

# Objective Arts

Office Assistants, Clinical Staff, Supervisors and  
Administrators Staff Roles

**Inbox**

**Inbox Items**

Open Selected | Show Filter | Delete

Type	Title	Reporting Unit	Due Date	Owner
CANS	Incomplete CANS assessment for Clientelle, Newest	Foster Children and Youth	12/14/2013	Staff, Clinical
CANS	Incomplete CANS assessment for OVERLAND, TYLER	WEFC - SART	2/16/2014	BELCHER, BRIANNA
CANS	Incomplete CANS assessment for SALAZAR, ROMEO	WEFC - SART	3/24/2014	BELCHER, BRIANNA
CANS	Incomplete CANS assessment for HEREDIA, SOPHIA	WEFC - SART	3/24/2014	BELCHER, BRIANNA
CANS	Returned CANS assessment for Fake, Client	Foster Children and Youth	5/22/2013	Clinical-Admin, Domain
CANS	Returned CANS assessment for Fake, Client	Foster Children and Youth	5/22/2013	Clinical-Admin, Domain
CANS	Returned CANS assessment for Fake, Client	Foster Children and Youth	6/3/2013	me, me
CANS	Returned CANS assessment for Client, Fake	SCCS - CIS-Yucaipa, Foster Children and Youth	5/31/2013	Assistant, Office
CANS	Returned CANS assessment for Client, Fake	SCCS - CIS-Yucaipa, Foster Children and Youth	6/17/2013	Assistant, Office
CANS	Returned CANS assessment for Client, New	Foster Children and Youth, LSS - EIIS-BRSTW	7/18/2013	Assistant, Office
CANS	Returned CANS assessment for Client, New	Foster Children and Youth, LSS - EIIS-BRSTW	7/18/2013	Assistant, Office
CANS	Returned CANS assessment for Clientelle, Client	Foster Children and Youth	7/18/2013	Assistant, Office
CANS	Returned CANS assessment for Clientelle, Client	Foster Children and Youth	7/18/2013	Assistant, Office
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical
CANS	ACEVEDO, ARACELI needs Initial Assessment	WEFC - SART	9/4/2010	MADRID, NORMA
CANS	Submitted Assessment with ID 12587 for Client, Fake needs approval.	Foster Children and Youth	3/31/2014	Admin, Clinical
CANS	Submitted Assessment with ID 15871 for Client, Fake needs approval.	Foster Children and Youth	3/31/2014	Admin, Clinical
CANS	Submitted Assessment with ID 15872 for Client, Fake needs approval.	Foster Children and Youth	3/31/2014	Admin, Clinical

Office Assistants, Supervisors and Administrative Staff will see this screen with the Navigation drop downs (located at the top) when logged in: System Setup, Measurement Tools, Reports and Analytics, Staff Member Log In and Recent Items.

**Inbox**

Please select an inbox item on which you would like to view. Double click to work on an item.

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**Inbox Items**

Open Selected | Show Filter | Delete

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CANS	Returned CANS assessment for Client, Fake	SCCS - CIS-Yucaipa, Foster Children and Youth	5/31/2013	Assistant, Office
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CANS	Returned CANS assessment for Clientelle, Client	Foster Children and Youth	7/18/2013	Assistant, Office
CANS	Returned CANS assessment for Clientelle, Client	Foster Children and Youth	7/18/2013	Assistant, Office
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Admin, Clinical logged in. | SBCANS Training

The Inbox is where you will receive notifications on CANS assessments. Notifications may be regarding returned assessments, incomplete assessments, rejected assessments, assessments that need approval, etc. As a monitoring tool, you will see these notifications for all staff in your program.

- Administration
- Notifications

Please select an inbox item on which you would like to view. Double click to work on an item.

**Inbox Items**

Open Selected | Show Filter | Delete

Type	Title	Reporting Unit	Due Date	Owner
CANS	Incomplete CANS assessment for Clientelle, Newest	Foster Children and Youth	12/14/2013	Staff, Clinical
CANS	Incomplete CANS assessment for OVERLAND, TYLER	WEFC - SART	2/16/2014	BELCHER, BRIANNA
CANS	Incomplete CANS assessment for SALAZAR, ROMEO	WEFC - SART	3/24/2014	BELCHER, BRIANNA
CANS	Incomplete CANS assessment for HEREDIA, SOPHIA	WEFC - SART	3/24/2014	BELCHER, BRIANNA
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CANS	Returned CANS assessment for Client, New	Foster Children and Youth, LSS - EIIS-BRSTW	7/18/2013	Assistant, Office
CANS	Returned CANS assessment for Clientelle, Client	Foster Children and Youth	7/18/2013	Assistant, Office
CANS	Returned CANS assessment for Clientelle, Client	Foster Children and Youth	7/18/2013	Assistant, Office
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical

Admin, Clinical logged in.

SBCANS Training

The System Setup drop down is what you will click to get to the administrative sections of Objective Arts. This is where you will go to complete tasks such as adding user accounts (your staff) to the OA system or removing staff from your program in the system.

Administration

- Roles...
- Reporting Units...
- Staff... ←
- Clients...
- Responsibilities...
- Taxonomy...
- Batch Uploads...
- Email users...

Notifications

Inbox Items

Open Selected

Please select an item to view. Double click to work on an item.

Type	Title	Reporting Unit	Due Date	Owner
CANS	Incomplete CANS assessment for Clientelle, Newest	Foster Children and Youth	12/14/2013	Staff, Clinical
CANS	Incomplete CANS assessment for OVERLAND, TYLER	WEFC - SART	2/16/2014	BELCHER, BRIANNA
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CANS	Returned CANS assessment for Client, Fake	SCCS - CIS-Yucaipa,Foster Children and Youth	5/31/2013	Assistant, Office
CANS	Returned CANS assessment for Client, Fake	SCCS - CIS-Yucaipa,Foster Children and Youth	6/17/2013	Assistant, Office
CANS	Returned CANS assessment for Client, New	Foster Children and Youth,LSS - EIIS-BRSTW	7/18/2013	Assistant, Office

Adding a user to the OA system as staff in your program is a two-step process. First, click Staff under the Administration tab.

