

## **CANVaS 2.0**

### **Individual Confidentiality and User Agreement**

This form shall be read and signed electronically by an employee of any local public agency (Department of Social Services, Court Services Unit, Community Services Board/Behavioral Health Authority, school district or a local Children's Services Act employee) who wishes to establish an account in CANVaS 2.0 for his/her job functions. This agreement states the requirement to maintain confidentiality and documents the employee's agreement to abide by the system rules. For additional information, please refer to the "CANVaS 2.0 User Manual" which may be found at [www.csa.virginia.gov](http://www.csa.virginia.gov) in the CANS folder.

#### **I. Purpose of CANVaS 2.0**

CANVaS 2.0 is an interactive web-based system to capture assessment data from the 2016 Virginia version of the Child and Adolescent Needs and Strengths (CANS) assessment. Each child receiving services under the Children's Services Act (COV §2.2-5200 et seq.) must be administered the mandatory uniform assessment instrument (§2.2-2648 D 11). COV §2.2-5210 requires the electronic submission of this data to the Office of Children's Services. This requirement is met through the use of CANVaS 2.0.

#### **II. Confidentiality of Information:**

All child and family-specific information in the CANVaS 2.0 system is confidential and all Users have the responsibility to abide by all applicable federal and state confidentiality laws, regulations and policies. Users who violate these laws, regulations and policies will have access to CANVaS 2.0 immediately revoked. Signing this agreement indicates acceptance of responsibility to apply all reasonable safeguards to protect the child and family specific data and maintain confidentiality.

#### **III. Types of User Access:**

##### ***Case Manager Access:***

Case manager access permits the user to enter, review, and print assessment and demographic data regarding a specific child whose case is assigned by the agency or the Family Assessment and Planning Team (FAPT) to the User. The case manager may access any prior information in the system (e.g., previous assessments) regarding this child in CANVaS 2.0.

##### ***Data Entry Access:***

Data entry access permits the user to enter, review and print assessment and demographic data regarding a specific child located with an approved case manager account.

***Local Report Administrator (Designated Super User/Report Administrator) Access:***

Local Report Administrator (LRA) Access serves two purposes by permitting the Report Administrator: 1) to access all demographic and assessment data entered into CANVaS 2.0 for the locality to fulfill job requirements such as monitoring completion of assessments and generating case manager, individual child and aggregate reports and 2) to serve in the gatekeeper role of controlling local access to CANVaS through case manager account creation, deactivation, and in monitoring CANS certification status of staff.

**PRIOR TO ACCOUNT CREATION, ALL INDIVIDUALS REQUESTING LOCAL REPORT ADMINISTRATOR AND/OR DATA ENTRY ACCESS MUST BE AUTHORIZED BY THE OFFICE OF CHILDREN'S SERVICES. FAILURE TO DO SO WILL RESULT IN ACCOUNT DEACTIVATION AND LOSS OF ACCESS TO CANVAS.**

In signing this agreement, the User acknowledges and agrees with the following:

- I understand that information in CANVaS is confidential and can only be used for those purposes as required by my job responsibilities as either a local public agency case manager or Report Administrator.
- I will safeguard my User ID and password and will not share with anyone.
- I will not permit others to access my CANVaS 2.0 account after I have logged into the system.
- I will not enter CANS assessments completed by other individuals who are not currently certified and/ or do not have a current CANVaS account.
- I agree that if CANS recertification is not obtained, my CANVaS account may be closed at any time.
- I will close CANS assessments when completed and not allow an assessment to remain open past the sixty-day mark. I understand that assessments which remain open after sixty days of the assessment date will be deleted from CANVaS 2.0 and cannot be retrieved.
- My computer will not be left unattended when a CANVaS session is open.
- I will always log off and close the browser when finished with a CANVaS session.
- I will immediately change my password and contact the CANVaS Help Desk (1-877-727-8329) if I believe the confidentiality of my password has been compromised.
- I acknowledge that after I leave employment, I have no right to, and will not access, the information in CANVaS. I agree that this agreement is binding after termination of employment.
- I agree that failure to follow any of the above requirements may result in denial of access to CANVaS which may negatively affect my ability to carry out the responsibilities of my position.

☐ By checking this box, the User requesting access acknowledges and agrees to the above conditions under which access to CANVaS is granted. (Failure to check this box will terminate the request to create an account.)

# Request to Create a New Case Manager Account

## CANVaS 2.0

CANVaS 2.0 is the online software for the Virginia Child and Adolescent Needs and Strengths (CANS) assessment. CANS is required for all children and youth receiving services funded through the Children's Services Act (CSA) and all children in foster care.

If you are a case manager for the local department of social services, court services unit, community services board/behavioral health authority, schools or CSA who completes CANS for children on your caseload, please provide your Local Administrator with the following information to create your CANVaS access. Only public agency case managers, not private providers, may establish CANVaS accounts.

Your Local Administrator's contact information may be found at <http://www.csa.virginia.gov/rosters> Complete and submit this form to your Local Administrator to establish an account.

### REQUIRED INFORMATION

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Agency \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Gender\*\* \_\_\_\_\_

Location(s) for which access is needed \_\_\_\_\_

Signature of Agency Supervisor: \_\_\_\_\_

Printed Name of Agency Supervisor: \_\_\_\_\_

Requested User Name \_\_\_\_\_

*\*\*optional: used for searching purposes*

**Send this information, along with a copy of your current CANS certification to your Local Administrator.**

Your Local Administrator will create an account for you which will generate an e-mail being sent to you with a temporary password. Upon your first log- in to the system, you will be asked to create a secret question and answer as well as a new password. Passwords must be updated every ninety days.

If you do not receive the e-mail, contact your Local Administrator. For other access issues, you may contact the CANVaS Help Desk at 1-877-727-8329 or by e-mail at [canvas@rcrtechnology.com](mailto:canvas@rcrtechnology.com) (Do not e-mail child specific information.) Or you may contact the Office of Children's Services at (804) 662-9815.

*\*The intent of this form is to provide a simple way to capture the necessary information for a Local Administrator to be able to create a case manager account for staff. The form itself is not required, but the Local Administrator will need this information, including the signature of the supervisor, to create the account. Revised June 27, 2016*