

## Introduction

New CANS forms will be rolled out on Monday, October 1. The updated design consolidates the previous set of CANS forms into just three multi-purpose forms. Depending on your role and client population, you will likely use only one of these:

- **CANS CYF 0 thru 5 Assessment**
- **CANS CYF 6 thru 20 Assessment**

The new CANS forms are multi-purpose in the sense that a single form can be used to submit the Initial, Mid-Year, Annual, and Closing CANS. (The two CANS CYF forms can also be used, when appropriate, for the CANS Screen.)

The new forms are organized into the following sections.

### **CANS CYF 0 thru 5 Assessment and CANS CYF 6 thru 20 Assessment**

1. Presentation
2. Trauma/Abuse
3. Risk Behaviors
4. Impact on Functioning
5. Relevant History
6. Child Strengths
7. Caregiver Strengths/Needs
8. Additional Caregiver Strengths/Needs
9. Provider History
10. Medical/Psychiatric
11. Medication
12. Developmental
13. Formal Services/Supports
14. Mental Status Exam
15. Clinical Formulation
16. Summary of Treatment
17. CANS Screen

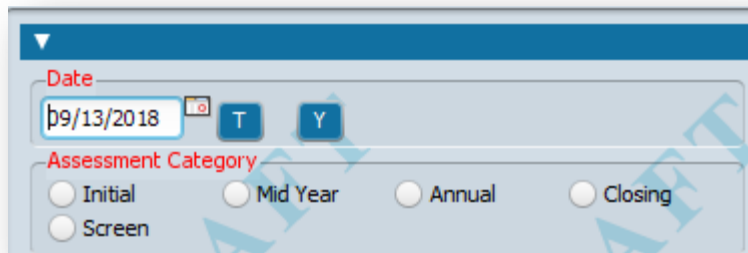
## Key Features of the new forms

### 1. Assessment Category and automatic field requirement

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*Each of the new CANS forms can be used to submit the Initial, Mid-Year, Annual, and Closing CANS. For authorized users only, the CANS Screen may also be submitted.*

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The screenshot shows a form section with a blue header bar. Below the header, there is a 'Date' field containing '09/13/2018' and two buttons labeled 'T' and 'Y'. Below the date field, there is an 'Assessment Category' section with five radio button options: 'Initial', 'Mid Year', 'Annual', 'Closing', and 'Screen'. The 'Initial' option is currently selected.

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*When you select an Assessment Category, all fields needed for the selected category will be automatically enabled and/or required, and fields that do not apply will be disabled.*

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- Initial:** All sections enabled except 16 & 17.
  - Mid-Year:** Only the rated items are enabled; narrative fields (except Summary of Treatment) are disabled. Sections 10, 14, 15, and 17 are disabled.
  - Annual:** All sections enabled except 17.
  - Closing:** Only the rated items are enabled; narrative fields (except Summary of Treatment and Discharge Plans) are disabled. Sections 10, 14, 15, and 17 are disabled.
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*Automatic field requirement is implemented for a variety of purposes throughout the form. For example, high acuity on particular rated items (e.g. Sexual Abuse) will cause additional "sub-module" fields to become enabled and required or, conversely, disabled when acuity is low or absent.*

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## 2. Draft

The new CANS forms can be submitted in Draft even when required fields are left blank. The only exceptions are the Date and Assessment Category fields (and, if you are required to get a co-signature, the Team Member to Notify / Team Member to Notify Outgoing Comments fields). You will need to fill out only these few fields to submit your CANS in Draft. This makes it easier for you to complete the CANS incrementally if you are unable to complete it in one sitting.

## 3. The Pre-Display

When opening a CANS form, once you have selected a client and episode, the "Pre-Display" will list all instances of the form previously submitted for the selected client and episode, as shown in the screenshot below. (This step is skipped by Avatar when the form has not been previously submitted for the selected client and episode.)