Administer Staff

Hide Filter

**Placement Status:**  
 Show Placed  
 Show 'Not Placed'

**Last Name:**

**Reporting Unit(s):**

**Tag(s):**

**Exact Match:**  
 Enable Soundex

First Name	Last Name
Clinical	Admin
Office	Assistant

**Basic Information**

First Name:	Email:	
Last Name:	Password:	
Login:	Again:	
Status:	Active	

<b>Assigned Role</b>	<b>Placement</b>	<b>Tags</b>
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Available Roles
Clinical Admin
Clinical Staff

Assigned Roles
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You will see in the Administer Staff section (the left bottom section) a list of staff currently assigned to your program. This list defaults to show only “placed” users. If you wish to see “unplaced” users you must go to the filter and under Placement Status, check Show “Not Placed”. Unplaced users are users no longer placed in a specific program.

6

The screenshot shows the 'Administer Staff' interface. On the left is a table of staff members. On the right is a 'Basic Information' form. A modal dialog box titled 'Add Staff Member' is open in the foreground, with a red dashed border and a red exclamation mark icon indicating a validation error in the 'First Name' field.

First Name	Last Name
Clinical	Admin
Office	Assistant
BRIANNA	BELCHER
Sean	Christy
New	Client
Domain	Clinical-Admin
Gladys	Corado
Kelly	Cross
JenMarie	Eadie
faker	faker
Kensie	False
Elizabeth	Gatt
Roxana	Guadalquivir
Trish	Jess
Araceli	Lopez
NORMA	MADRID

**Add Staff Member**

First Name:

Last Name:

Email:

Login:

Password:

Again:

Buttons: Save, Cancel

When you click Staff under the Administration bar, an Add Staff Member box will appear. Fill in the box using the person's SIMON number as their Login and creating a generic password. The password must be at least 6 characters in length, contain at least 1 uppercase letter and at least 1 number. Once the box is filled in correctly, click Save.

### Administer Staff

First Name | Last Name

Clinical	Admin
Office	Assistant
BRIANNA	BELCHER
Sean	Christy
New	Client
Domain	Clinical-Admin
Gladys	Corado
Kelly	Cross
JenMarie	Eadie
faker	faker
Kensie	False
Elizabeth	Gatt
Roxana	Guadalquivir
Trish	Jess
Araceli	Lopez
NORMA	MADRID
me	me
Staff	Member
EVA	MILLER
Minnie	Mouse

Page 1 of 2

#### Basic Information

First Name: | Email: |  
Last Name: | Password: |  
Login: | Again: |  
Status: Admin

#### Assigned Role

Available Roles: Clinical Admin, Clinical Staff, Non-Clinical Admin, Office Assistant, Supervisor, UIR Admin

Remove Selected | Assigned Roles

Undo Changes | Save

Once you click Save, you will go back to this screen which lists all staff in your program. The user account you just created is in an “unplaced” state. If you do not see them, be sure your Placement Status in the filter is checked to Show “Not Placed” staff.

**Administer Staff**

First Name: Clinical      Email: sbcans+Admin\_Clinical@gmail.com  
Last Name: Admin      Password:   
Login: Clinical\_Admin      Again:   
Status:  Active

**Assigned Role**      Placement      Tags

Add Selected      Remove Selected

Available Roles	Assigned Roles
Clinical Staff	Clinical Admin
Non-Clinical Admin	
Office Assistant	
Supervisor	
UIR Admin	

Undo Changes      Save

Locate the user's name that was just saved and double-click on the name. A Basic Information section will appear to the right of the list of names, this section shows the information you just entered. Check the Active box to activate the user. Click the Assigned Role tab and assign the role by clicking on the role and selecting Add Selected.

**Administer Staff**

Basic Information

First Name:  Email:   
Last Name:  Password:   
Login:  Again:   
Status:  Active

Assigned Role | **Placement** | Tags

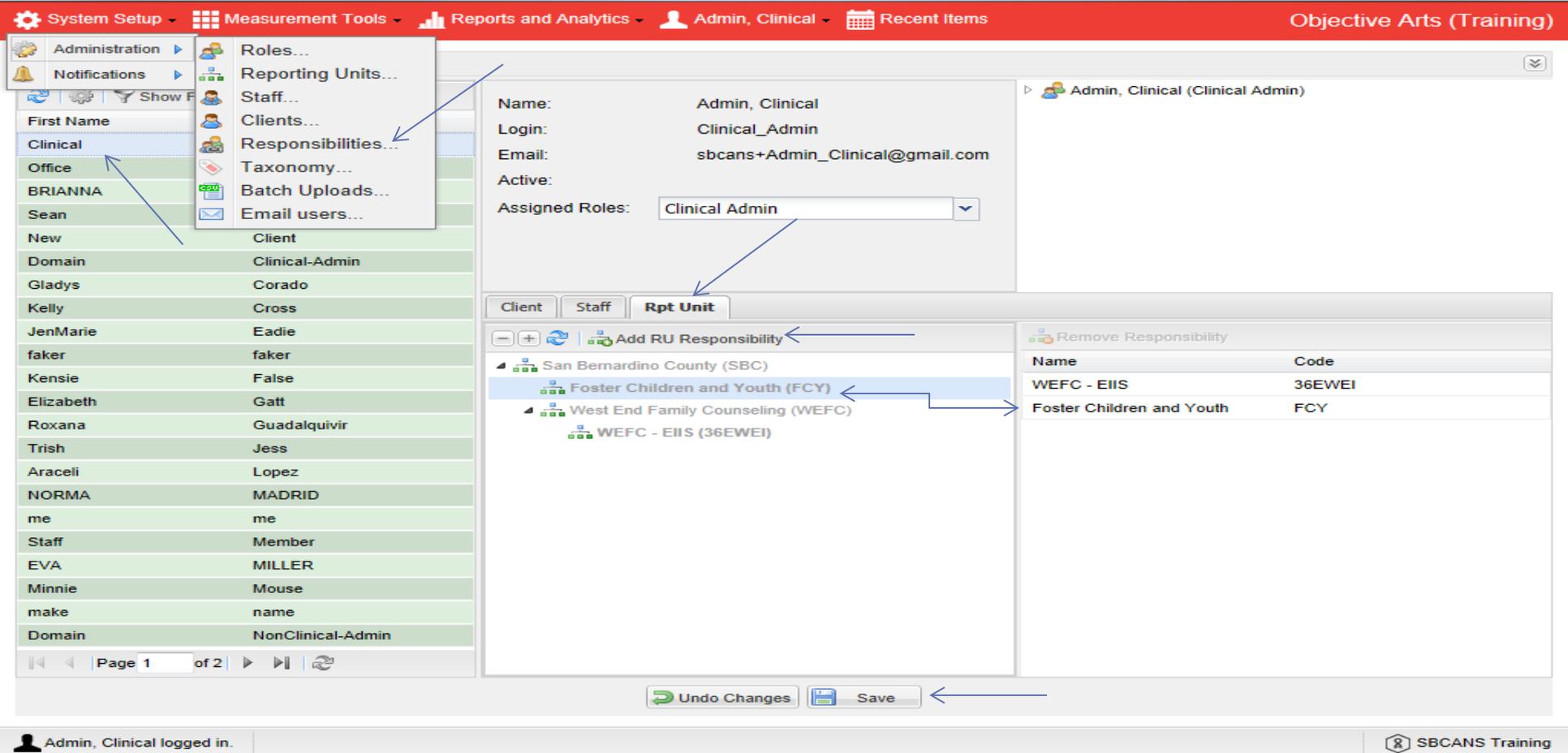
[-] [+] [Refresh] [Add Placement] [Remove Placement]

