Directions on doing a CANS assessment in a case:

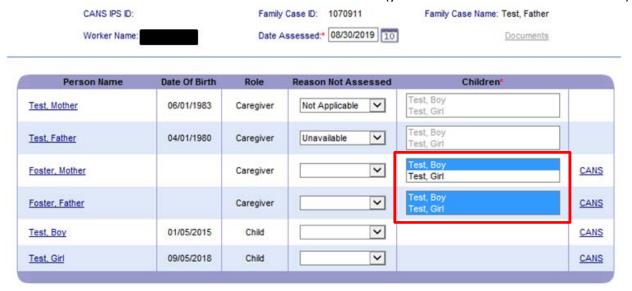
- **The collateral(s) must be entered by the caseworker before they will show up in the CANS. If a CANS was started before the collateral(s) were entered they will not show up. The CANS will then have to be removed and started again after the collateral(s) are entered. See directions on how to add a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



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):

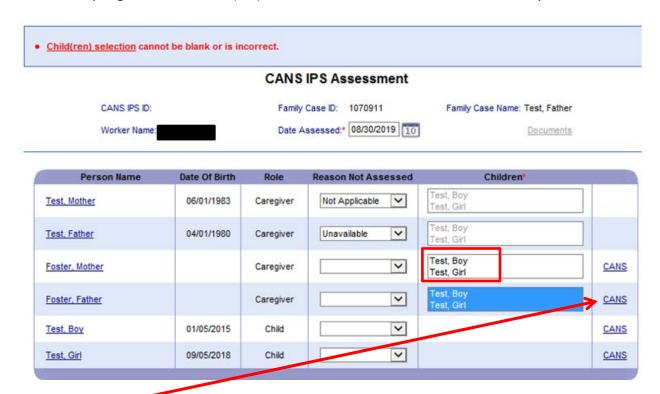


3. Select each child that needs to be assessed for the correct adult (you can select more than one if needed):



^{**}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)



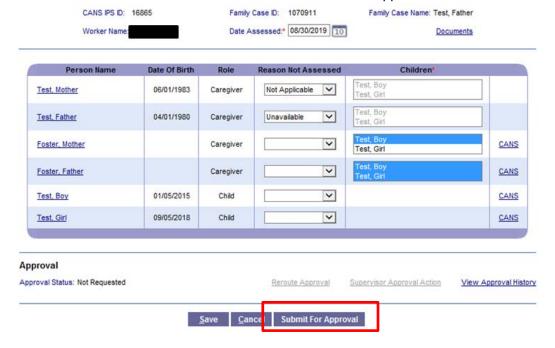
4. Click on the CANS link to fill out the CANS

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



6. Once all assessments have been filled out Click on 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
	•	0	0	0			132. Parent Participation in Visitation Describe: 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
	•	0	0	0			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.
	•	0	0	0			134. Involvement in Treatment Describe:
	•	0	0	0			135. Parent Involvement/Parent Participation Describe: