Conversion to Online CANS Submission in CANVaS

The CSA Management Team has decided that staff serving as CSA case managers will begin submitting CANS (Child Adolescent Needs & Strengths) ratings using the state's online data system (CANVaS) as of July 1, 2020. The following information details how to get a CANVaS account and the steps needed to enter the CANS rating.

SETTING UP A CANVAS ACCOUNT

1. Verify your CANS certification is active. Print a copy of the certificate.
2. Review CANVaS Training Videos on state website (listed under Video Resource Library).
3. Once training is complete, register to obtain an account:
   - Complete the CANVAS Access User Agreement and submit to CSA with CANS Training Certificate (DFSCSA@fairfaxcounty.gov).
   - Complete account activation by following instructions found in the email sent by the CANVAS system.

USING CANVAS

UNIQUE IDENTIFIER

IMPORTANT

CANVAS prompts the user to enter the child's last name and Social Security Number, which is used as a unique identifier. The CSA office will provide a Unique Identifier for children who do not have an SSN or for children/families who do not permit their SSN to be used for this purpose. The Unique Identifier is listed as "SSN" on the demographics page in Harmony. In most existing cases, it will not be the youth's actual SSN. The Unique Identifier in CANVaS **MUST** be the same as the identifier # used by CSA to avoid duplication of cases in CANVaS and for state reporting.

ENTERING A CANS RATING

1. For new cases, enter either the child's SSN or the Unique Identifier provided by the CSA office.
2. For existing cases, please contact the CSA office or review the demographics page in Harmony to use the same Unique Identifier in CANVaS that is used in Harmony.
3. For cases that transferred from another worker, please make sure to use the Unique Identifier that is in Harmony in the SSN field.
4. Once a new CANS rating is entered in CANVaS, save as .pdf or print and send to CSA for processing.
5. For requests for new services, or to extend existing services for existing cases, send the CANS with your packet to CSA.

Saving/Printing CANS Assessment from CANVaS

The first step when taking any action related to a child is to search for the child in CANVaS. To locate a child, click on the "Child" tab and then "Child Search" at the top of the page. You will search for a child by the child's unique identifier (SSN) and last name. Enter the information and hit Search.

Click on the child's name to view the record.

Once in the child's record, click on the Assessments tab to view all available assessments. Click on Report to view the assessment you would like to print.

Click on the Save icon and select PDF. You'll then be prompted to Save the Report.
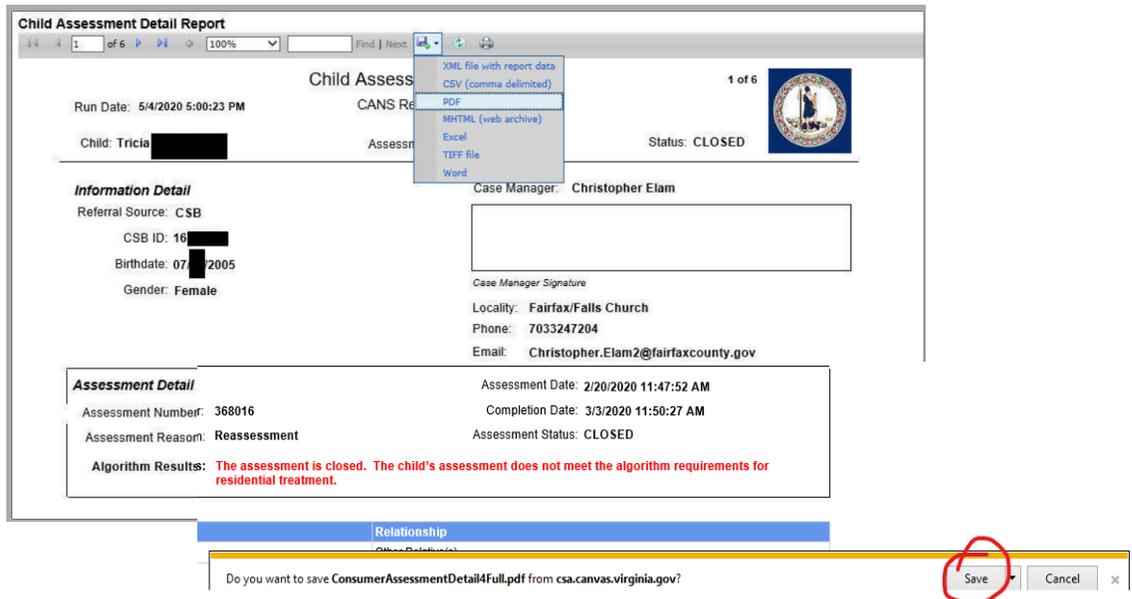
The report will open as a PDF. From here you can choose to save it or Send File to the CSA central email address: DFSCSA@fairfaxcounty.gov.
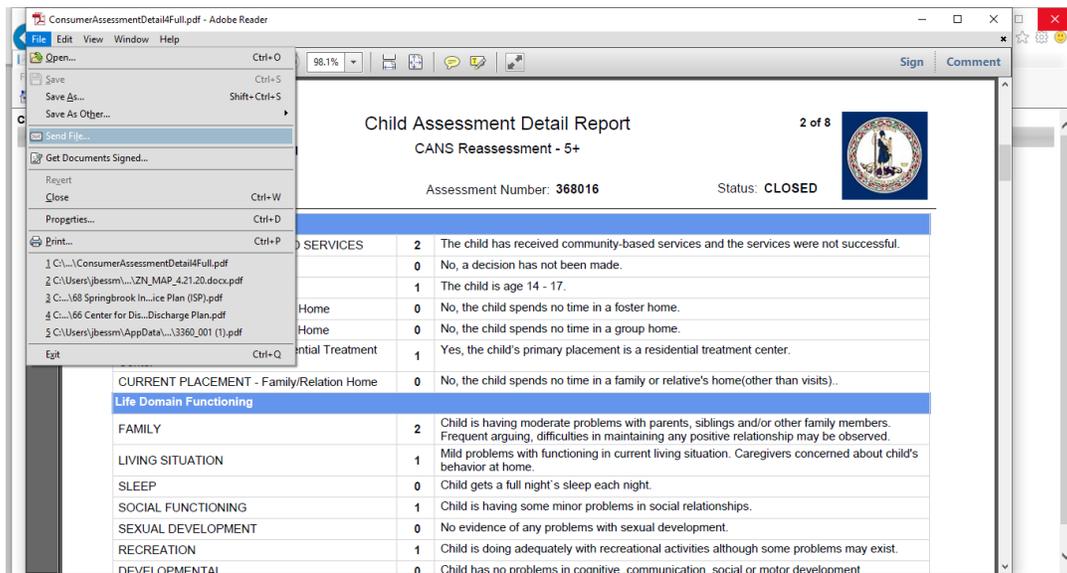
For instructions on how to add a child and CANS rating, download the Office for Children's Services CANVaS manual at
https://www.csa.virginia.gov/Content/doc/Navigating_CANVaS_2_0_Basics_for_Raters_Case_Managers.pdf