION NOTICE NO.: 17-052, 18-007, 18-029, and Katie A. v. Bonta, et al.; All County Letter 15-11*

Scope:

This policy and procedure is applicable to all Behavioral Health Services (BHS) Children, Youth, and Families System of Care (CYFSOC) civil service and contracted providers who complete a comprehensive mental health assessment prior of the start of planned *specialty mental health services* to children and youth ages 0 thru 20. Furthermore, elements of this policy and procedure are also applicable to *designated* civil service and contracted providers serving children, youth, or Non-Minor Dependents who are already in foster care and are not currently receiving specialty mental health service who require mental health screening.

Policy and Procedures:

Training:

All CYFSOC civil service and contracted clinical staff are required to be CANS certified before administering the CANS. The CANS Certification Instructions are located in the BHS website: https://www.sfdph.org/dph/files/CBHSdocs/ANSA%20Certification%20Instructions_TB_07.19.19.pdf. The PRAED foundation is the only certifying body [<https://praedfoundation.org/training-and-certification>]. To become CANS certified, clinical staff need to first create an account with the PRAED Foundation, <https://www.schoox.com/academy/CANSAcademy/register>. BHS Quality Management will track that CYFSOC clinical staff are CANS certified. All clinical staff are required to be CANS or ANSA certified before administering the CANS, and are responsible for maintaining their annual certification status. For clinical staff who are newly hired, certification from other counties is acceptable as long as this has not expired.

Timeframe:

The *CANS CYF 0 thru 5 Assessment*, *CANS CYF 6 thru 20 Assessment*, and *PSC-35* are to be completed:

- At initial intake within 60 days of Episode Opening (or prior to first planned service—whichever comes first)
- Annually, within 30 days prior to the Anniversary of Episode Opening
- When there is clinically significant change

The *CANS Mid-Year* is to be completed:

- Every 6 months, but no later than 7 months, from the Episode Opening date until client discharge

The *CANS Closing Summary* is to be completed:

- Upon discharge of each client and if the case has been opened for more than 30 days after completion of the CAN Assessment.

The *CANS Screen* is to be completed:

- By designated civil service and contracted providers only
- Within 15-days of Episode Opening or prior to the completion of the shared family case plan -- whichever comes first.
- Every 6 months from Episode Opening date for children, youth, and Non-Minor Dependents who remain in foster care, whose CANS Screen did not indicate a need for mental health service, and therefore were not linked to a provider who would do a full CANS CYF Assessment.

Age Range:

PSC-35 is to be completed by the caregiver or legal guardian for clients ages 3 to 18. *CANS CYF 0 thru 5 Assessment* is to be completed for children ages 0 through 5 years. *CANS CYF 6 thru 20 Assessment* is to be completed for children and youth ages 6 through 20 years who are receiving services from a CYFSOC provider. *CANS Screens* mirror the age ranges of CANS CYF Assessments.

SPECIAL NOTE:

- Client Episode Opening Date **prior 10/01/18** – Do **NOT** complete *CANS CYF 0 thru 5 Assessment* or *CANS CYF 6 thru 20 Assessment*, or *PSC-35*
- Client Episode Opening Date **after 10/01/18** – **YES**, complete *CANS CYF 0 thru 5 Assessment* or *CANS CYF 6 thru 20 Assessment*, or *PSC-35*

Documentation:

The programs responsible for completing a comprehensive mental health assessment are also responsible for completing the applicable CANS CYF Assessment and PSC-35. If more than one program is serving the same client, then programs must coordinate with one another and identify which program will complete the required initial PSC-35 and annually thereafter whenever necessary. Each program must continue to complete their own CANS, however. Clinical staff will complete the appropriate CANS directly in Avatar; they may use the paper version but must also enter the information into AVATAR. CANS Ratings from a previous CYF CANS Assessment or CANS Screen completed within the last 12 months can be “pulled forward” to assist with the completion of a current CYF CANS Assessment. For the PSC-35, if the form is unable to be completed, providers must select this reason on the form. The form

notes the following reasons for decline: 1) Minor Consent/No Known Caregiver; 2) Parent/Caregiver refused or declined to complete form; and 3) Parent/Caregiver unavailable to complete form. CANS and PSC-35 forms, training manuals, and other information can be found here:

<https://www.sfdph.org/dph/comupg/oservices/mentalHlth/CBHS/> under the “Quality Management” section.

Beneficiaries who have Presumptive Transfer or Waivered status: Beneficiaries residing in San Francisco with Presumptive Transfer of Medi-Cal shall receive the appropriate CANS Assessment or CANS Screens and PSC-35 as described above.

Contact Person: Director: Children, Youth, & Families System of Care

Attachments:

Avatar Bulletin New and Retiring CANS 09-18-18
Avatar Bulletin PSC-35 Modifications 5.21.19
CANS CYF 0 thru 5 Assessment Technical Guide 2018
CANS CYF 6 thru 20 Assessment Technical Guide 2018
CANS Forms Overview 2018
CANS Screen Technical Guide 2018
CANS_ANSA_Interchangeable certification email_4.8.19
CANS-SF 2.0 (0 thru 5) Rating Sheet
CANS-SF 2.0 (6 thru 20) Rating Sheet
CANS-SF Case Formulation and Treatment Planning Worksheet
Cross Walk Tool for PSC-35 and CANS-SF 2.0
Pediatric Symptoms Checklist PSC35 Technical Guide 2018
PSC-35 Form (English)
PSC-35 Scoring Sheet
SF County CANS PSC35 Implementation Plan 9.27.18_v11

Distribution:

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