

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

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.

UNIQUE IDENTIFIER

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.

The screenshot shows the top navigation bar with tabs for Administrator, Child, and Reports. The Child tab is selected. On the left is a navigation menu with Home, News, Documents, and Log Out. The main content area shows a 'Child Search' form with input fields for SSN* and Last Name*. Below the form are buttons for Search, Add Child, and Cancel. A red notification message is visible at the top: 'CANS Certification expires on 07/17/2020. You have annual assessments due/overdue. Click here for details.'

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

The screenshot shows the 'Child Search' results page. The search criteria are SSN: 059 [REDACTED] and Last Name: [REDACTED]. Below the search buttons is a table with the following data:

SSN	FIRST NAME	LAST NAME	BIRTH DATE
059 [REDACTED]	Tricia	[REDACTED]	07/17/2005

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.

The screenshot shows the child's record page for Tricia [REDACTED]. The top bar says 'View Tricia: [REDACTED]' and includes a search box. Personal information is displayed in a grid:

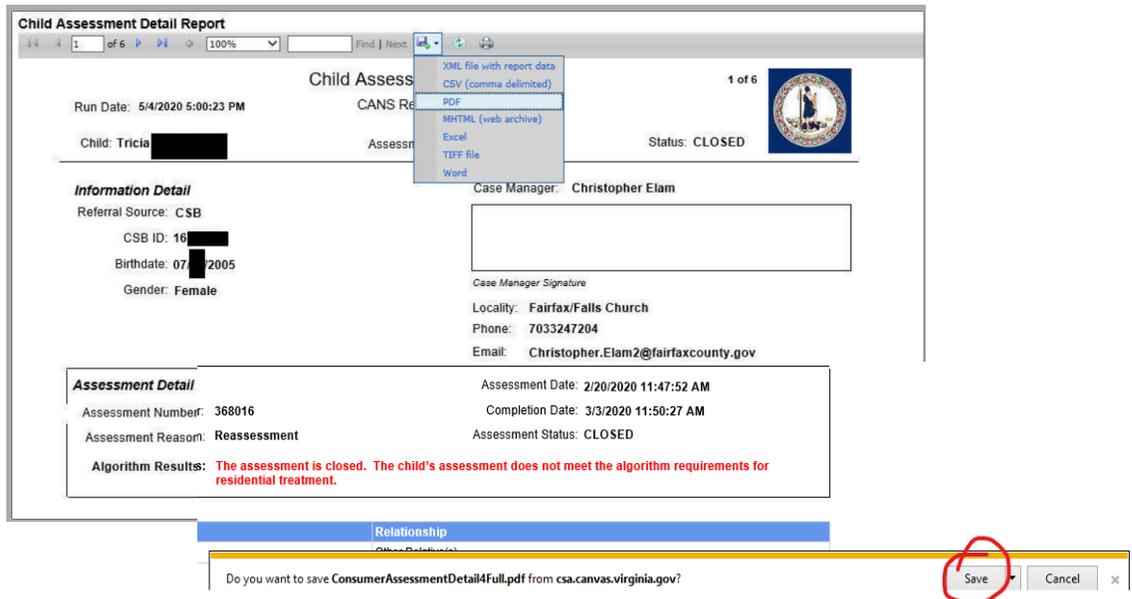
First Name	Tricia	Referral Source	CSB
Last Name	[REDACTED]	Internal ID	[REDACTED]
Middle Name		Race	[REDACTED]
Birth Date	07/17/2005	Gender	Female
SSN	[REDACTED]	Ethnicity	Non Hispanic
Medicaid ID			

Below the information are buttons: Add Child, Edit, Add Location, Add Caregiver, Add Assessment, Delete, Cancel. A red message says: 'You are not certified to add or edit an assessment.'

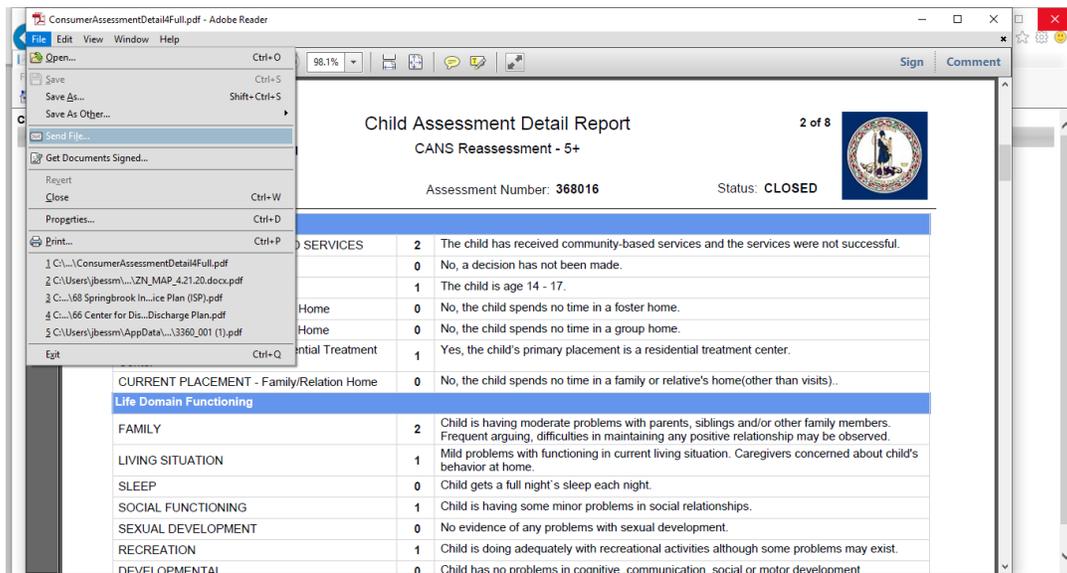
The 'Assessments' tab is selected, showing a table of assessments:

ASSESSMENT #	TOOL	REFERRAL SOURCE	ASSESSMENT REASON	ASSESSMENT STATUS	LOCALITY	START DATE	CLOSED DATE	CLOSED BY	DISPLAY REPORT	DELETE
388016	CANS Reassessment 5+	DSS	Reassessment	CLOSED	Fairfax/Falls Church	02/20/2020	03/03/2020	Christopher Elam	Report	
380089	CANS Reassessment 5+	DSS	Reassessment	CLOSED	Fairfax/Falls Church	12/03/2019	12/17/2019	Christopher Elam	Report	
351922	CANS Comprehensive 5+	DSS	Reassessment	CLOSED	Fairfax/Falls Church	10/03/2019	10/03/2019	[REDACTED]	Report	
350083	CANS Comprehensive 5+	Schools	Initial	CLOSED	Fairfax/Falls Church	09/09/2019	09/17/2019	Christopher Elam	Report	

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