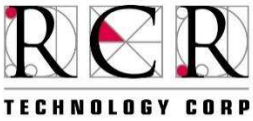
Commonwealth of Virginia
Office of Children's Services

Child and Adolescent Needs and Strengths Assessment (CANS)

CANVaS 2.0 Reports Manual
Version 1.0



Date
March 1, 2018

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Purpose of the Document

The CANS was developed by John S. Lyons, Ph. D. and is used in many jurisdictions, states and countries as a "communimetric" tool designed to assess a child and family's functioning on an observational level and to create a "common language" which can be used across agencies and disciplines when serving children and families. For this reason, the CANS is an ideal tool for a multi-disciplinary system of care, such as the CSA.

This *CANVaS 2.0 Reports User Manual* contains information on the use and navigation of the reports suite for the Commonwealth of Virginia's electronic version of the Child and Adolescent Needs and Strengths (CANS) assessment (CANVaS 2.0). The CANS is the mandatory uniform assessment instrument for all children and youth served by the Children's Services Act (CSA) (§§2.2-5200 et seq.) and also serves as a Virginia Department of Social Services required assessment for all foster children served by local departments of social services (LDSS).

There are two versions of the Virginia CANS; the Birth to Four and the Age 5-21. The Age 5-21 version is used for any child or youth up to age 22 who is receiving any type of CSA-funded service, including Independent Living, or if the youth is in foster care placement until age 21 under Fostering Futures. In addition to the age-specific versions, CANVaS 2.0 now has two "tracks"; the Standard CANS for use with all children and youth referred primarily by the local court services unit (Department of Juvenile Justice), the local school division and community services boards/behavioral health authorities. The DSS-Enhanced version is used for all children and youth who are referred to the CSA by a local DSS. The selection of the "Referral Source" on the child's profile page of the CANVaS application will direct the user to the correct version.

This manual is designed to assist users when employing and interpreting data in the CANVaS 2.0 suite of reports.

User Roles and Permissions

CANVaS 2.0 provides a report suite that includes the Child Assessment Detail Report; My Reports; Client Reports; User Reports; System Wide Reports; and Longevity Reports. The user's ability to access these various reports, as well as functionality within the reports, is directly related to the level of administrative access and permissions granted to that user in CANVaS 2.0.

Data Entry Only Users

This user has access only to the Child Assessment Detail Report. This user does not have access to any other of the reports in CANVaS 2.0 because this user does not enter assessments under their own name/certification. The Data Entry Only user will not see the Reports Menu when he or she logs into CANVaS 2.0.

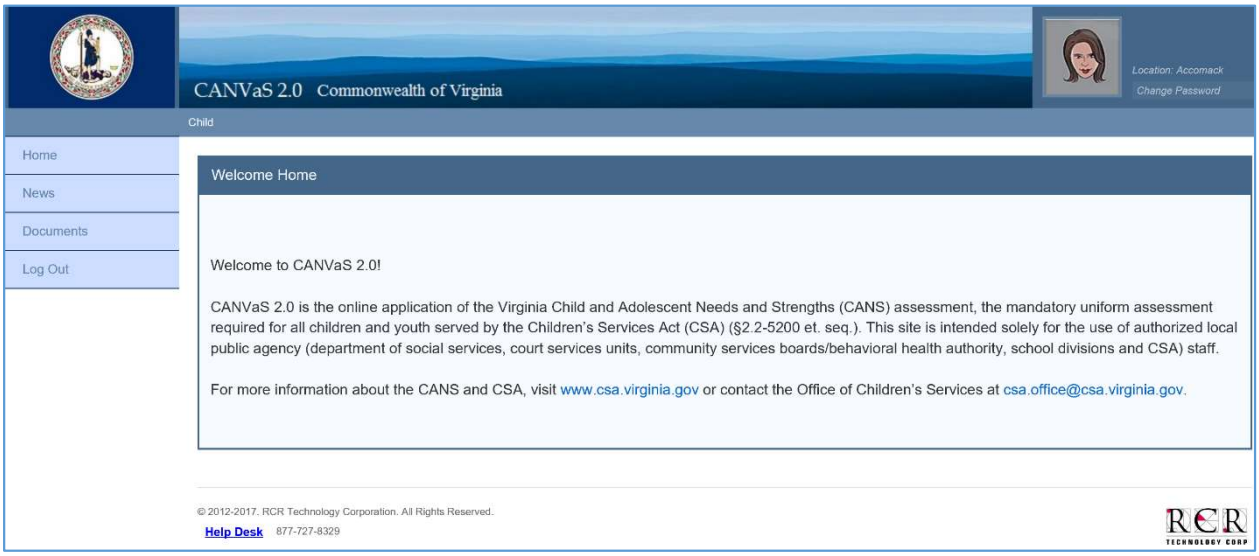


Figure 1a – Data Entry User Homepage without Report Menu

Case Manager Users

This user has access to the Child Assessment Detail Report for all children assigned to their locality when the case manager has entered at least one assessment for that child. This user has access to the My Reports level and to the Longevity Reports (limited only to their own assessment data).

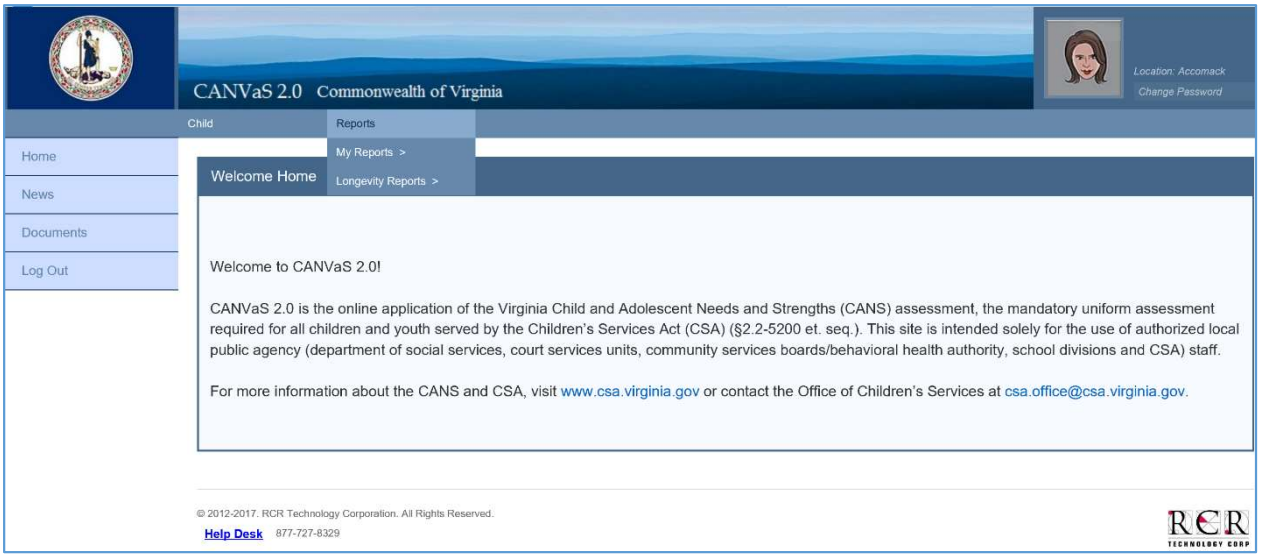


Figure 1b – Case Manager Homepage with Report Menu

DSU/RA (Designated Super User / Report Administrators or Local Administrators)

This user has access to Child Assessment Detail reports for all clients assigned to their locality. This user has access to the Child Assessment Detail Reports, My Reports, Client Reports, and User Reports levels. This user also has access to the Longevity Reports (for their assigned locality).