- San Bernardino County (SBC)
  - Christian Counseling Center (CCC)
  - Chino Valley Unified School District (CVUSD)
  - David & Margaret (D&M)
  - DBH (DBH)
  - Desert Mountain Children's Center (DMCC)
  - EMQ-Families First (EMQFF)
  - East Valley CHARLEE (EVC)
  - Foster Children and Youth (FCY)**
  - Family Services Agency (FSA)
  - Hearts and Lives (HL)

Name	Code
Foster Children and Youth	FCY
WEFC - EIIS	36EWEI

Undo Changes Save

After adding the role, select the Placement tab to view the program(s) you have permissions to. Place the user in the appropriate program(s) by clicking on the program and then selecting the Add Placement button (you can also drag and drop the program in the area to the right). You may need to click the white arrow located directly in front of the agency name in order to see the program. Click Save after you have added all of the programs for this user.



The second step to adding a user to the OA system is adding the user's Responsibilities. Under the Administrator tab Responsibilities section, locate your staff member and double-click on their name. The section to the right of the list of names will open showing three tabs. Select the Rpt Unit tab to see the programs you have permissions to view. Add the program as the user's responsibility by clicking on the program and then selecting the Add RU Responsibility button (you can also drag and drop the program in the area to the right). Click Save after you have added all of the programs for this user. You have now added a new Staff.

# Objective Arts

Entering CANS Assessments

**Inbox**

**Inbox Items**

Open Selected | Show Filter | Delete

Type	Title	Reporting Unit	Due Date	Owner
CANS	Incomplete CANS assessment for Clientelle, Newest	Foster Children and Youth	12/14/2013	Staff, Clinical
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical

If you have the role of Clinical staff, this is what you will see when you log in. Under the Navigation bar, you will have Measurement Tools, Reports and Analytics, Staff Member Log In and a Recent Items tab.

CANS Assessment Search Clients...  
Zero to Five Assessment View Clients...  
Inbox Items View All CANS...  
View Latest CANS...

Type	Title	Reporting Unit	Due Date	Owner
CANS	Incomplete CANS assessment for Clientelle, Newest	Foster Children and Youth	12/14/2013	Staff, Clinical
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical

Under the Measurement Tools tab, select CANS Assessment to see: Search clients, View Clients, View All CANS, and View Latest CANS.

**Client List**

Open Selected | Hide Filter

ID:  Display Inactive:  Display inactive clients

First Name:  Exact Match:  Enable Soundex

Last Name:  Reporting Unit(s):

Tag(s):

ID	First Name	Last Name	Date of Birth	Status
1	Fake	Client	9/9/2009	Active
3	New	Client	3/12/2003	Active
XOXOX	Client	X	4/16/2003	Active
22	Newest	Clientelle	5/22/2000	Active
xaxax	Newer	Clientelle	6/4/2009	Active
tatata	Client	Clientelle	3/10/1996	Active
lalalala	Lala	Client	7/11/2008	Active

Page 1 of 1 | Displaying 1 - 7 of 7

You can search for a client under Search Client or View Clients. Both are essentially the same page. Search Clients (screen shown above) just has the Filter field open for you to conduct a filter search. You can filter for clients by name, Client ID (Medical Record/SIMON number), or by selecting (double-clicking) the client row.

 Clientelle, Newest

ID: 22  
 Date of Birth: 5/22/2000

 **Assessment History**

 Open Selected
 Show Filter
 Compare Selected
 Compare Treatment Plans
 New CANS Assessment ...

<input type="checkbox"/> Type	First Name	Last Name	Assessment Date	Assessor	Status
<input type="checkbox"/> CANS	Newest	Clientelle	6/17/2013	Staff, Clinical	Assigned
<input type="checkbox"/> CANS	Newest	Clientelle	7/25/2013	Staff, Clinical	Returned
<input type="checkbox"/> CANS Caregiver	Newest	Clientelle	7/25/2013	Staff, Clinical	Returned
<input type="checkbox"/> CANS	Newest	Clientelle	10/30/2013	Barkley, Charles	Submitted
<input type="checkbox"/> CANS	Newest	Clientelle	7/8/2013	Staff, Clinical	Submitted
<input type="checkbox"/> CANS Caregiver	Newest	Clientelle	7/8/2013	Staff, Clinical	Submitted

Page 1 of 1
Displaying 1 - 6 of 6

Once you select a Client, their Assessment History screen will open. Note the client's name, ID and birthdate appear at the top of the screen. If the client you select has no CANS assessments this screen will be blank. The client in this image has four (4) assessment; 2 with no caregiver information, and 2 with caregiver information. To create a CANS assessment, select "New CANS Assessment".

