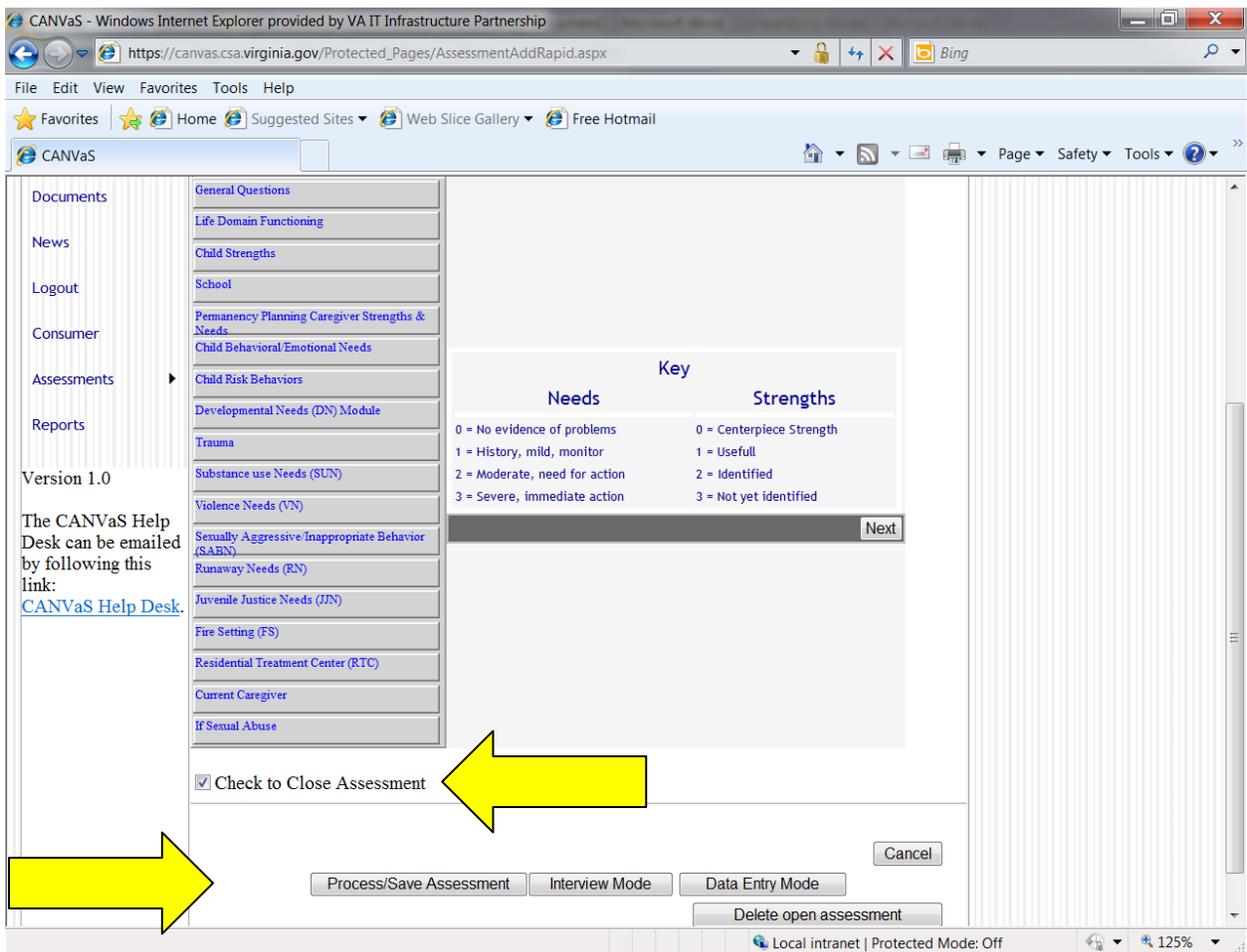


Comprehensive Services Act (CSA)

 How (and why) do I close a CANS assessment in CANVaS? 