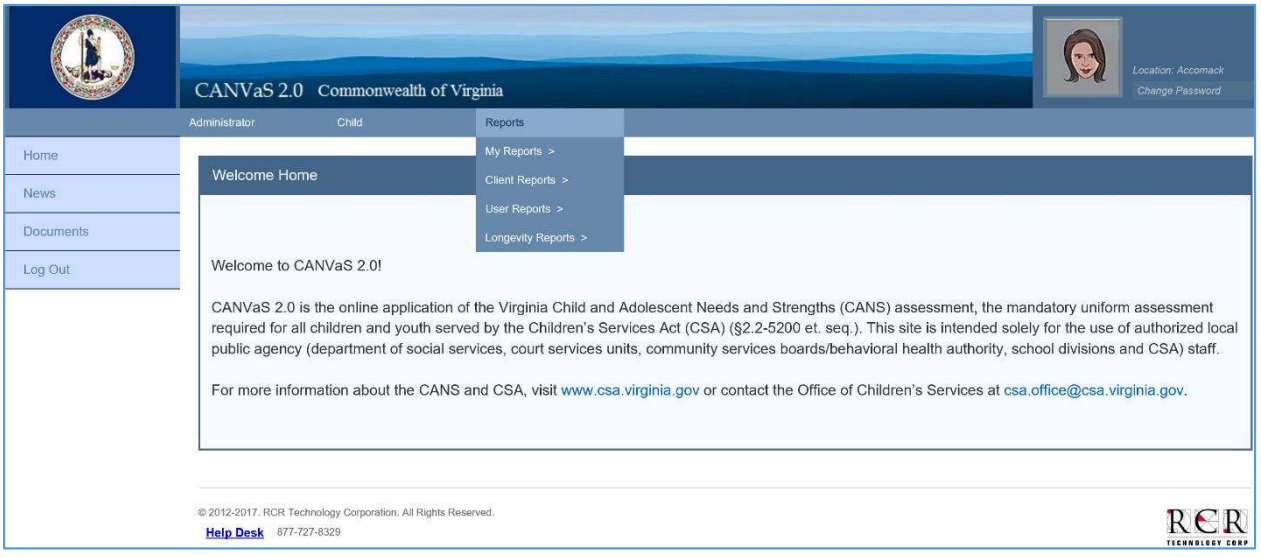


Figure 1c – DSU/RA Homepage with Report Menu

State Administrator

This user has access to all Child Assessment Detail Reports. This user has access to reports for the entire system via the System Wide Reports level and to the Longevity Reports for the entire system. This user does not have access to the My Reports level because they do not enter assessments.

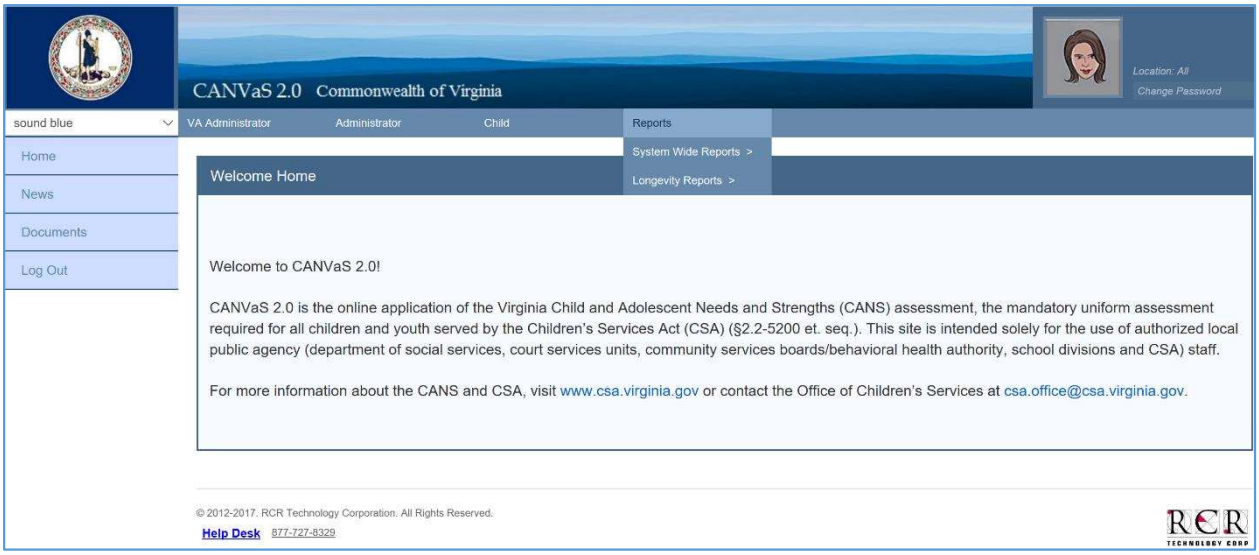


Figure 1d – State Administrator Homepage with Report Menu

Reports Control Bar

All CANVaS 2.0 reports have common navigation features that are controlled in the header of each report. Below is a description:

- Navigation arrows with page numbers enable users to navigate to the next/previous page, skip to a particular page, or skip to the beginning/end of the report.
- A search box with the "Find | Next" link beside it allows users to search for particular words within the report.
- The "Export" link (picture of floppy disk with arrow) allows users to download the report.
  - Click the "Export" link then select a format type from the drop-down box. The reports can be exported to XML, CSV, PDF, MHTL, Excel, TIFF file or Word format.

  NOTE: The recommended export format is PDF.
- The reports are designed for the data in the chart area to be distinguishable in grey scale when exported to PDF version.
- The PDF will only populate the information that is visible in the report screen.
- System-wide reports will need to be expanded before exporting in order to view all of the data. The user must click on the "plus" sign (+) next to "Virginia" and then click on the plus sign next to each locality's name. User names are then displayed.
- The circle icon on the far right of the Control Bar is the refresh button.

Figure 2: Report Control Bar

Child Assessment Detail Report

The Child Assessment Detail Report lists all item scores and the residential treatment algorithm recommendation for the selected assessment. This report also displays demographic information about the child (i.e., case manager, referral source, referral source ID and Caregiver). All children with assessments in CANVaS 2.0 will generate a Child Assessment Detail Report for each assessment record. The report will generate for both Open and Closed Assessments. All users have access to the Child Assessment Detail Report for children for which they have the proper identifying information. The Child Assessment Detail Report can be accessed from the child records page.

Please follow the process below:

- Search for the child (employing the search function).
- Open the child's file by selecting the child name.