**Clientelle, Newest**  
ID: 22  
Date of Birth: 5/22/2000

**Assessment History**

Open Selected | Show Filter | Compare Selected | Compare Treatment Plans | **New CANS Assessment ...**

Type	First Name	Last Name	Assessment Date	Staff, Clinical	Status
<input type="checkbox"/>	CANS	Newest	Clientelle	6/17/2013	Assigned
<input type="checkbox"/>	CANS	Newest	Clientelle	7/25/2013	Returned
<input type="checkbox"/>	CANS Caregiver	Newest	Clientelle	7/25/2013	Returned
<input type="checkbox"/>	CANS	Newest	Clientelle	10/30/2013	Submitted
<input type="checkbox"/>	CANS	Newest	Clientelle	Barkley, Charles	Submitted
<input type="checkbox"/>	CANS	Newest	Clientelle	7/8/2013	Submitted
<input type="checkbox"/>	CANS Caregiver	Newest	Clientelle	7/8/2013	Submitted

Page 1 of 1 | Displaying 1 - 6 of 6

**New CANS Assessment ...**

- CANS
- ACE
- ASQ

Once you click the “New CANS Assessment” tab, a drop down will appear as shown above. Select CANS from the list.

San Bernardino CANS : Client - Clientelle, Newest : Date - 3/31/2014 : Assessor - Staff, Clinical

Pre-populate Answers

#	Question	Score	Answer	Notes
<b>Assessment Information *</b>				
	Reason for assessment:		Please select one...	
	If reason for assessment is "Major Life Event", please specify:		<input type="text"/>	
<b>Caregiver Section(s)</b>				
1	Caregiver section(s) does not apply at this time		<input type="checkbox"/> Yes	
<b>Life Domain Functioning *</b>				
2	Family		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
3	Living Situation		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
4	Social Functioning		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
5	Recreational		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
6	Developmental		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
7	Job Functioning		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA	
8	Legal		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
9	Medical		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
10	Physical		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
11	Sexuality		<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	

<input checked="" type="checkbox"/>	First Name	Last Name	Relationship
<input type="checkbox"/>			

This is the blank CANS assessment that you will complete for the client. Expand the double arrows located at the top right-hand corner to view client information if it is not automatically expanded.

San Bernardino CANS : Client - Clientelle, Newest : Date - 4/1/2014 : Assessor - Staff, Clinical

CANS v1.0

Status: Assessment Date: 4/1/2014 Assessor: Staff, Clinical Assessment ID:

Clientelle, Newest  
ID: 22 Date of Birth: 5/22/2000 Rpt Unit:

Pre-populate Answers

#	Question	Score	Answer
<b>Assessment Information</b>			
	Reason for assessment:		Please select one...
	If reason for assessment is "Major Life Event", please specify:		
<b>Caregiver Section(s)</b>			
1	Caregiver section(s) does not apply at this time		<input type="checkbox"/> Yes
<b>Life Domain Functioning</b>			
2	Family	2	<input type="radio"/> 0 <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3
3	Living Situation	2	<input type="radio"/> 0 <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3
4	Social Functioning	1	<input type="radio"/> 0 <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
5	Recreational	1	<input type="radio"/> 0 <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
6	Developmental	1	<input type="radio"/> 0 <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3

Add Caregiver Section

First Name	Last Name	Relationship

**Help: Life Domain Functioning**

**Family**  
This section of the CANS focuses on how the child/youth and family are doing right now in major life domains. Life domains are the different arenas in a child /youth's and family's life. Please think about the last month (30 days) when you discuss and answer these questions.

Family ideally should be defined by the child; however, in the absence of this knowledge consider biological relatives, their significant others, and other individuals in relationships with these individuals with whom the child/youth still has contact as the definition of 'family', including a foster family. Please rate the highest level from the past 30 days.

**Questions to consider:**

- How does the child's/youth's family get along?
- Are there problems between family members?
- Has there ever been any violence?
- How is the child's/youth's family getting along right now?

NOTE: A rating of '2' or greater would result in the need for further specification of these needs through

OK

Print Reset Save Edit

<https://training-sbcans.oasmr.com/smr/#> SBCANS Training

Need a reminder of what an item means? Put your pointer on the item name (e.g. Family) until you see the ?. Left click the item name and the Help box will appear. Click OK to remove the Help box. Once you have completed the assessment, save it by selecting "Save" located on the bottom right corner of the screen. (Completing the Caregiver section is reviewed on slide 22)

San Bernardino CANS : Client - Clientelle, Newest : Date - 4/1/2014 : Assessor - Staff, Clinical

<p><b>CANS v1.0</b></p> <p>Status: Assigned                  Assessment Date: 4/1/2014                  Assessor: Staff, Clinical                  Assessment ID: 18949</p>	<p><b>Clientelle, Newest</b></p> <p>ID: 22                  Date of Birth: 5/22/2000                  Org Unit: Foster Children and Youth (FCY)</p>
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[-] [+] [Print] [Reports] [Refresh] [Home] [Logout]

#	Question	Answer	Notes
[-] <b>Assessment Information (1/2 Questions Answered)</b>			
[-] <b>Caregiver Section(s) (0/1 Question Answered)</b>			
[-] <b>Life Domain Functioning (14/14 Questions Answered)</b>			
[-] <b>Child/Youth Strengths (12/12 Questions Answered)</b>			
[-] <b>Acculturation (4/4 Questions Answered)</b>			
[-] <b>Child/Youth Behavioral/Emotional Needs (13/13 Questions Answered)</b>			
[-] <b>Child/Youth Risk Behaviors (10/10 Questions Answered)</b>			
[-] <b>Ages 0 through 5/Early Development Module (0/18 Questions Answered)</b>			
[-] <b>Transitional-Age-Youth-Module (0/10 Questions Answered)</b>			
[-] <b>Family Difficulties Module (0/8 Questions Answered)</b>			

<input checked="" type="checkbox"/>	First Name	Last Name	Relationship
<input type="checkbox"/>			

Once your CANS assessment has been saved and you are ready to submit, click the submit button on the bottom right.

