



Child & Adolescent Needs & Strengths (CANS) How Do I Guide

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How Do I...?

Document an Out of Home CANS

Selections

- Click Create > Case Work > Planning > Child & Adolescent Needs & Strengths (CANS).
- Select the appropriate case and case participant.
- Click the Create button.
- On the Child & Adolescent Needs & Strengths (CANS) page, enter the effective date of the CANS in the Child/Youth Information group box.
- Enter the ratings and the notes on the Needs and Strengths tabs.
- Enter the ratings and the notes for the placement provider on the Current Caregiver tab.
- On the Identified Permanent Resource tab, specify whether an Identified Permanent Resource is applicable or not. If not, proceed to the Actionable Items tab.
- If applicable, specify whether the identified permanent resource is the same as or different from the current caregiver. Select the Type and Category.
- If different from current caregiver, search out the Identified Permanent Resource using the Person Search or Provider Search link.
- Enter the ratings and notes for the identified permanent resource.
- If needed, use the Insert button to add additional identified permanent resources and enter their ratings and notes.
- On the Actionable Items tab, document the actions to be taken and by whom.
- On the Results tab and after saving your changes, review the scores including the child's Level of Need (LON) and provider's Level of Care (LOC) scores. If the LON exceeds LOC, document why the placement is still appropriate.
- Select Child and Adolescent Needs and Strengths (CANS) from Options list and click Go.
- Print template if needed. To exit the template, click Close and Return to eWiSACWIS.
- Select Approval from the Options list and click Go.
- Click Approve radio button. Click Continue.
- Click Save and close the page.

Tips & Guidelines

The effective date determines whether the CANS is In Home or Out of Home. If the child has a documented placement which covers the effective date the CANS will be Out of Home.

There are two versions of CANS, Birth-5 and 5-17, depending on the age of the child on the effective date of the CANS.

If you do not find the identified permanent resource when using the Person Search, select the Create button on the Person Search page to open the Person Management page and add the identified permanent resource to eWiSACWIS.

The pending Out of Home CANS can be accessed and completed from under the Planning icon under the Case expando and also from the Placements icon under the Case and Provider expandos.



eWiSACWIS Help Desk (855) 264-6323

DCFHelpdesk@wisconsin.gov

eWiSACWIS Knowledge Web

http://dcf.wisconsin.gov/wisacwis/knowledge_web/index.htm

eWiSACWIS Quick Reference Guides

http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/quick-ref-guides/quick-reference-guides.htm



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How Do I...?	Selections	Tips & Guidelines
Document an In Home CANS	<ul style="list-style-type: none"> ■ Click Create > Case Work > Planning > Child & Adolescent Needs & Strengths (CANS). ■ Select the appropriate case and case participant. ■ Click the Create button. ■ On the Child & Adolescent Needs & Strengths (CANS) page, enter the effective date of the CANS in the Child/Youth Information group box. ■ Enter the ratings and the notes on the Needs and Strengths tabs. ■ On the Current Caregiver tab, search out the current caregiver name using the Person Search link and retrieve it back to the CANS page. If you do not find the current caregiver when using the Person Search, select the Create button to open the Person Management page and add the current caregiver to eWiSACWIS. ■ Enter the ratings and notes on the Current Caregiver tab. ■ Skip the Identified Permanent Resource tab. ■ On the Actionable Items tab, document the actions to be taken and by whom. ■ On the Results tab and after saving your changes, review the scores including the child's Level of Need (LON) score. ■ Select Child and Adolescent Needs and Strengths (CANS) from Options list and click Go. ■ Print template if needed. To exit the template, click Close and Return to eWiSACWIS. ■ Select Approval from the Options list and click Go. ■ Click Approve radio button. Click Continue. ■ Click Save and close the page. 	<p><i>The effective date determines whether the CANS is In Home or Out of Home. If the child does not have a documented placement which covers the effective date, the CANS will be In Home.</i></p> <p><i>There are two versions of CANS, Birth-5 and 5-17, depending on the age of the child on the effective date of the CANS.</i></p> <p><i>The pending In Home CANS can be accessed and completed from under the Case expando, Planning icon.</i></p>
Copy a CANS	<ul style="list-style-type: none"> ■ Click Create > Case Work > Planning > Child & Adolescent Needs & Strengths (CANS). ■ Select the appropriate case and case participant. ■ Click the Create button. ■ Answer Yes to the question about copying the CANS. ■ On the Child & Adolescent Needs & Strengths (CANS) page, enter the effective date of the CANS in the Child/Youth Information group box. ■ Make any needed changes on the Needs, Strengths, Current Caregiver, Identified Permanent Resource and Actionable Items tabs. 	<p><i>Only the child's most recently approved CANS that is not Made in Error can be copied over. However, if the only CANS the child has is Made in Error, the system will allow the copy of the Made in Error CANS.</i></p>
Designate a CANS as Made in Error	<ul style="list-style-type: none"> ■ On the Cases outliner, click the appropriate case icon. ■ Click the Planning icon. ■ Click the appropriate CANS. ■ On the On the Child & Adolescent Needs & Strengths (CANS) page, select Made in Error from the Options list and click Go. ■ Answer Yes to the message about voiding the CANS. ■ Close the CANS page. 	<p><i>The Out of Home CANS can also be accessed and completed from under Placements icon under the Case and Provider expandos.</i></p> <p><i>The Made in Error option is only available for Approved CANS.</i></p>
View/Print History of CANS data and graphs	<ul style="list-style-type: none"> ■ On the Cases outliner or from Search results, click the appropriate case icon. ■ Click the Planning icon. ■ Click the appropriate CANS. ■ On the Results tab, click on the History of CANS Results link to launch the History of CANS Results page. ■ View/Print the History of CANS Results ■ Select a Timeframe and one or more View History of criteria then Submit to View/Print associated graphs. 	<p><i>Use the Show Data Labels checkbox on the History of CANS page to view/print data labels.</i></p> <p><i>Select Data Table expandos on the History of CANS page to view/print the data displayed in each graph.</i></p>