  NOTE: If there is more than one file listed for the child, please contact the CANVaS Help Desk or the Office of Children's Services (OCS) to merge the records.
- The user will be placed on the View page for the selected child.
- Select the "Assessments" tab in the lower, left corner of the screen.
- The following screen will display:

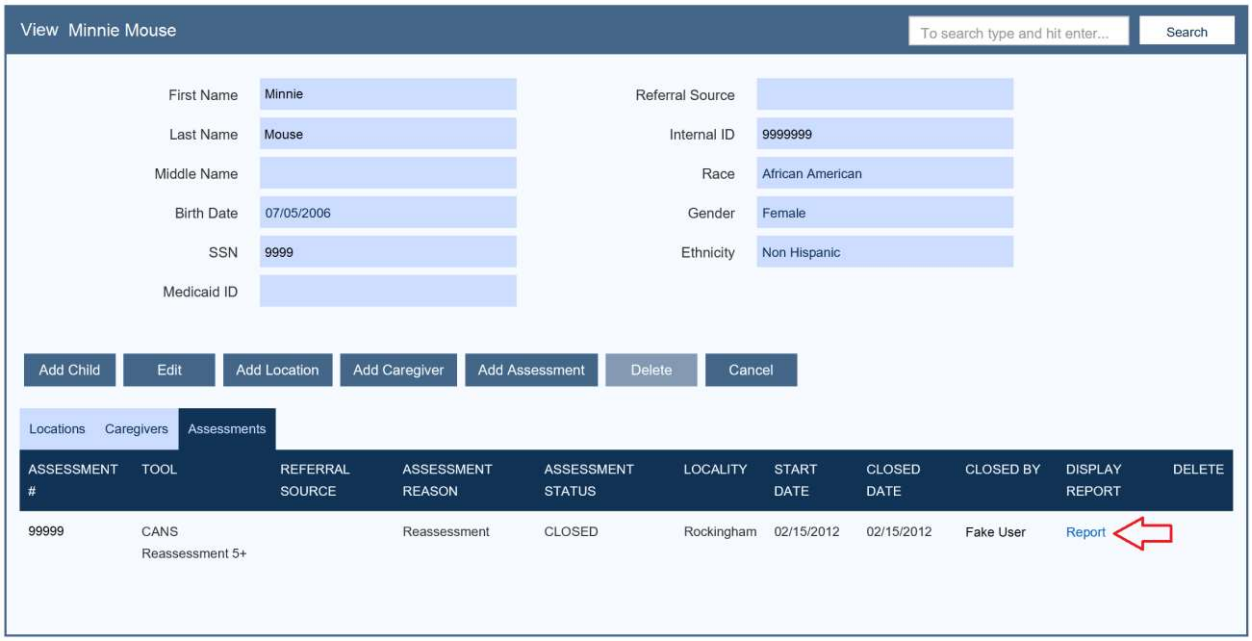


Figure 3a – View Child Assessments

- Select the blue "Report" link at the far right side of the screen under "Display Report".
- The following screen will display:

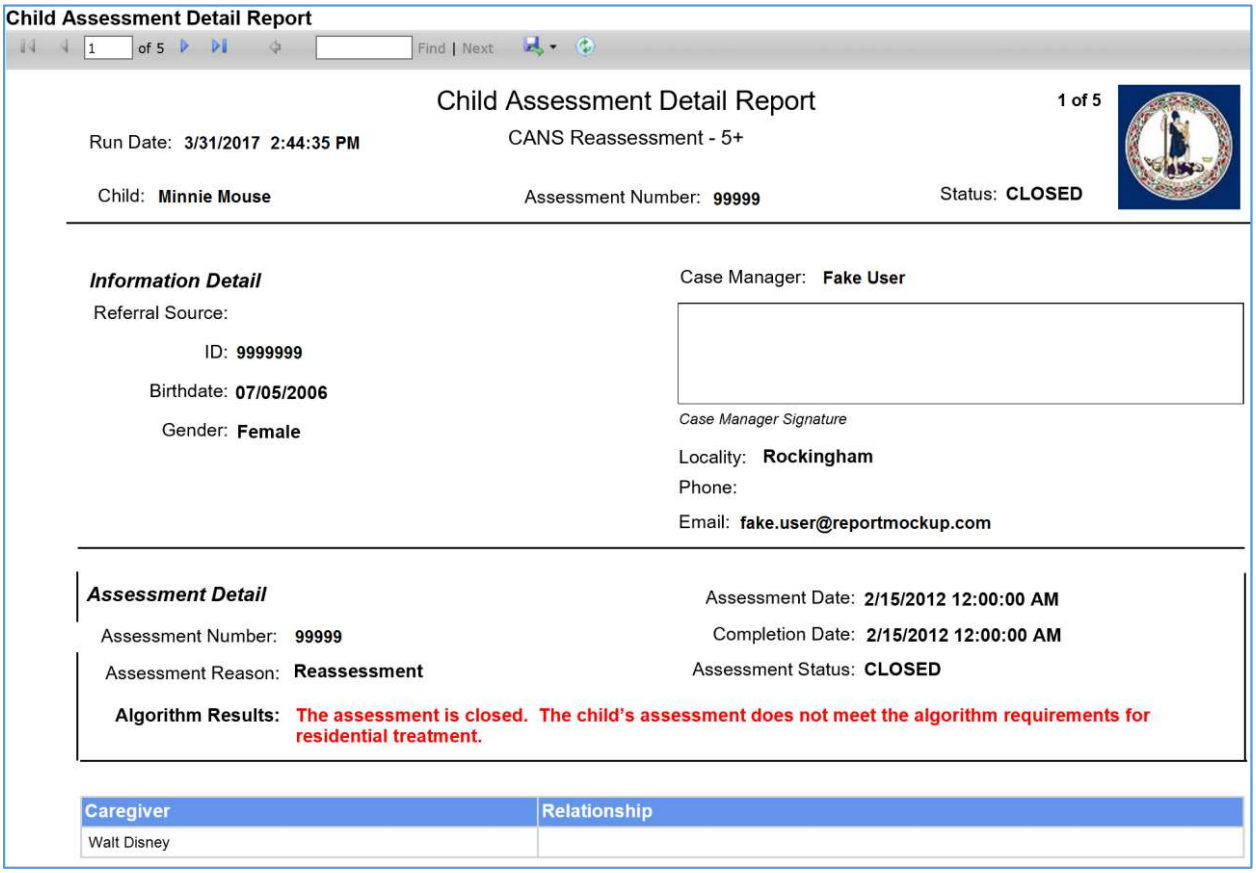
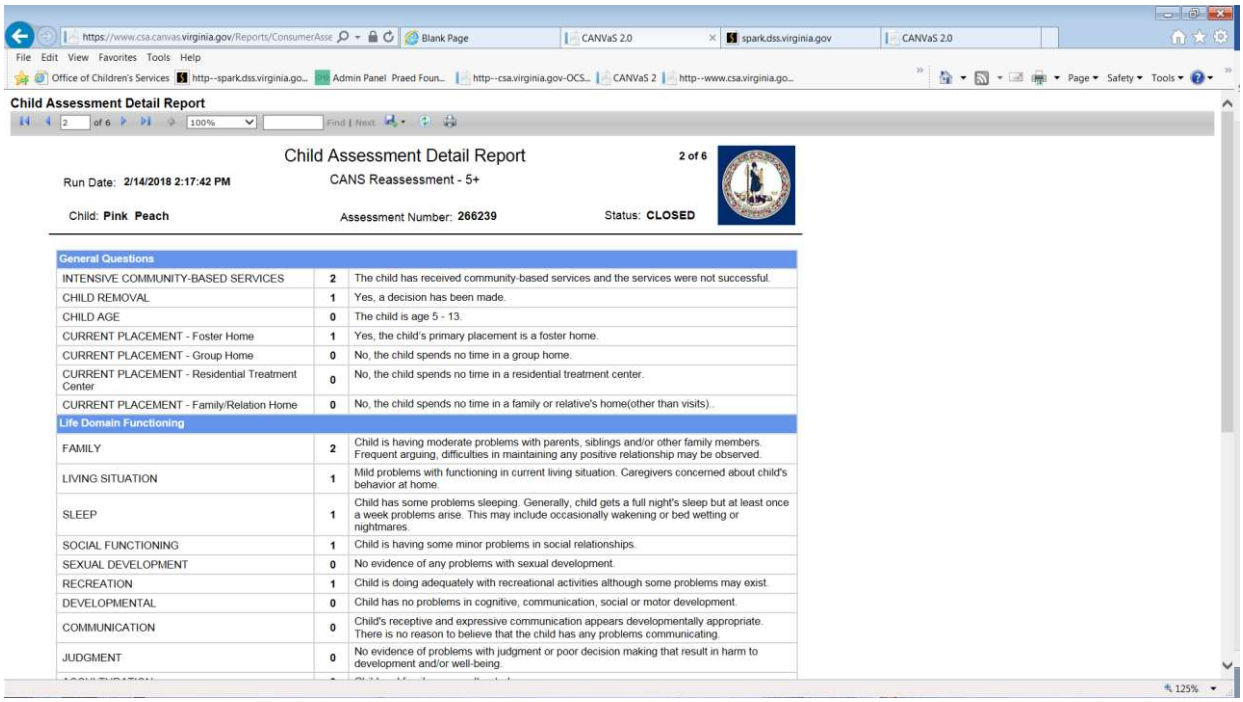


Figure 3b – Cover Page for Child Assessment Report

- The first page of the report displays summary information including the child's identifying information, assessment number, the assessment tool used, assessor's name (certified Case Manager who performed the assessment), assessment reason, assessment start date, assessment completion date, assessment status and the Algorithm Results (Only for 5+ CANS).
- This report also generates a detailed output of all the assessment responses.
- Scrolling through the report will allow the user to view the assessment items with the rated responses and comments.
- The last part of the report captures the Caregiver assessment items and responses with comments.
- If there are any unanswered item will show "Question was not Answered".



Child Assessment Detail Report

Child Assessment Detail Report 2 of 6

Run Date: **2/14/2018 2:17:42 PM** CANS Reassessment - 5+

Child: **Pink Peach** Assessment Number: **266239** Status: **CLOSED**

General Questions		
INTENSIVE COMMUNITY-BASED SERVICES	2	The child has received community-based services and the services were not successful.
CHILD REMOVAL	1	Yes, a decision has been made.
CHILD AGE	0	The child is age 5 - 13.
CURRENT PLACEMENT - Foster Home	1	Yes, the child's primary placement is a foster home.
CURRENT PLACEMENT - Group Home	0	No, the child spends no time in a group home.
CURRENT PLACEMENT - Residential Treatment Center	0	No, the child spends no time in a residential treatment center.
CURRENT PLACEMENT - Family/Relation Home	0	No, the child spends no time in a family or relative's home(other than visits).
Life Domain Functioning		
FAMILY	2	Child is having moderate problems with parents, siblings and/or other family members. Frequent arguing, difficulties in maintaining any positive relationship may be observed.
LIVING SITUATION	1	Mild problems with functioning in current living situation. Caregivers concerned about child's behavior at home.
SLEEP	1	Child has some problems sleeping. Generally, child gets a full night's sleep but at least once a week problems arise. This may include occasionally wakening or bed wetting or nightmares.
SOCIAL FUNCTIONING	1	Child is having some minor problems in social relationships.
SEXUAL DEVELOPMENT	0	No evidence of any problems with sexual development.
RECREATION	1	Child is doing adequately with recreational activities although some problems may exist.
DEVELOPMENTAL	0	Child has no problems in cognitive, communication, social or motor development.
COMMUNICATION	0	Child's receptive and expressive communication appears developmentally appropriate. There is no reason to believe that the child has any problems communicating.
JUDGMENT	0	No evidence of problems with judgment or poor decision making that result in harm to development and/or well-being.

Figure 3c – Second Page for Child Assessment Report

Reports Organization

The remaining reports are organized as shown below and are available according to user permissions. The reports are classified as **Standard Reports** or **Longevity Reports**. The **Standard Reports** consist of the following:

- My Reports
- Client Reports
- User Reports
- System Wide Reports

My Reports

The user's individual reports are generated through the 'My Reports' menu. These reports enable the user to monitor their own assessment activity in the CANVaS 2.0 system. These reports allow tracking of assessments, such as due dates for reassessments and whether or not reassessments were completed on time. The 'My Reports' level is available to all Case Managers and DSU/RAs.

The following reports are available via 'My Reports':

- My Open Assessments
- My Closed Assessments
- My Reassessments
- My Open 60 Days
- My CM Results
- Permanency (available only to assessments with DSS referral sources)
- Individual Progress

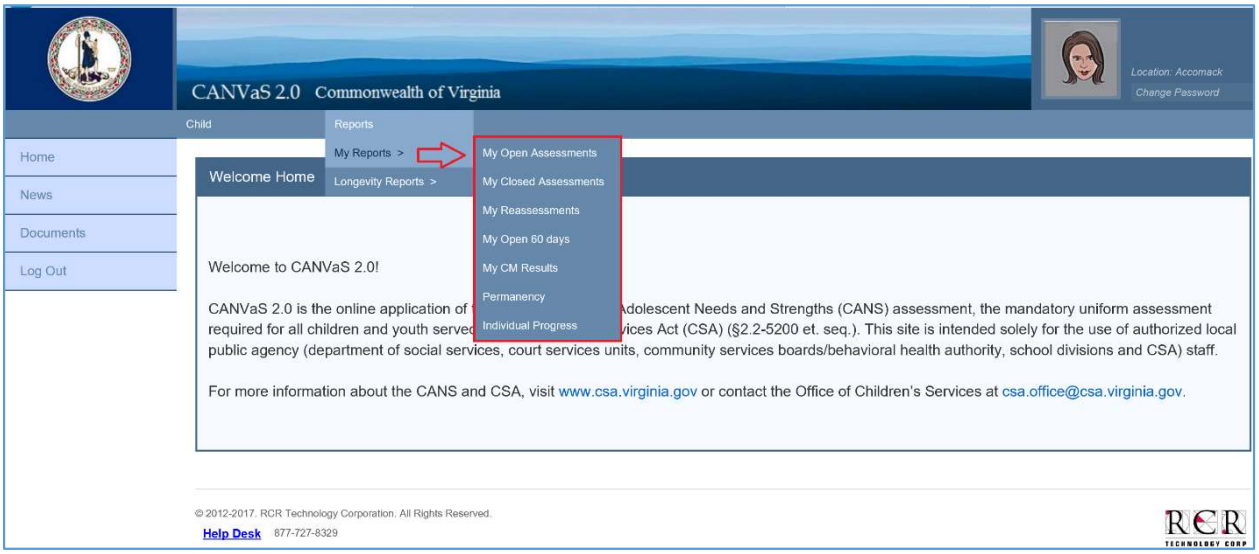


Figure 4a – My Reports Menu expanded

Client Reports

Locality level aggregate reports are generated through the 'Client Reports' menu. These reports serve administrative case management functions to monitor clients. These reports enable DSU/RAs to track all children who are receiving services in their locality.