San Bernardino CANS : Client - Clientelle, Newest : Date - 4/1/2014 : Assessor - Staff, Clinical

**CANS v1.0**

Status: Assigned  
 Assessment Date: 4/1/2014  
 Assessor: Staff, Clinical  
 Assessment ID: 18949

**Form Errors: There was a problem submitting the form.**

**Caregiver section(s) does not apply at this time**  
 Question 1. Caregiver section(s) does not apply at this time: must be checked if the assessment has no caregiver section(s) or you need to add at least one caregiver section

**Relationship with Biological Mother Only**  
 Question 83. Relationship with Biological Mother Only: is required when a value greater than one is provided for "Family"

**Relationship with Biological Father Only**  
 Question 84. Relationship with Biological Father Only: is required when a value greater than one is provided for "Family"

**Relationship with Primary Caregiver**  
 Question 85. Relationship with Primary Caregiver: is required when a value greater than one is provided for "Family"

**Relationships Among Siblings**  
 Question 86. Relationships Among Siblings: is required when a value greater than one is provided for "Family"

**Parental/Caregiver Collaboration**  
 Question 87. Parental/Caregiver Collaboration: is required when a value greater than one is provided for "Family"

Question

**Assessment Information (1/2 Questions Answered)**

Reason for assessment: Update

If reason for assessment is "Major Life Event", please specify: Not Answered

**Caregiver Section(s) (0/1 Question Answered)**

1 **Caregiver section(s) does not apply at this time**  Yes

**Life Domain Functioning (14/14 Questions Answered)**

2	Family	2
3	Living Situation	2
4	Social Functioning	1
5	Recreational	1
6	Developmental	1

Add Caregiver Section

First Name	Last Name	Relationship

Print Reset Save Edit Submit

If you have forgotten to complete a section, the system will let you know in the Form Error box. The box will tell you what needs to be completed to successfully submit the assessment. You can choose to X out of the Error box and scroll down to view the errors which will have an exclamation mark in a red circle or go to each number indicated. Click the "Edit" button at the bottom right corner to fix the errors.

San Bernardino CANS : Client - Clientelle, Newest : Date - 4/1/2014 : Assessor - Staff, Clinical

**CANS v1.0**

Status: Assigned  
 Assessment Date: 4/1/2014  
 Assessor: Staff, Clinical  
 Assessment ID: 18949

Question

**Assessment Information**

Reason for assessment  
 If reason for assessment

**Caregiver Section(s)**

**Life Domain Functioning**

2 Family  
 3 Living Situation  
 4 Social Functioning  
 5 Recreational  
 6 Developmental  
 7 Job Functioning

**Add Caregiver Section**

First Name  Last Name  Relationship

**Select, create or edit a Caregiver**

Open Selected | Show Filter | **Add New Caregiver** | Delete Caregiver | Edit Caregiver

ID	First Name	Last Name	Relationship to Client
14196	Care	Giver	Adoptive Mother
19108	Caring	Father	Adoptive Father

Page 1 of 1 | Displaying 1 - 2 of 2

Select Cancel

Print | Reset | Save | Stop Editing | Submit

**Form Errors: There was a problem submitting the form.**  
 Caregiver section(s) does not apply at this time  
 Question 1: Caregiver section(s) does not apply at this time; must be checked if the assessment has no caregiver section(s) or you need to add at least one caregiver

To add a caregiver, click "Add Caregiver Section" located at the bottom left corner; and, "Add New Caregiver" located in the "Select, create or edit a Caregiver" box that appears. Enter the caregiver's first and last names and use the drop-down menu to select a "Relationship to Client". Click SAVE.

San Bernardino CANS : Client - Clientelle, Newest : Date - 4/1/2014 : Assessor - Staff, Clinical

**CANS v1.0**

Status: Assigned

Assessment Date: 4/1/2014

Assessor: Staff, Clinical

Assessment ID: 18949

**Clientelle, Newest**

ID: 22

Date of Birth: 5/22/2000

Rpt Unit: Foster Children and Youth (FCY)

#	Question	Score	Answer	Notes
<b>Assessment Information *</b>				
	Reason for assessment:		Update	
	If reason for assessment is "Major Life Event", please specify:			
<b>Caregiver Section(s)</b>				
<b>Life Domain Functioning *</b>				
2	Family	2	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
3	Living Situation	2	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	

**Add Caregiver Section**

First Name	Last Name	Relationship
Care	Giver	Adoptive Moth

#	Question	Score	Answer	Notes
<b>Assessment Information *</b>				
	Caregiver Type:		Current Caregiver	
<b>Caregiver Needs &amp; Strength</b>				
1	Supervision	0	<input checked="" type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	

Print | Reset | Save | Stop Editing | Submit

After you have created a caregiver, select the caregiver by clicking the box located before the name, and then select "Open Selected". A section to enter the assessment information will appear to the left, as shown. Complete the assessment for the caregiver, then click "Stop Editing", then SAVE.

**Clientelle, Newest**  
 ID: 22  
 Date of Birth: 5/22/2000

**Assessment History**

Open Selected | 
  Show Filter | 
  Compare Selected | 
  Compare Treatment Plans |

<input type="checkbox"/>	Type	First Name	Last Name	Assessment Date	Assessor	Status
<input type="checkbox"/>	CANS	Newest	Clientelle	6/17/2013	Staff, Clinical	Assigned
<input type="checkbox"/>	CANS	Newest	Clientelle	7/25/2013	Staff, Clinical	Returned
<input type="checkbox"/>	CANS Caregiver	Newest	Clientelle	7/25/2013	Staff, Clinical	Returned
<input type="checkbox"/>	CANS	Newest	Clientelle	10/30/2013	Barkley, Charles	Submitted
<input type="checkbox"/>	CANS	Newest	Clientelle	7/8/2013	Staff, Clinical	Submitted
<input type="checkbox"/>	CANS Caregiver	Newest	Clientelle	7/8/2013	Staff, Clinical	Submitted
<input checked="" type="checkbox"/>	CANS	Newest	Clientelle	4/1/2014	Staff, Clinical	Submitted
<input type="checkbox"/>	CANS Caregiver	Newest	Clientelle	4/1/2014	Staff, Clinical	Submitted

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Upon successful submission, this is the screen that you will see. Notice the Assessor's name under the "Assessor" column.