The screenshot shows a table titled "CANS CYF 0 thru 5 Assessment" with the following data:

Date	Data Entry Date	Data Entry By (Login)	Assessment Category	Draft/Final
09/07/2018	09/17/2018	Larry Testuser	Initial	Final
09/10/2018	09/17/2018	Larry Testuser	Annual	Final
09/10/2018	09/17/2018	Larry Testuser	Mid Year	Final

Callouts and buttons are as follows:

- Green callout 1:** "This is the assessment date, as entered in the CANS form." (points to the Date column)
- Green callout 2:** "This is the 'system date,' i.e., the most recent date that the form was submitted. Note that this date may be different from the Assessment Date." (points to the Data Entry Date column)
- Blue callout 1:** "Add a new record for this client/episode." (points to the Add button)
- Blue callout 2:** "Edit the selected record (pick up where you left off on an existing Draft)." (points to the Edit button)
- Blue callout 3:** "Delete the selected record (Draft only)." (points to the Delete button)

Buttons at the bottom: Add, Edit, Delete, Cancel

#### 4. Pull Forward

When you click the “Add” button in the Pre-Display, you will be prompted to pull forward, or “Default Information From,” an existing CANS. (This step is skipped if the form has not been previously submitted for the selected client.) Select the appropriate row and click OK. The new CANS form will be automatically pre-populated with information from the selected CANS.

Episode	Date	Data Entry Date	Data Entry By (Lo	Assessment Catego	Draft/Final
46	09/07/2018	09/07/2018	Mauricio Torres	Initial	Draft
39	09/07/2018	09/07/2018	Bradley Harms	Initial	Final
33	09/07/2018	09/17/2018	Larry Testuser	Initial	Final
39	09/07/2018	09/07/2018	Bradley Harms	Annual	Final
39	09/07/2018	09/07/2018	Bradley Harms	Screen	Final
33	09/10/2018	09/17/2018	Larry Testuser	Annual	Final
33	09/10/2018	09/17/2018	Larry Testuser	Mid Year	Final

**Note that you have the ability to pull forward from other episodes as needed.**

OK

Please Note: Data is pulled forward for the selected form only. In other words, you cannot pull forward data from the CANS CYF 0 thru 5 Assessment form into the CANS CYF 6 thru 20 form. You can only pull forward from the selected form to the selected form.

Also, certain information is deliberately not pulled forward because it is more appropriate to enter it from scratch with each new CANS. You are free to edit any of the information that is pulled forward.

## 5. Diagnosis

An associated Diagnosis is required for the Initial, Annual, and Closing CANS. When you select one of these in the Assessment Category field, a pop-up message will remind you about the “quick link” to the Diagnosis form in the left-hand panel. This is a good time to click the link to complete and submit the Diagnosis form. After submitting the Diagnosis form, you will be returned to your CANS form.

The screenshot shows the 'CANS CYF 0 thru 5 Assessment' form. On the left is a navigation menu with categories 1 through 17. Category 1, 'Presentation', is selected. The main form area includes fields for Date (09/13/2018), Assessment Category (Initial, Mid Year, Annual, Closing), and Draft/Final status (Draft, Pending Approval, Final). A pop-up 'Information' dialog box is displayed, stating: 'This assessment requires a diagnosis. There is a link to the Diagnosis form in the left-hand panel of this form.' A red arrow points from the 'Diagnosis' link in the left-hand panel to the pop-up message. The left-hand panel also contains a 'Submit' button and a 'Diagnosis' link with a hand cursor icon.

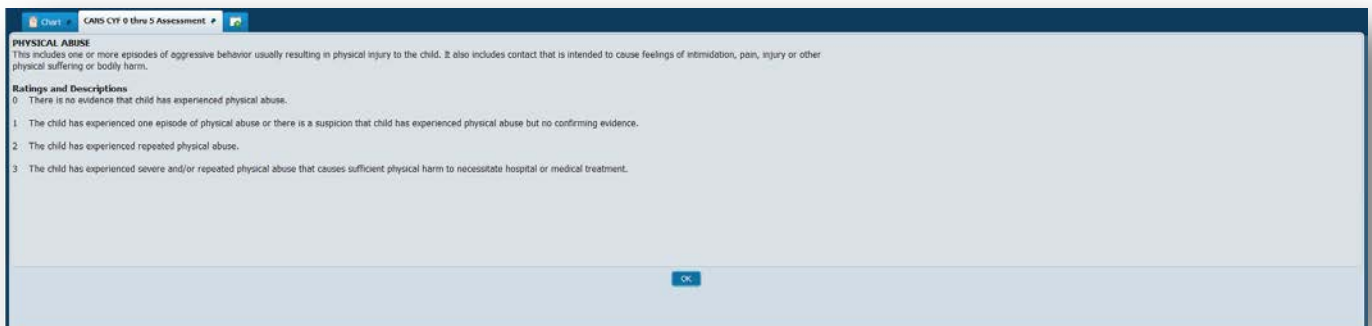
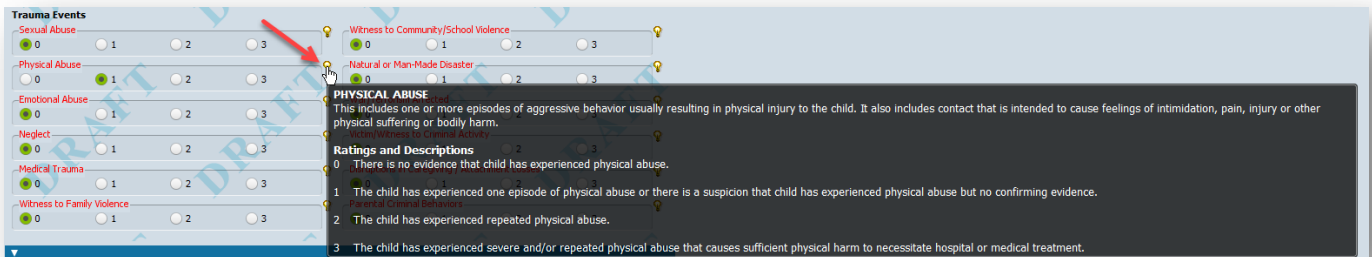
## 6. Multi-Iteration Tables