 All CANS assessments in CANVaS should be closed upon completion and appropriate review, but no later than sixty days after completion of the assessment. A sixty-day window permits time for supervisory or Family Assessment and Planning Team (FAPT) review and input or to make corrections. However, if such review or changes are not needed, the assessment should be closed **upon completion** to protect the validity of the information. In an effort to assure valid information is in the system, assessments which remain open past the sixty-day mark may be deleted from CANVaS at any time.

 If an assessment you entered remains open in CANVaS longer than sixty days, a red notice will pop up on the message bar when you log in to CANVaS. To close an assessment, simply click on “View” (not “Report”) in the listing of the child’s assessments. On the first page (or any page) of the assessment, click the “Check to Close Assessment” box and then “Process/Save Assessment” as indicated by the arrows below. The assessment will close and the algorithm recommendation* will display. Click on “Return” and the screen will revert to the “View Consumer” page.



The screenshot shows the CANVaS web application interface. The browser address bar displays the URL: https://canvas.csa.virginia.gov/Protected_Pages/AssessmentAddRapid.aspx. The interface includes a navigation menu on the left with options like Documents, News, Logout, Consumer, Assessments, and Reports. The main content area displays a 'Key' section with two columns: 'Needs' and 'Strengths'. The 'Needs' column lists levels from 0 to 3, and the 'Strengths' column lists levels from 0 to 3. A 'Next' button is visible next to the 'Strengths' column. At the bottom of the interface, there is a checkbox labeled 'Check to Close Assessment' which is checked. A yellow arrow points to this checkbox. Below the checkbox are several buttons: 'Process/Save Assessment', 'Interview Mode', 'Data Entry Mode', and 'Delete open assessment'. Another yellow arrow points to the 'Process/Save Assessment' button. The status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and a zoom level of 125%.

*For more information about the algorithm recommendation, please see the CANVaS link <http://www.csa.virginia.gov/html/cans/canvas.cfm> on the CSA website.
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Closing Assessments in CANVaS (continued)



If you begin a new assessment, and realize you have made an error, for example you pulled up the Comprehensive Version when you intended to access the Reassessment Version (without the modules), click on “Delete open assessment” at the bottom of the page and start over. Do not leave incomplete assessments in CANVaS.



Be sure to answer **all of the questions in the “General Questions”** section of the assessment (first page). There are three questions relating to whether or not the child has received community-based services, whether or not the child’s removal from the home is planned and the child’s age. Remember, if you are using “Rapid Entry” mode, the definitions for each item rating may be found if you click on the link to “Interview Mode” at the bottom of any page of the assessment. For the question about the child’s placement, you must select either “0” (no) or “1” (yes) for each type of placement (foster home, group home, residential treatment or relative/family home). Select the placement where the child spends the majority of time. In other words, a child may be in a foster care, but go home for a weekend visit. The child’s placement is still “foster home” for CANVaS.



Rate the “Independent Living item” a “0” for children under the age of 14. Do not leave this item blank.



Assessments will only close if all of the appropriate items for that assessment have been rated or answered. The system will tell you which items are missing a rating. If there are just a few items that were overlooked and not rated, and the **ratings can be accurately obtained** regarding the items as applicable to the child **at the time of the assessment**, complete and close the assessment. If there are many items that were not rated, the assessment is not valid and should be deleted. If you absolutely cannot close the assessment because no one can answer the unrated items, print the assessment report and delete the assessment from CANVaS.



Closing the assessment does not mean you are closing the child’s CSA or agency case. It simply means you are completing that particular assessment. Assessments in CANVaS may be retrieved after closing, but cannot be altered.



Just FYI, CANVaS refers to CSA local public agency “case managers” as “Clinicians.” This is simply a hold-over in wording from the Indiana system and should not be interpreted to mean that CSA case managers who complete assessments are clinicians.



If you are a local DSU/RA, you can access a report which will tell you which assessments have remained open past the sixty-day mark. After you log-in to CANVaS, click on “Reports” on the left-hand side of the page. You will see an “Open Assessment Report-60 Day.” Click on the link “Generate Report.” If there are no assessments open past sixty days for your locality, this page will be blank.

If you are experiencing difficulty in closing an assessment, contact the CANVaS Help Desk at 1-877-727-8329 or canvashelpdesk@rcrtechnology.com