To view a client's CANS assessments, select the check-box next to the client and click "Open Selected".

**Inbox**

**Inbox Items**

Open Selected | Show Filter | Delete

CANS Assessment

Zero to Five Assessment

---

Search Clients...

View Clients...

View All CANS...

View Latest CANS...

Approve CANS

Type	Title	Reporting Unit	Due Date	Owner
CANS	Incomplete CANS assessment for Clientelle, Newest	Foster Children and Youth	12/14/2013	Staff, Clinical
CANS	Incomplete CANS assessment for X, Client	Foster Children and Youth	11/19/2013	Visor, Super
CANS	Returned CANS assessment for Fake, Client	Foster Children and Youth	5/22/2013	Clinical-Admin, Domain
CANS	Returned CANS assessment for Fake, Client	Foster Children and Youth	5/22/2013	Clinical-Admin, Domain
CANS	Returned CANS assessment for Fake, Client	Foster Children and Youth	6/3/2013	me, me
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical
CANS	Returned CANS assessment for Clientelle, Newest	Foster Children and Youth	7/25/2013	Staff, Clinical
CANS	Submitted Assessment with ID 12587 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15871 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15872 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15873 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15877 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15904 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15906 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15910 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15912 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15914 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15916 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 15917 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 18872 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 18883 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 18897 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super
CANS	Submitted Assessment with ID 18902 for Client, Fake needs approval.	Foster Children and Youth	4/1/2014	Visor, Super

To approve assessments, you can either select the CANS assessment from the client's assessment history and click "Open Selected", or select "Approve CANS" in the drop down( Measurement Tools→CANS Assessment→Approve CANS), select the assessment and click "Open Selected".

https://training-sbcans.oasmr.com/smr/jsessionid=F4A215D3 SBCANS Training: CANS As... x

File Edit View Favorites Tools Help

Objective Arts (Training) System Setup - Measurement Tools - Reports and Analytics - Visor, Super - Recent Items Logout

Approve CANS Assessments

Open Selected Show Filter Compare Selected **Sequential Approval** Batch Approve

Type	First Name	Last Name	Assessment Date	Assessor	Status	
<input type="checkbox"/>	CANS	Newer	Clientelle	8/12/2013	Staff, Clinical	Submitted
<input type="checkbox"/>	CANS	New	Client	8/18/2013	Visor, Super	Submitted
<input type="checkbox"/>	CANS	Client	X	8/20/2013	Clinical-Admin, Domain	Submitted
<input type="checkbox"/>	CANS	New	Client	12/1/2013	Barkley, Charles	Submitted
<input type="checkbox"/>	CANS	Lala	Client	12/17/2013	Admin, Clinical	Submitted
<input type="checkbox"/>	CANS	New	Client	12/19/2013	Clinical-Admin, Domain	Submitted
<input type="checkbox"/>	CANS	Fake	Client	12/27/2013	faker, faker	Submitted
<input type="checkbox"/>	CANS	Fake	Client	12/27/2013	faker, faker	Submitted
<input type="checkbox"/>	CANS	Fake	Client	12/27/2013	Cross, Kelly	Submitted
<input type="checkbox"/>	CANS	Fake	Client	12/27/2013	Admin, Clinical	Submitted
<input type="checkbox"/>	CANS	New	Client	12/30/2013	Clinical-Admin, Domain	Submitted
<input type="checkbox"/>	CANS	Fake	Client	1/8/2014	Assistant, Office	Submitted
<input type="checkbox"/>	CANS	Fake	Client	1/8/2014	Assistant, Office	Submitted
<input type="checkbox"/>	CANS	Fake	Client	1/8/2014	Assistant, Office	Submitted
<input type="checkbox"/>	CANS	Fake	Client	1/8/2014	Admin, Clinical	Submitted
<input type="checkbox"/>	CANS	Fake	Client	1/8/2014	Admin, Clinical	Submitted
<input type="checkbox"/>	CANS	Fake	Client	1/8/2014	Assistant, Office	Submitted
<input type="checkbox"/>	CANS	Fake	Client	1/8/2014	Admin, Clinical	Submitted
<input type="checkbox"/>	CANS	New	Client	1/13/2014	Visor, Super	Submitted
<input type="checkbox"/>	CANS	Newer	Clientelle	7/1/2013	Staff, Clinical	Submitted
<input type="checkbox"/>	CANS	Fake	Client	2/21/2014	Admin, Clinical	Submitted
<input type="checkbox"/>	CANS	Fake	Client	2/21/2014	faker, faker	Submitted
<input type="checkbox"/>	CANS	Client	X	3/11/2014	Assistant, Office	Submitted
<input type="checkbox"/>	CANS	New	Client	3/26/2014	Visor, Super	Submitted
<input type="checkbox"/>	CANS	Fake	Client	3/26/2014	Sharp, Landon	Submitted
<input type="checkbox"/>	CANS	Fake	Client	3/26/2014	Poulsen, Monica	Submitted
<input type="checkbox"/>	CANS	Client	X	3/26/2014	Schwartz-Frates, Karen	Submitted
<input type="checkbox"/>	CANS	Lala	Client	4/4/2014	Staff, Clinical	Submitted
<input type="checkbox"/>	CANS	New	Client	4/8/2014	Clinical-Admin, Domain	Submitted
<input type="checkbox"/>	CANS	Fake	Client	4/8/2014	Brown, Lia	Submitted
<input type="checkbox"/>	CANS	Client	X	4/15/2014	Visor, Super	Submitted
<input type="checkbox"/>	CANS	Fake	Client	4/15/2014	Brown, Lia	Submitted
<input type="checkbox"/>	CANS	Lala	Client	7/1/2013	Brown, Lia	Submitted
<input type="checkbox"/>	CANS	Newest	Clientelle	4/17/2014	Admin, Clinical	Submitted
<input type="checkbox"/>	CANS	Fake	Client	4/17/2014	Staff, Clinical	Submitted

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Displaying 1 - 35 of 35

In the Approve CANS screen, the Sequential Approval button is automatically highlighted (clicking on it will remove this sequential approval), if you choose to use this approval method, open the first assessment on the screen and after approving or rejecting it, the very next assessment in this list will open up for review. You may filter these assessments by assessor or client before opening an assessment if you wish to limit you list.