The new CANS forms include several sections with “multi-iteration tables.” This data entry convention is also found in many other Avatar forms. Multi-iteration tables may include fields with red labels, but the fields are required ONLY IF you have entered a row in the table. In the example shown below, if you have no additional caregivers to enter, you can leave this section blank and submit the form as Final even though some of the field labels are red. However, once you add a row to the table, you must complete all required fields for that row to save your form as Final.

The screenshot displays the 'CANS CYF 0 thru 5 Assessment' form. On the left is a navigation menu with sections 1 through 17. Section 8, 'Additional Caregiver...', is highlighted. The main form area contains a table for 'Additional Caregiver Strengths and Needs' with columns for Caregiver Name, Caregiver Relationship to Child, Medical/Physical, Mental Health, Substance Use, Developmental, and Supervision. Below the table are buttons for 'Add New Item', 'Edit Selected Item', and 'Delete Selected Item'. A 'Caregiver Name' text field and a 'Caregiver Relationship to Child' radio button group (Relative, Foster Caregiver, Non-Relative Extended Family Member, Other Paid Caregiver, Other Unpaid Caregiver) are also present. A 'KEY' section defines rating levels: 0 = no evidence/strength, 1 = some risk, monitor, 2 = moderate need, act, 3 = severe need, act immediately/intensively. Below the key are 14 rows of radio button scales for various domains: Medical/Physical, Knowledge, Mental Health, Organization, Substance Use, Social Resources, Developmental, Residential Stability, Supervision, Family Relationship to the System, Legal Involvement, Safety, Involvement With Care, and Marital / Intimate Partner Violence.

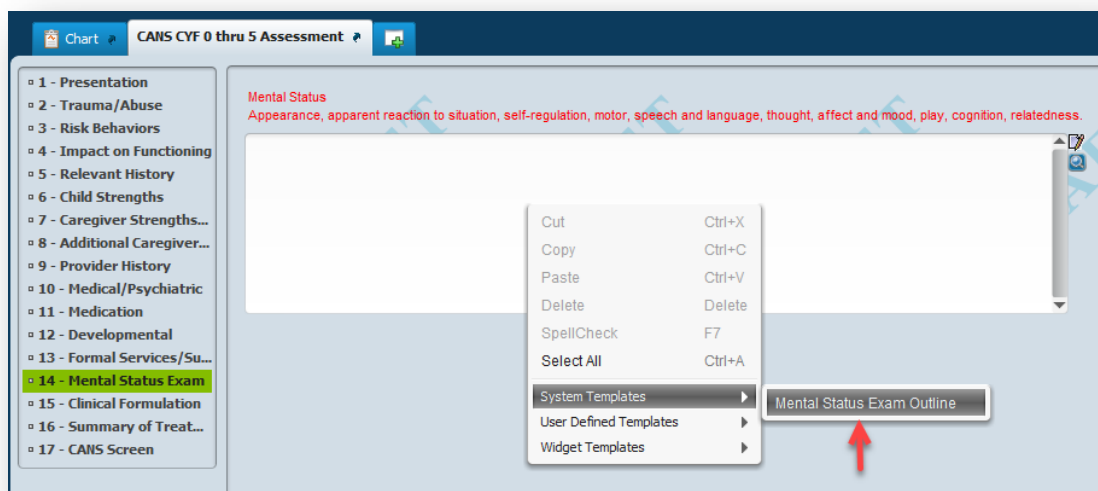
## 7. Light Bulbs

All rated items have associated help messages, formatted for improved readability. You can see these help messages by simply hovering your cursor over the light bulb icon. In the first screenshot below, the cursor is hovering over the light bulb associated with the Physical Abuse field. The second screenshot shows the same help message after clicking the light bulb icon.