The following reports are available via 'Client Reports':

- Open Assessments
- Closed Assessments
- Reassessments
- Open 60 Days
- Missing Internal IDs
- Permanency (available only to assessments with DSS referral sources)
- Individual Progress

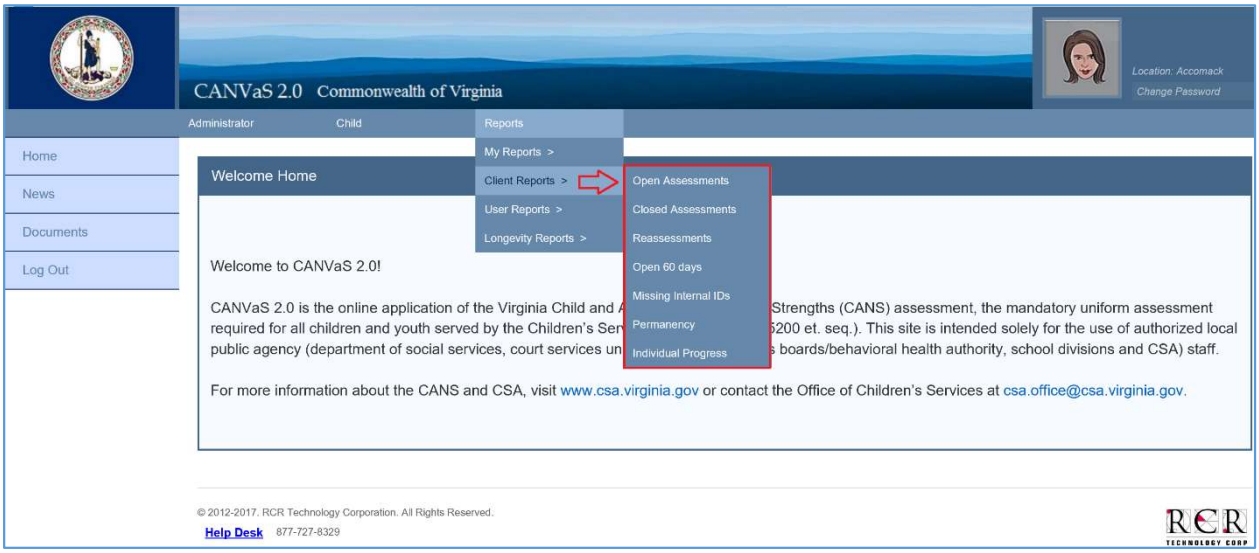


Figure 4b – Client Reports Menu expanded

User Reports

Aggregate user reports are generated through the 'User Reports' menu. These reports serve administrative supervisory functions to monitor all users within the user's locality. The 'User Reports' are available to the DSU/RAs for their specific localities.

The following reports are available via 'User Reports':

- Active Users
- CM (Case Manager) Assessments
- CM (Case Manager) Results
- Staff Certification

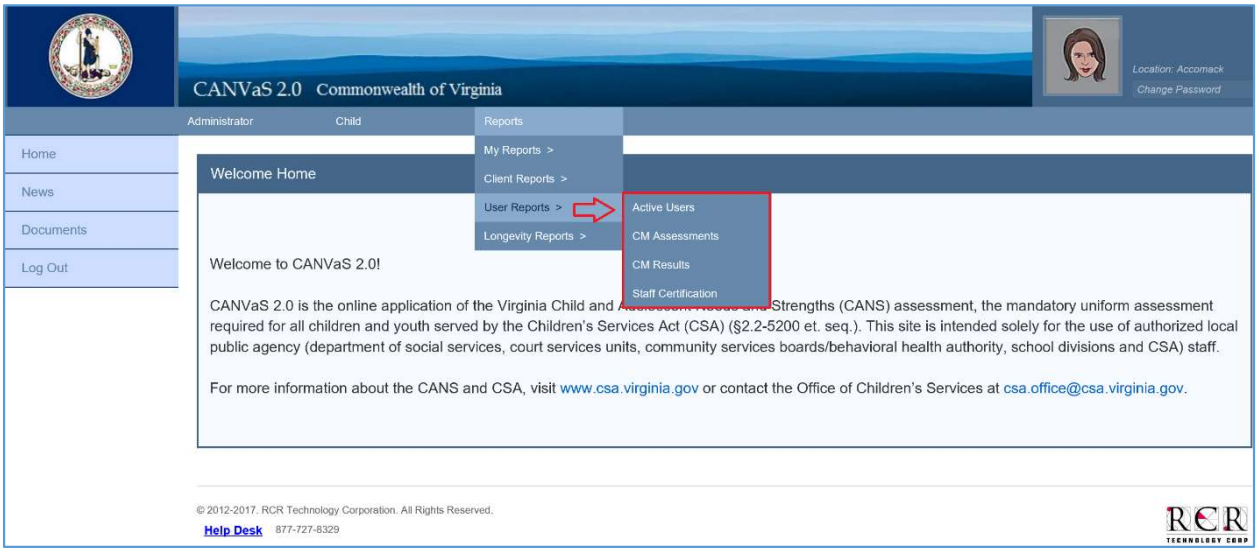


Figure 4c – User Reports Menu expanded

System Wide (SW) Reports

Aggregate reports for State Administrator users are generated through the 'System Wide Reports' menu. These reports enable State Administrators to track all assessments as well as all users completing and monitoring assessments. 'System Wide Reports' also enable these administrative users to generate reports for specific localities employing the location filters and scroll down features.