San Bernardino CANS : Client - Clientelle, Newest : Date - 4/1/2014 : Assessor - Staff, Clinical

<b>CANS v1.0</b> Status: Submitted Assessment Date: 4/1/2014 Assessor: Staff, Clinical Assessment ID: 18949	<b>Clientelle, Newest</b> ID: 22 Date of Birth: 5/22/2000 Org Unit: Foster Children and Youth (FCY)
---	--

[-] [+] [Print] [Reports] [Algorithm Scores] [Refresh] [Home] [Logout]

#	Question	Answer	Notes
[-] <b>Assessment Information (1/2 Questions Answered)</b>			
[-] <b>Caregiver Section(s) (0/1 Question Answered)</b>			
[-] <b>Life Domain Functioning (14/14 Questions Answered)</b>			
[-] <b>Child/Youth Strengths (12/12 Questions Answered)</b>			
[-] <b>Acculturation (4/4 Questions Answered)</b>			
[-] <b>Child/Youth Behavioral/Emotional Needs (13/13 Questions Answered)</b>			
[-] <b>Child/Youth Risk Behaviors (10/10 Questions Answered)</b>			
[-] <b>Ages 0 through 5/Early Development Module (0/18 Questions Answered)</b>			
[-] <b>Transitional-Age-Youth-Module (0/10 Questions Answered)</b>			

Add Caregiver Section		
<input type="checkbox"/>	First Name	Last Name
<input type="checkbox"/>	Care	Relationship
<input type="checkbox"/>	Giver	Adoptive Moth

[Print] [Reset] [Save] [Edit] [Approve] [Reject]

If using Sequential Approval to approve CANS assessments, this is the screen that will be seen. ● 27

San Bernardino CANS : Client - Clientelle, Newest : Date - 4/1/2014 : Assessor - Staff, Clinical

**CANS v1.0**

Status: Submitted  
 Assessment Date: 4/1/2014  
 Assessor: Staff, Clinical  
 Assessment ID: 18949

**Clientelle, Newest**

ID: 22  
 Date of Birth: 5/22/2000  
 Org Unit: Foster Children and Youth (FCY)

[-] [+] [Print] [Reports] [Algorithm Scores] [Close] [Refresh] [Help]

#	Question	Answer	Notes
<b>Assessment Information (1/2 Questions Answered)</b>			
+	Reason for assessment:	Update	
+	If reason for assessment is "Major Life Event", please specify:		
<b>Caregiver Section(s) (0/1 Question Answered)</b>			
<b>Life Domain Functioning (14/14 Questions Answered)</b>			
+	2 Family	2	
+	3 Living Situation	2	
+	4 Social Functioning	1	
+	5 Recreational	1	
+	6 Developmental	1	
+	7 Job Functioning	1	

Add Caregiver Section

<input type="checkbox"/>	First Name	Last Name	Relationship
<input type="checkbox"/>	Care Giver	Adoptive Mother	

[Print] [Reset] [Save] [Edit] [Approve] [Reject]

Selecting the “+” symbol located on the top blue bar will open the assessment items for review.

To “Approve” or “Reject” the CANS assessment, select the appropriate button located at the bottom, right corner.

Clientelle, Newest

ID: 22  
Date of Birth: 5/22/2000

Assessment History

Open Selected Show Filter Compare Selected Compare Treatment Plans New CANS Assessment ...

Type	First Name	Last Name	Assessment Date	Assessor	Status	
<input type="checkbox"/>	CANS	Newest	Clientelle	6/17/2013	Staff, Clinical	Assigned
<input type="checkbox"/>	CANS	Newest	Clientelle	7/25/2013	Staff, Clinical	Returned
<input type="checkbox"/>	CANS Caregiver	Newest	Clientelle	7/25/2013	Staff, Clinical	Returned
<input type="checkbox"/>	CANS	Newest	Clientelle	10/30/2013	Barkley, Charles	Submitted
<input type="checkbox"/>	CANS	Newest	Clientelle	7/8/2013	Staff, Clinical	Submitted
<input type="checkbox"/>	CANS Caregiver	Newest	Clientelle	7/8/2013	Staff, Clinical	Submitted
<input type="checkbox"/>	CANS	Newest	Clientelle	4/1/2014	Staff, Clinical	Approved by Visor, Super on 4/1/2014
<input type="checkbox"/>	CANS Caregiver	Newest	Clientelle	4/1/2014	Staff, Clinical	Approved by Visor, Super on 4/1/2014

Once approved, this is the screen that will be shown. Notice the approver name and date of approval shows under the "Status" column.

https://training-sbcans.oasmr.com/smr/?jsessionid=F4A215D3 SBCANS Training: CANS As... X

File Edit View Favorites Tools Help

Objective Arts (Training) System Setup Measurement Tools Reports and Analytics Visor, Super Recent Items

