

Processing a CANS-NY Assessment

Tips and Quick Reference Guide



User Roles in the UAS-NY

CANS-NY roles are designed to enable the UAS-NY application to govern what data can be viewed or edited, as well as what functions may be performed. In short, CANS-NY roles authorize access.

The CANS-NY role assigned to a user restricts the functional access in the UAS-NY application. For this reason, the CANS-NY role titles are general, not specific.

Table 1 outlines CANS-NY user roles and provides a brief description of how the role functions in the UAS-NY.

ROLE	Brief Title	Description
CANS-NY 15	Administrative Support Staff	Reserved for administrative staff that supports the provider level assessors and supervisors. This user can create person records and generate reports but CANNOT ADD assessments.
CANS-NY 40	CANS-NY Assessor	Reserved for individuals that have the appropriate CANS-NY certifications to conduct assessments. Assessors are assigned by the Care Management Agencies only. Users in this role are responsible for the completion and finalization of any assessment they add to a person record.
CANS-NY 50	CANS-NY Assessor Supervisor	Reserved for individuals that have supervisory or managerial purview over the assessor teams. As such, supervisors have read-only access to any assessment in their Organization Case List and, as necessary, can delete an unsigned/unfinalized assessment and generate individual and aggregate reports. A CANS-NY 50 can also sign as a review/consult.
CANS-NY 60	CANS-NY Assessor READ-ONLY	READ-ONLY access is reserved for assessors who have lapsed CANS-NY Certifications. This role permits access to the user's Organization Case List and all assessments conducted (finalized or unfinalized) for VIEW ONLY. Users are unable to add, edit, or finalize assessments until the CANS-NY Certification is renewed for the CANS-NY 40 user role.
CANS-NY 70	CANS-NY MCOs	Reserved for individuals who require access to CANS-NY assessments for view only and reporting purposes.

Table 1

Selecting the Correct User Role

It is essential to training, access, and for conducting an assessment that the user select the correct CANS-NY user role after logging in to the UAS-NY. If the wrong role is selected, the user may encounter the following:

- The wrong Organization's Case List.
- Inability to create a new or edit an existing assessment.
- Inability to access expected individual or aggregate reports.
- Limited functionality in the UAS-NY.
- Inability to access training for the corresponding user role.

Preparing to Conduct an Assessment

Assessments can only be conducted on case files that are part of the Organization's Case List. As necessary, case files are added to the Organization's Case List from the statewide database. If a member's case file is *not* found in the statewide database, the case file must be added to the statewide database. Once added, it is automatically part of the Organization's Case List.

Important Note: It is a best practice to check the accuracy of the member's CIN before conducting an assessment. An inaccurate CIN will prevent data from the completed CANS-NY assessment from being transferred to the MAPP HHTS and for proper billing to occur.

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The Assessment Instrument

The CANS-NY assessments are designed to capture information about the needs and strengths of the child/youth as well as the child's family/caregiver in the 30-day period prior to administration. A completed assessment generates assessment outcomes and reports that support and guide care planning.

There are two different CANS-NY assessment instruments:

- CANS-NY 0-5: For children age birth to five years old.
- CANS-NY 6-21: For youth ages six to twenty-one years of age.

Assessment Reference Dates

As part of conducting a CANS-NY assessment, the Reference Date is an important data item and key in the assessment process.

Reference Date:

- The Reference Date is the date the assessment is added to the member's case file.
- Reference Dates are assigned by the system and default to the date the assessment was created/added to the case file.
- This date establishes a common period of observation and serves as a reference point for each completed assessment.

CANS-NY Assessment Types

Upon selecting the Assessment Reference Date and the Type of Assessment, the assessor must select the appropriate CANS-NY Assessment Type. Table 2 outlines the four CANS-NY Assessments Types.