The following reports are available via 'System Wide Reports':

- Active Users SW (system-wide)
- Missing Internal IDs SW
- CM Results SW
- Staff Certification SW
- Open Assessments SW
- Closed Assessments SW
- Reassessments SW
- Open 60 Days SW
- Page Activity Log
- User Activity Log

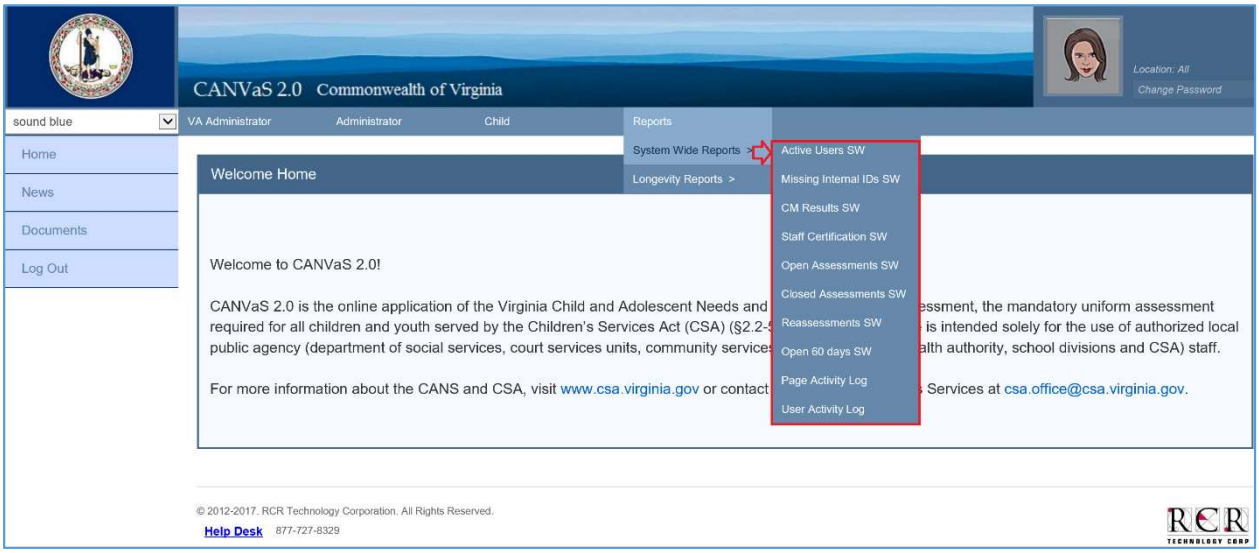


Figure 4d – System Wide Reports Menu expanded

Longevity Reports

These reports are generated through the 'Longevity Reports' menu. These reports enable all users with appropriate access to generate reports to evaluate and monitor child progress and assessment result patterns.

The following reports are available via 'Longevity Reports':

- Individual Formulation
- Item Breakouts
- Collaborative Formulation
- Strengths Development
- Average Impact

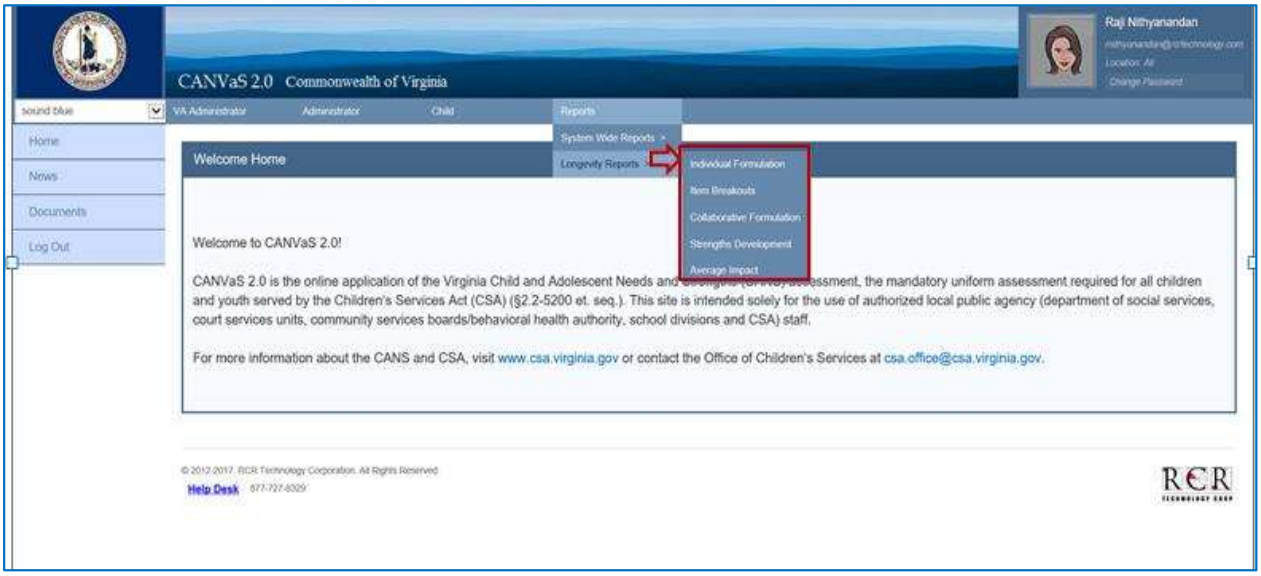


Figure 4e – Longevity Reports menu expanded

Standard Reports Filters

Filters allow the user to select only the data desired to be included in a report.

Location

The location filter exists on all CANVaS 2.0 standard reports. This filter controls user access to report data. The locations are editable according to user permissions.

The location filters functions as follows:

- State – This filter is not editable for any CANVaS 2.0 user. It will always be set to "Virginia" by the system.
- Locality – This filter is editable for State Administrators. It is not editable for any other users in the system as they are restricted to their specific localities. Users with accounts for multiple locations will need to log out and log back in using the different localities in order to access reports across multiple localities.

Date Range

The date range filter has a start date and end date that are entered by the user. The dates are inclusive. If the date range exists on the reports, the field is required and must be entered to generate the report.

Assessment Type

The assessment type filter allows the user to display only the desired assessment data. If the assessment type exists on a report, the field is required and must be entered to generate the report.

The assessment type filter has five options:

- ALL: (CANS Comprehensive 5+, CANS Reassessment 5+, CANS Comprehensive 0 – 4, CANS Reassessment 0 - 4) enables users to generate a global report within the set locations and date range
- CANS Comprehensive 5+
- CANS Reassessment 5+
- CANS Comprehensive 0 – 4
- CANS Reassessment 0 – 4

The reports will not compare 0 – 4 to 5 + assessments as the reports are specific only to a single age version.

Referral Source

The referral source filter allows the user to display only the desired data according to the referral source indicated on the assessment. This filter is applied to reports that analyze data for open and closed assessments. If the referral source exists on a report, the field is required and must be entered to generate the report. The filter will only process a single referral source or "All" referral sources.

The referral source filter has the following options:

- ALL (enables users to generate a global report that includes all referral sources)
- DJJ
- Schools
- DSS
- CSB
- Family
- Other

Duplication

The duplication filter has two options:

- Child Counts: enables the user to generate a report based on an unduplicated count of children. Selecting Child Counts in the report filter only considers the latest assessment done on the child. Each child is only included once.
- Assessment Counts: enables the user to generate a report based on all of the assessments administered according to the parameters set. This filter considers all the assessments done on the child.

Reassessment Days

The reassessment days filter appears only on the reassessment reports. This filter allows the user to select the increments of time to evaluate the reassessments. The reassessment days filter is employed to calculate the reassessment due date (e.g., which children have reassessments due in 30 days).

The reassessment days options are:

- 30 days
- 60 days
- 90 days
- 180 days
- 360 days

Lead-Time Days

The lead-time days filter appears only on the reassessment reports. This filter allows the user to select the time range in which the reassessment is coming due, due, and/or overdue.

