

## Update and Information on Using CANVaS

Congratulations and thanks to the 920+ of you who have established accounts and are using CANVaS to complete CANS assessments! As of 10/01/09 we have 1,879 assessments entered into CANVaS.



The CANVaS Help Desk is working on registering users and following are some suggestions to expedite the process. Your patience is appreciated while we get everyone on board! CANVaS is a big step for CSA and it will take a while to create accounts, enter certifications, and get the system running smoothly for all of us. Then we can begin to work on the functionality of the reports already in the system and begin to develop new ones.

To help move things along: A significant number of people (at least half) are not providing all necessary information when they submit their user agreements and/or log-in request forms. When a user agreement is incomplete, time is lost in contacting that individual who then must take the time to correct and re-submit the form. Please take the time to completely and accurately complete the agreement.

### **Suggestions:**

#### **First Step: Complete and send the Confidentiality and User Agreement.**

- Be sure to complete all of the items on the user agreement and obtain the necessary signatures. For case managers, the user agreement is pages 11, 12 and 13 of the [Policies and Procedures for Access to CANVaS](#)
  - One common mistake is people do not mark the "Role of User" at the bottom of page 12. If you will be using CANVaS to complete CANS assessments you should mark #2 "case manager."
  - Don't forget to put your job title next to your name on page 12.
  - Your Designated Super User/Report Administrator must sign the bottom of page 13, verifying your current CANS certification. A listing of Designated Super Users may be found on the CSA website under "CSA Rosters" or [Super User Roster](#) Some localities have Report Administrators, a listing of which may also be found on the CSA web site at [CANVaS Report Administrator Roster](#) Information on how to print your certification verification is in the

[Policies and Procedures for Access to CANVaS](#) or in the [CANVaS FAQ](#)

- If you are requesting access to more than one locality, you should complete a user agreement for each locality.

Fax your agreement to the Help Desk at (317) 631-3345 or mail it to the CANVaS Help Desk, RCR Technology, 251 North Illinois Street, Suite 1150, Indianapolis, Indiana 46204.

### **Second Step: Obtain your log-in information.**

- You have two options on how to obtain your log-in information. You may:
  - Complete the online form at [http://www.csa.virginia.gov/html/CANS/CANVAS\\_register1.cfm](http://www.csa.virginia.gov/html/CANS/CANVAS_register1.cfm) on the CSA website or
  - Call the Help Desk at (877) 727-8329.

**Simply completing the online form will not establish an account. This form is used only to establish log-in information. The User Agreement must also be faxed or mailed. Wait until you receive confirmation from the Help Desk that your online request has been accepted.**

- Access CANVaS at <https://canvas.csa.virginia.gov>

A [CANVaS User Manual](#) may be accessed on the Home Page. Please review the manual and use it as a resource if you have questions while working in CANVaS. When adding a new assessment, you must start with “Consumer Search” and if the child is not located in the system, follow the directions on page 12 in the manual to add the child and begin the assessment.

The Policies and Procedures document is being updated to include information about use of the online form and a process for submitting re-certifications.

### **Notice re: Reports**

**As indicated in the User’s Manual, the “Domain Outcomes” Report is not functional. You may get meaningless information if you attempt to use this report or the “Individual Outcomes” report. The “Domain Outcomes” Report will only be useful once we have the algorithms for the decision support models in CANVaS.**