

Comprehensive Services Act (CSA) Tip Sheet #3 How do I close a CANS assessment in CANVaS?

TIPS ****** on Closing Assessments

* All CANS assessments in CANVaS should be closed upon completion and appropriate review, but no later than within sixty days of completion of the assessment. A sixty-day window permits time for supervisory or FAPT review and input or to make corrections. However, efforts should be made to close the assessment as quickly as appropriate to protect the validity of the information.

* 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 of the assessment, click the **"Check to Close Assessment"** box. (See arrows below.)



Locality: CSA - Management Alert! Assessment open longer than 60 days! User: Carol Wilson

Rapid Entry Mode - CANS Reassessment - 5+ - (Open)

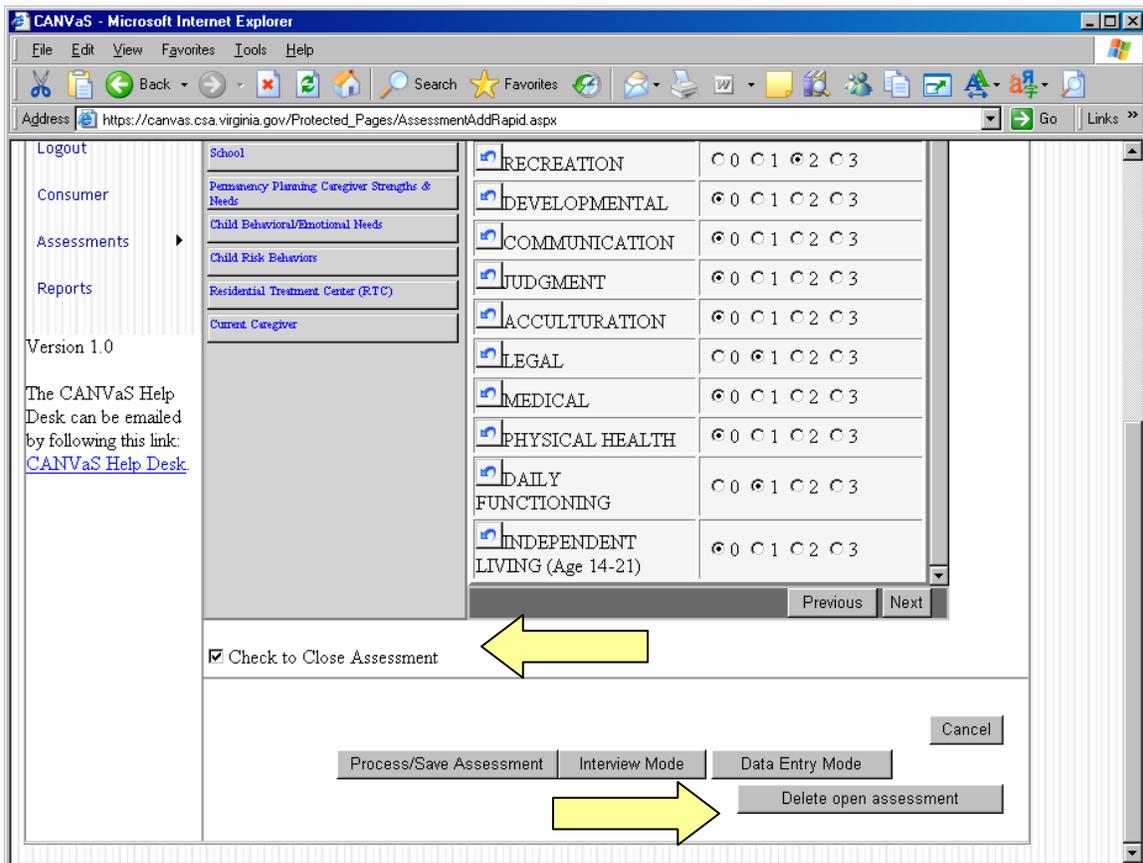
Needs	Strengths
0 = No evidence of problems	0 = Centerpiece Strength
1 = History, mild, monitor	1 = Useful
2 = Moderate, need for action	2 = Identified
3 = Severe, immediate action	3 = Not yet identified

Check to Close Assessment

“How do I close a CANS Assessment in CANVaS (con’t.)?”

 You may click the **“Check to Close Assessment”** box on any page of the assessment. (See screen shot below.)

 If you begin a new assessment and realize you have made an error, perhaps, for example, you pulled up the Comprehensive version with the modules, when you really meant to pull up the Reassessment version (without the modules), click on **“delete open assessment”** (see below) at the bottom of any page and start over. Do not leave incomplete assessments in CANVaS.



<input type="checkbox"/>	RECREATION	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	DEVELOPMENTAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	COMMUNICATION	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	JUDGMENT	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	ACCULTURATION	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	LEGAL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	MEDICAL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	PHYSICAL HEALTH	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	DAILY FUNCTIONING	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	INDEPENDENT LIVING (Age 14-21)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you need assistance, contact the CANVaS Help Desk at canvashelpdesk@rcrtechnology.com or call (877) 727-8329.