The lead time days options are:

- 10 days
- 15 days
- 30 days

Algorithm

The algorithm filter allows the user to select only those assessments meeting the specified algorithm result.

The algorithm options are:

- All
- Meets algorithm
- Doesn't meet algorithm

Child Search

The child search filter allows the user to type in a:

- child's first name or last name OR
- both last name and first name in the order "last name, first name" OR
- both "last name first name" (without comma)

Do not use "first name last name." After the name is typed in and the user hits the Tab or Enter key the search will populate names of children (with last 4 digits of the SSN) who meet the entered criteria. This filter will only populate child names accessible within the permissions of the logged in user.

Child

The child filter is only available when the Child Search filter is present. This filter will populate only child names accessible within the permissions of the user.

- This filter will only allow the user to select one child at a time.

Caregiver

The caregiver filter will populate only caregiver names that match selected children.

- This filter will only allow the user to select one caregiver at a time.

Longevity Report Filters

All longevity reports will only select full, closed assessments in the analysis. Some filters are report specific; therefore, not all of the below filters will be applicable to all longevity reports. If a filter is listed, then a filter selection is required before the longevity report will be generated.

Location

The locations filters exist on all CANVaS 2.0 longevity reports. These filters control user access to report data. They are locked or editable according to user permissions. These filters are first in the longevity report screens. These filters are required.

The location filters functions as follows:

- State –This filter is not editable for any CANVAS 2.0 user. It will always be set to Virginia by the system.
- Locality – This filter is editable for state administrators. It is not editable for any other users in the system. Users with accounts for multiple locations will need to log out and log back in using the different localities in order to access reports across multiple localities.

Child Search

The child search filter will populate names of children that meet the entered criteria. This filter will only populate child names accessible within the permissions of the user.

Child

The child filter is only available when the Child Search filter is present. This filter will only populate child names accessible within the permissions of the user.

- This filter will only allow the user to select one child at a time.

Case Manager

The Case Manager filter will populate the user names accessible within the permissions of the user.

- For a user logged in as Case Manager, the report will lock the filter to the user's name only.
- For a user logged in as a DSU/RA, the report will populate all of the users within their jurisdiction.
- If the user is active in multiple locations, the longevity reports will only populate names that match the user's currently logged-in location.
    - If the user desires a report for all their active locations, the user will have to run separate reports in each location by logging out, logging back in and selecting the location for which they wish to run the report.

Reassessment Days

This filter enables the user to select the time frame for the comparison reassessment. Reassessment days are calculated based on the closing date of the initial assessments.

The different longevity reports may utilize different reassessment days options. The filter available on the report, will list the available reassessment days options for that particular report in a drop down box.

The reassessment days options may include:

- 3 months
- 6 Months
- 9 Months
- 1 year
- 1 year 3 months
- 1 year 6 months
- 1 year 9 months
- 2 years
- 2 years 3 months
- 2 years 6 months
- 2 years 9 months
- 3 years
- More than 3 years
    - If the user selects “More than 3 Years,” then the most recent full assessment labeled “Reassessment” that has a closed date that is greater than three years from the closed date of the full assessment labeled “Initial” will be employed in the analysis.

Initial Assessment Date Range (Start and End Date)

The initial date range filters have separate filters for start and end dates. These filters enable the user to choose the date range in which the Initial assessment was closed. These dates are inclusive. These filters establish the client cohort for analysis.

Assessment Type

The assessment type filter allows the user to choose which assessment type is considered for the report analysis.

The assessment type filter will have the following options:

- 0 – 4 Comprehensive
- 0 – 4 Both
- 5+ Comprehensive
- 5+ Both

The longevity reports will not allow both 0 – 4 assessments and 5 + assessments in the same report.

Assessment Section

The assessment section (domain) filter allows the user to choose which section of the assessment is considered for the report analysis.

The assessment section filter is based on the selected assessment type.

Discharge

The discharge filter allows the user to choose how discharge assessments will be considered in the report.

The discharge filter will have the following options:

- Exclude discharge summaries – Only CANS assessments with the assessment reason tagged as "Initial" or "Reassessment" will be included in the report.
- Include discharge summaries – All CANS assessments with the assessment reason – "Initial," "Reassessment" or "Discharge" will be included in the report
- Only use discharge summaries – Only CANS assessment with the assessment reason "Discharge" will be included in the report.

Initial Assessment

The initial assessment filter allows the user to choose which assessment is considered for the report analysis.

Reassessment

The reassessment filter allows the user to choose which reassessment is considered for the report analysis.

Question

The question filter allows the logged in user to choose which assessment item is considered for the report analysis. This filter is found only in the Item Breakout Report.

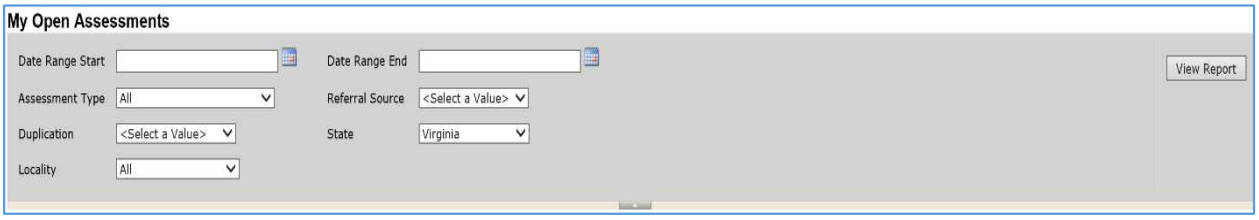
My Reports Definition and Navigation

My Open Assessments Report

This report generates a summary of all open child assessments for the user's role and permissions during the selected date range. This includes assessments opened by the user.

My Open Assessments Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select My Reports from the drop down list
- Then select My Open Assessments
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

