

Directions on doing a CANS assessment in a case:

**The collateral(s) must be entered by the caseworker before they will show up in the CANS. If a CANS was started before the collateral(s) were entered they will not show up. The CANS will then have to be removed and started again after the collateral(s) are entered. See directions on how to add a collateral if needed.

1. Click on the Create CANS link:

CANS IPS Assessments		CANS Comparison	Remove CANS IPS	Create CANS IPS
Participants	Date Of Assessment	Date Submit For Approval	Approval Status	Approval Date

2. If there is anyone on the list that does not need to be assessed please choose the reason on the line for that person or persons (in this example I will select both biological parents as Not Assessed):

CANS IPS ID: Family Case ID: 1070911 Family Case Name: Test, Father
Worker Name: Date Assessed: 08/30/2019 10 [Documents](#)

Person Name	Date Of Birth	Role	Reason Not Assessed	Children*	
Test, Mother	06/01/1983	Caregiver	Not Applicable ▼	<input type="text" value="Test, Boy"/> <input type="text" value="Test, Girl"/>	
Test, Father	04/01/1980	Caregiver	Unavailable ▼	<input type="text" value="Test, Boy"/> <input type="text" value="Test, Girl"/>	
Foster, Mother		Caregiver	<input type="text" value=""/> ▼	<input type="text" value="Test, Boy"/> <input type="text" value="Test, Girl"/>	CANS
Foster, Father		Caregiver	<input type="text" value=""/> ▼	<input type="text" value="Test, Boy"/> <input type="text" value="Test, Girl"/>	CANS
Test, Boy	01/05/2015	Child	<input type="text" value=""/> ▼		CANS
Test, Girl	09/05/2018	Child	<input type="text" value=""/> ▼		CANS

3. Select each child that needs to be assessed for the correct adult (you can select more than one if needed):

CANS IPS ID: Family Case ID: 1070911 Family Case Name: Test, Father
Worker Name: [REDACTED] Date Assessed: 08/30/2019 10 [Documents](#)

Person Name	Date Of Birth	Role	Reason Not Assessed	Children*	
Test, Mother	06/01/1983	Caregiver	Not Applicable ▼	<div>Test, Boy</div> <div>Test, Girl</div>	
Test, Father	04/01/1980	Caregiver	Unavailable ▼	<div>Test, Boy</div> <div>Test, Girl</div>	
Foster, Mother		Caregiver	▼	<div>Test, Boy</div> <div>Test, Girl</div>	CANS
Foster, Father		Caregiver	▼	<div>Test, Boy</div> <div>Test, Girl</div>	CANS
Test, Boy	01/05/2015	Child	▼		CANS
Test, Girl	09/05/2018	Child	▼		CANS

****NOTE** - Do not switch back and forth from child to child under the adult or it will wipe out the CANS you have already entered (meaning in this example under Foster, Mother don't click on the Test, Boy then fill out the CANS and then go back to this screen and click on Test, Girl and fill out the CANS because it will wipe out what you entered for Test, Boy). If you need to do a CANS under the adult for each child you will need to select all of the children under the adult that you need to assess.

****NOTE** – If you get the error “Child(ren) selection cannot be blank or is incorrect then you haven’t selected the child(ren)

- **Child(ren) selection cannot be blank or is incorrect.**

CANS IPS Assessment

CANS IPS ID:

Family Case ID: 1070911

Family Case Name: Test, Father

Worker Name: [REDACTED]

Date Assessed: 08/30/2019 10

[Documents](#)

Person Name	Date Of Birth	Role	Reason Not Assessed	Children*	
Test, Mother	06/01/1983	Caregiver	Not Applicable	Test, Boy Test, Girl	
Test, Father	04/01/1980	Caregiver	Unavailable	Test, Boy Test, Girl	
Foster, Mother		Caregiver		Test, Boy Test, Girl	CANS
Foster, Father		Caregiver		Test, Boy Test, Girl	CANS
Test, Boy	01/05/2015	Child			CANS
Test, Girl	09/05/2018	Child			CANS

4. Click on the CANS link to fill out the CANS

5. If you have chosen to select multiple children to assess it will show like this (you can see that there is a question for both Test, Boy and Test, Girl):

▼ Safety

Prev. Score	0	1	2	3	Unk	N/A	Factor
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			95. Safety (For Test, Boy) Describe: <div></div>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			95. Safety (For Test, Girl) Describe: <div></div>

6. Once all assessments have been filled out Click on Submit for Approval:

CANS IPS ID: 16865 Family Case ID: 1070911 Family Case Name: Test, Father
 Worker Name: [REDACTED] Date Assessed: 08/30/2019 [Documents](#)

Person Name	Date Of Birth	Role	Reason Not Assessed	Children*	
Test, Mother	06/01/1983	Caregiver	Not Applicable	Test, Boy Test, Girl	
Test, Father	04/01/1980	Caregiver	Unavailable	Test, Boy Test, Girl	
Foster, Mother		Caregiver		Test, Boy Test, Girl	CANS
Foster, Father		Caregiver		Test, Boy Test, Girl	CANS
Test, Boy	01/05/2015	Child			CANS
Test, Girl	09/05/2018	Child			CANS

Approval

Approval Status: Not Requested [Reroute Approval](#) [Supervisor Approval Action](#) [View Approval History](#)

[Save](#) [Cancel](#) **Submit For Approval**

NOTE – if you are not evaluating the biological parent in the CANS the section for Commitment to Permanency Plan Goal - Biological Parent will still have to be assessed. If you have questions on how to answer these hold the mouse over the factor name to see how to score it:

▼ Commitment to Permanency Plan Goal - Biological Parent

Prev. Score	0	1	2	3	Unk	N/A	Factor
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			132. Parent Participation in Visitation Describe: <div> 132. Parent Participation in Visitation 0 - Parent consistently adheres to all planned visitations and actively participates. 1 - Parent generally adheres to planned visitations but may sometimes miss or engage in unplanned visitation or always attends but does not actively participate with the child(ren). 2 - Parent sporadically adheres to planned visitation. 3 - Parent does not participate in planned visitation. </div>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			134. Involvement in Treatment Describe: <div></div>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			135. Parent Involvement/Parent Participation Describe: <div></div>