

Accessing and Entering CANS in SACWIS

In order to access SACWIS you must have:

- Completed all trainings/certification:
 - CANS 2.0 Initial Training or Refresher Training
 - CANS 2.0 Certification Exam within 1 year
 - CANS in SACWIS Functionality Webinar
- Confirmed active NT Account
 - If unsure, contact IPS Administration
- A supervisor who has completed both of the above steps

To access your cases and score your CANS in SACWIS:

- Reach out to the caseworker and ask them to:
 1. Assign you to the case in SACWIS as a parallel
 2. Add any necessary collaterals (foster parent(s), substitute caregiver(s), paramour(s) or any other individuals you will score on the CANS) so that you can complete all required caregiver assessments
 - i. Add collateral relationship to child (if this is not done, CANS for these caregivers will not populate)

Adding collaterals (foster parents or other caregivers) to the SACWIS case is new for caseworkers. As a result, it may take a little more effort from you to get it done. We're working on a better system but for now you will have to rely on the caseworkers to add the collateral adults in the case.

Overall Process Considerations:

- To ensure you have all necessary access to the case in SACWIS, communicate to the caseworker that the parallel assignment and collateral addition are a prerequisite of IPS services, just like assistance with legal forms (consent for mental health treatment and release of information) and setting up initial visits. This will avoid possible scenarios where a CANS is completed at 30 days after acceptance but cannot be entered on time. **You will need to get access to each new case, this is not a one-time process.**
- Each IPS agency will have different procedures for requesting access to SACWIS cases. Getting up to speed with currently open cases will be slightly burdensome and take much of your attention, but start planning now how new cases will be opened. Responsibility may be with the intake staff, supervisor(s), or individual staff to get assigned correctly and ensure collaterals are added.