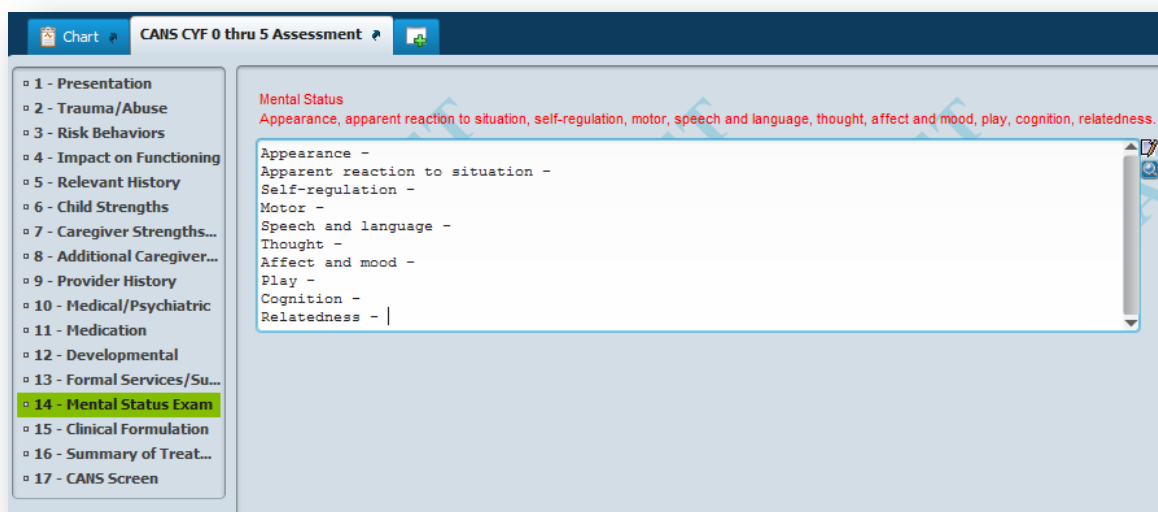


## 8. System Templates

Several text fields in the new CANS forms include System Templates. Template text can be added by right-clicking within the text field, hovering your cursor over "System Templates" in the right-click menu and then clicking the template name.



Selecting a template will automatically add pre-defined text in the text box. The text may take the form of an outline to help remind you of the recommended elements, as shown below for the Mental Status field.





## 9. Clinical Formulation

Clicking the button labeled “Priorities for Treatment Report” – at the bottom of the Clinical Formulation section – will open a report that lists all items you’ve rated as a “2” or “3” so that you can begin to prioritize these for treatment planning. After reviewing these items, check the corresponding boxes in the “Priorities of Treatment” field.

The screenshot shows the 'Clinical Formulation' section of the 'CANS CYF 0 thru 5 Assessment' form. On the left is a navigation menu with 17 items, where '15 - Clinical Formulation' is highlighted. Below the menu are 'Submit' and 'Autosaved at 2:54 PM Diagnosis' buttons. The main content area has a title 'Clinical Formulation' and a descriptive paragraph. Below this are four text input fields with labels: 'DSM diagnosis, domain of functional impairment, nature of functional impairment', 'Symptoms/Behaviors of the DSM diagnosis and theory about why the child is experiencing the current symptoms/impairments', 'Modality of the services being proposed and the interventions that link to the impairment and formulation', and 'Interventions Used and How They Have Reduced the Impairment or Symptoms'. At the bottom left of the main area is a blue button labeled 'Priorities for Treatment Report' with a red arrow pointing to it. At the bottom right is a 'Priorities for Treatment' section with a list of checkboxes for various symptoms, including '01-Presentation >Depression' which is checked.

## 10. Reports and Widgets

Additional reports and widgets are in development and will be announced as they are rolled out.