Approve CANS Assessments

Open Selected Show Filter Compare Selected Sequential Approval Batch Approve

Type	First Name	Last Name	Assessment Date	Assessor	Status
CANS	Newer	Clientelle	8/12/2013	Staff, Clinical	Submitted
CANS	New	Client	8/18/2013	Visor, Super	Submitted
CANS	Client	X	8/20/2013	Clinical-Admin, Domain	Submitted
CANS	New	Client	12/1/2013	Barkley, Charles	Submitted
CANS	Lala	Client	12/17/2013	Admin, Clinical	Submitted
CANS	New	Client	12/19/2013	Clinical-Admin, Domain	Submitted
CANS	Fake	Client	12/27/2013	faker, faker	Submitted
CANS	Fake	Client	12/27/2013	faker, faker	Submitted
CANS	Fake	Client	12/27/2013	Cross, Kelly	Submitted
CANS	Fake	Client	12/27/2013	Admin, Clinical	Submitted
CANS	New	Client	12/30/2013	Clinical-Admin, Domain	Submitted
CANS	Fake	Client	1/8/2014	Assistant, Office	Submitted
CANS	Fake	Client	1/8/2014	Assistant, Office	Submitted
CANS	Fake	Client	1/8/2014	Assistant, Office	Submitted
CANS	Fake	Client	1/8/2014	Admin, Clinical	Submitted
CANS	Fake	Client	1/8/2014	Admin, Clinical	Submitted
CANS	Fake	Client	1/8/2014	Assistant, Office	Submitted
CANS	Fake	Client	1/8/2014	Admin, Clinical	Submitted
CANS	New	Client	1/13/2014	Visor, Super	Submitted
CANS	Newer	Clientelle	7/1/2013	Staff, Clinical	Submitted
CANS	Fake	Client	2/21/2014	Admin, Clinical	Submitted
CANS	Fake	Client	2/21/2014	faker, faker	Submitted
CANS	Client	X	3/11/2014	Assistant, Office	Submitted
CANS	New	Client	3/26/2014	Visor, Super	Submitted
CANS	Fake	Client	3/26/2014	Sharp, Landon	Submitted
CANS	Fake	Client	3/26/2014	Poulsen, Monica	Submitted
CANS	Client	X	3/26/2014	Schwartz-Frates, Karen	Submitted
CANS	Lala	Client	4/4/2014	Staff, Clinical	Submitted
CANS	New	Client	4/8/2014	Clinical-Admin, Domain	Submitted
CANS	Fake	Client	4/8/2014	Brown, Lia	Submitted
CANS	Client	X	4/15/2014	Visor, Super	Submitted
CANS	Fake	Client	4/15/2014	Brown, Lia	Submitted
CANS	Lala	Client	7/1/2013	Brown, Lia	Submitted
CANS	Newest	Clientelle	4/17/2014	Admin, Clinical	Submitted
CANS	Fake	Client	4/17/2014	Staff, Clinical	Submitted

Page 1 of 1

Visor, Super logged in.

Another way to approve assessments is through the Batch Approve method.

**Batch Assessment Approval**

ID	Name	Date	Assessor	Status
13347	Clientelle, Newer	8/12/2013	Staff, Clinical	Submitted
13353	Client, New	8/18/2013	Visor, Super	Submitted
13363	X, Client	8/20/2013	Clinical-Admin, Domain	Submitted
15776	Client, New	12/1/2013	Barkley, Charles	Submitted
15823	Client, Lala	12/17/2013	Admin, Clinical	Submitted
15856	Client, New	12/19/2013	Clinical-Admin, Domain	Submitted
15871	Client, Fake	12/27/2013	faker, faker	Submitted
15872	Client, Fake	12/27/2013	faker, faker	Submitted
15873	Client, Fake	12/27/2013	Cross, Kelly	Submitted
15877	Client, Fake	12/27/2013	Admin, Clinical	Submitted
15898	Client, New	12/30/2013	Clinical-Admin, Domain	Submitted
15904	Client, Fake	1/8/2014	Assistant, Office	Submitted
15906	Client, Fake	1/8/2014	Assistant, Office	Submitted
15910	Client, Fake	1/8/2014	Assistant, Office	Submitted
15912	Client, Fake	1/8/2014	Admin, Clinical	Submitted
15914	Client, Fake	1/8/2014	Admin, Clinical	Submitted
15916	Client, Fake	1/8/2014	Assistant, Office	Submitted
15917	Client, Fake	1/8/2014	Admin, Clinical	Submitted
15922	Client, New	1/13/2014	Visor, Super	Submitted
18747	Clientelle, Newer	7/1/2013	Staff, Clinical	Submitted
18883	Client, Fake	2/21/2014	Admin, Clinical	Submitted
18902	Client, Fake	2/21/2014	faker, faker	Submitted
18920	X, Client	3/11/2014	Assistant, Office	Submitted
18934	Client, New	3/26/2014	Visor, Super	Submitted
18936	Client, Fake	3/26/2014	Sharp, Landon	Submitted
18937	Client, Fake	3/26/2014	Poulsen, ...	Submitted

**CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) SAN BERNARDINO**

CHECK ONE:  Initial CANS  Update CANS  Transition/Discharge CANS

Date Assessed: 08/12/2013  
 Age: 4  
 Date of Birth: 06/04/2009  
 Assessor's Name: Staff, Clinical

**LIFE DOMAIN FUNCTIONING**

0 = no evidence of problems 1 = history, mild  
 2 = moderate 3 = severe

	PV	N/A	0	1	2	3
Family *						
Living Situation	0					
Social Functioning						
Recreational						
Developmental *	0					
Job Functioning						
Legal	0					
Medical	0					
Physical	0					
Sexuality *	0					
Sleep	0					
School Behavior *						
School Achievement *						
School Attendance *						

**CAREGIVER STRENGTHS & NEEDS**

Caregiver Assessment(s) Present **YES**

**CHILD BEHAVIORAL/EMOTIONAL NEEDS**

0 = no evidence of problem 1 = hx or sub-threshold  
 2 = signif, meets dx 3 = severe/dangerous

	PV	0	1	2	3
Psychosis					
Impulsivity/Hyperactivity					
Depression					
Anxiety					
Oppositional					
Conduct					
Adjustment to Trauma *					
Anger Control					
Eating Disturbances					
Affect Dysregulation					
Behavioral Regressions					
Somatization					
Substance Use *					

**CHILD/YOUTH STRENGTHS**

0 = centerpiece 1 = useful  
 2 = identified 3 = not yet identified

	PV	N/A	0	1	2	3
Family						
Interpersonal						
Optimism						
Educational						
Vocational	0					
Talents/Interests						
Spiritual/Religious						
Community Life						
Relationship Permanence *						
Well-Being						
Resiliency						
Resourcefulness						

**ACCULTURATION**

0 = no evidence of problem 1 = history, mild  
 2 = moderate 3 = severe

	PV	0	1	2	3
Language					
Identity					
Ritual					
Cultural Stress					

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This is the Batch Approve view. This version of the assessment looks like the hardcopy form but it has a Previous Values (PV) column to show the clients change in score from their previously completed assessment (where no PV is shown means there was no change in score). In this view you can click skip or next to move through the assessments. Before selecting Batch Approve, you can filter the assessments by assessor, etc. to limit your list. To get out of this view, select Done.

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