Assessment Types

1	CANS-NY Assessment upon Enrollment.	Initial CANS-NY and triggers the one-time only \$185 payment for the first CANS-NY created for a member.
2	CANS-NY Reassessment at 6 months.	CANS-NY performed within the standard reassessment due date period of 6 months.
3	CANS-NY Reassessment prior to 6 months.	CANS-NY assessment done prior to the scheduled 6-month reassessment. It is based on a change of circumstances. Change of Circumstances (CANS-NY) including: <ul style="list-style-type: none"> • Significant change in child's functioning (including increase or decrease of symptoms or new diagnosis). • Service plan or treatment goals were achieved. • Child admitted, discharged, or transferred from hospital/detox, residential placement, or foster care. • Child has been seriously injured or was in a serious accident. • Child's (primary or identified) caregiver is different than on the previous CANS-NY. • Significant change in caregiver's capacity/situation. • Court request. • Transition out of health home to other services.
	Existing CANS-NY upon Enrollment.*	Used <u>ONLY</u> when a NYC Foster Care eCANS assessment has been completed outside of the UAS-NY within the past 6 months.*

Table 2 (con.t)

* Only selected for NYC ACS IV-E Waiver programs New York City (NYC) Voluntary Foster Care Agencies (VFCAs) and no other agency should select.

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Creating the Assessment

With the Assessment Types selected, the assessment can be added to the member’s case file.

The Figure 1 shows a completed Add Assessments window.

Add Assessments window identifies:

- Reference date.*
- Type of Instrument.
- CANS-NY Assessment Type.

* Can only be the date the assessment was conducted/added to the case file.

Figure 1

Viewing Assessment Properties

After the assessment is created, Assessment Creation Summary information is displayed. This summary information can be displayed at any time by selecting the assessment from within the Assessments node.

Figure 2 shows the Assessment Creation Summary information. Based on this information, this assessment will be automatically locked on 04/19/2019.

Date/Time	User	Organization
10/19/2018 03:23 PM	lmg20	Children's Home of Poughkeepsie

Figure 2

Selecting the Health Home in the Assessment

Before working in the assessment, the assessor must access the Identification Info node to identify the Health Home where the member is enrolled. The data item **Organization on whose behalf this assessment was conducted** is a drop-down list whereby the assessor can select the appropriate Health Home. The Health Home selected **MUST MATCH** the Health Home the child was enrolled in through the MAPP HHTS.

Figure 3 provides an example of the Intake/Demographics node showing the data item for selecting the Health Home

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where the member is enrolled.

A screenshot of a software interface for processing a CANS-NY assessment. On the left is a navigation menu for "Harley Anderson" with sections: "Identification Info", "Open/Close", "Assessments", and "10/19/2018 CANS-NY 0-5". Under "10/19/2018 CANS-NY 0-5", there are sub-sections: "Reference Date", "Intake / Demographics", "Target Pop. & Risk Factors", "CANS-NY 0-5", "Sign/Finalize", "Assessment Outcomes", and "Review/Consult". The main area is titled "Organization on whose behalf this assessment was conducted". It contains a dropdown menu with "-- No Selection --" selected. Below the dropdown is a list of organizations: "Adirondack Health Institute Inc.", "Catholic Charities of Broome Cou", "Mount Sinai Health Home Serving", "Niagara Falls Memorial Medical Cer", "North Shore - Long Island Jewish H", "St. Marys Healthcare", "The Collaborative for Chi", "The Institute for Family", and "No Health Home enrollm". Below the list is a text box with the heading "Residential Setting at Time of Assessment" and the instruction: "Select the one that represents the child's living arrangement at the time of the current assessment. The person's living arrangement may be long-standing or temporary."

Figure 3

Organization on whose behalf the assessment was conducted identifies the Health Home where the member is enrolled and **MUST MATCH** the member's Health Home.

Important Note: The assessor ABSOLUTELY MUST select the correct Health Home to ensure the data from the completed CANS-NY assessment and related data is transferred to the MAPP HHTS.