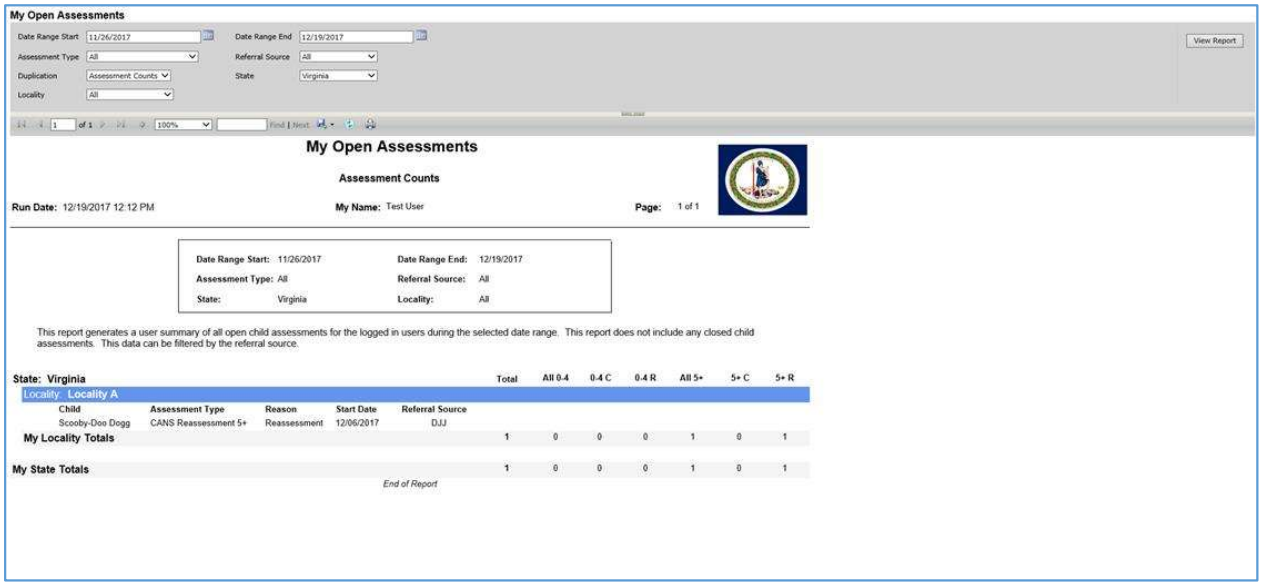


Figure 5a – My Open Assessments Report

My Closed Assessments Report

This report generates a user summary of all closed child assessments according to the user's role and permissions during the selected date range. This includes assessments closed by the user.

My Closed Assessments Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select My Reports from the drop down list
- Then select My Closed Assessments
- Select options for each of the editable filters

  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

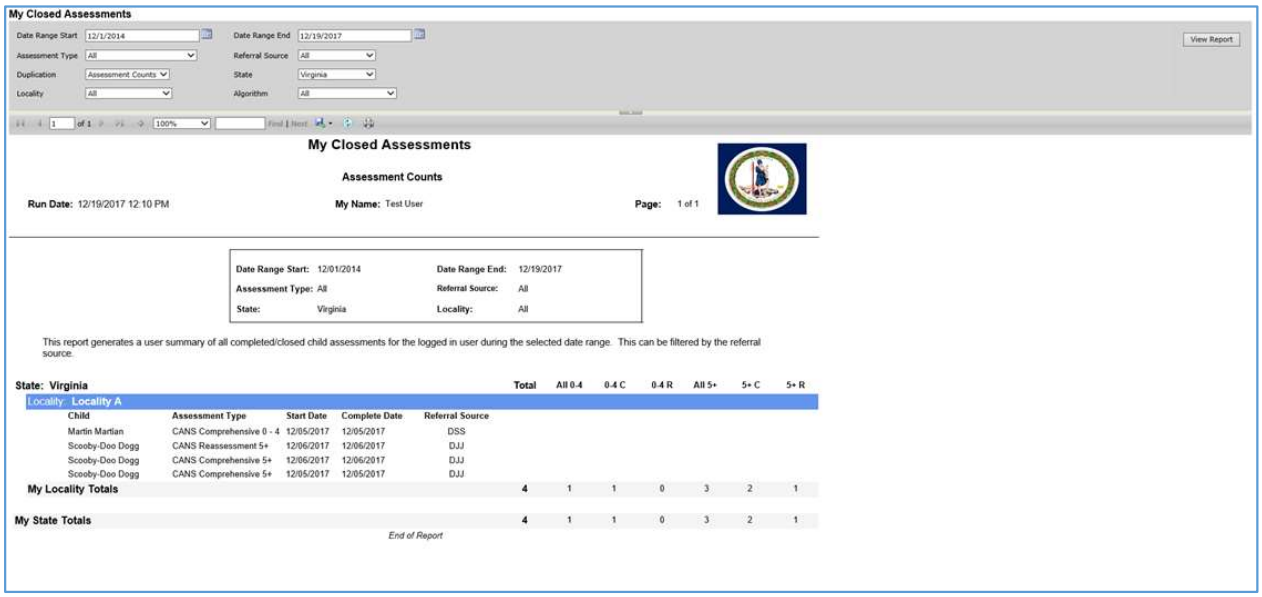


Figure 5b – My Closed Assessments Report

My Reassessments Report

This report generates a summary of all closed assessments that are due for reassessment. The "Reassessment Days" filter allows the user to select the time between each reassessment's next update. The "Lead Time" filter enables the user to select how far ahead to look to see which reassessments need to be updated.

My Reassessments Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select My Reports from the drop down list
- Then select My Reassessments
- Select options for each of the editable filters

  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

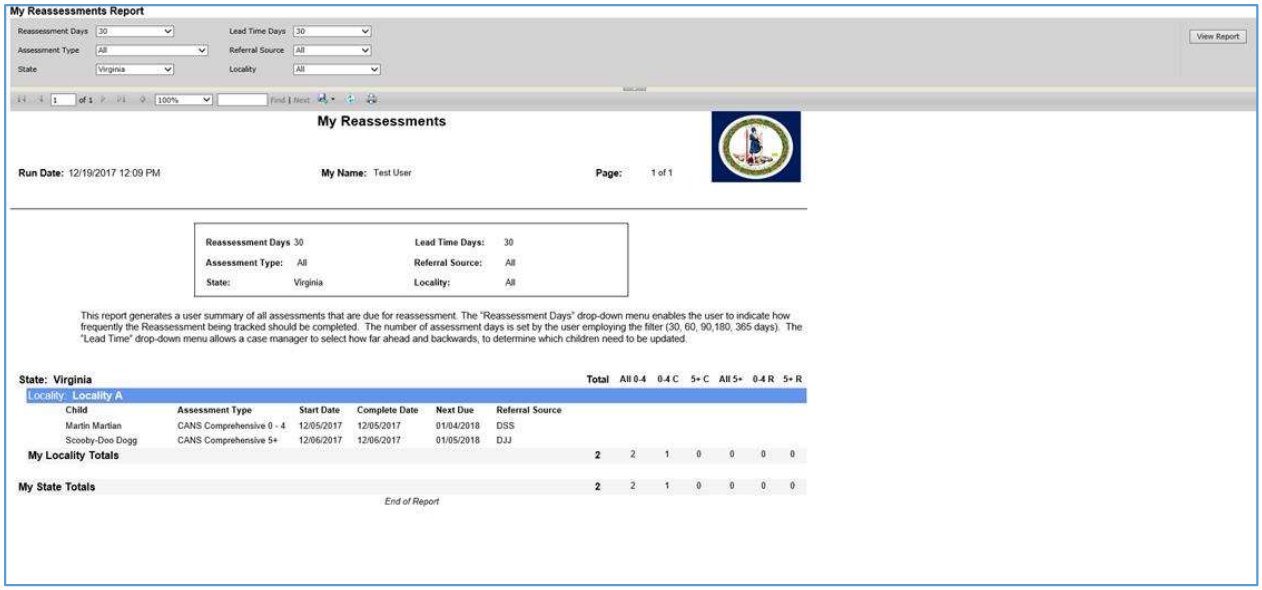


Figure 5c – My Reassessments Report

My Open 60 Days Report

This report generates a user summary of all child assessments open 60 days or more during the selected date range. This report does not include any closed child assessments; even if they were open during the time frame chosen on the report. Open Assessments can be deleted. Deleted assessments will not appear on reports even if they were in the system during the time frame chosen.

My Open 60 Days Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select My Reports from the drop down list
- Then select My Open 60 Days
- Select options for each of the editable filters

  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

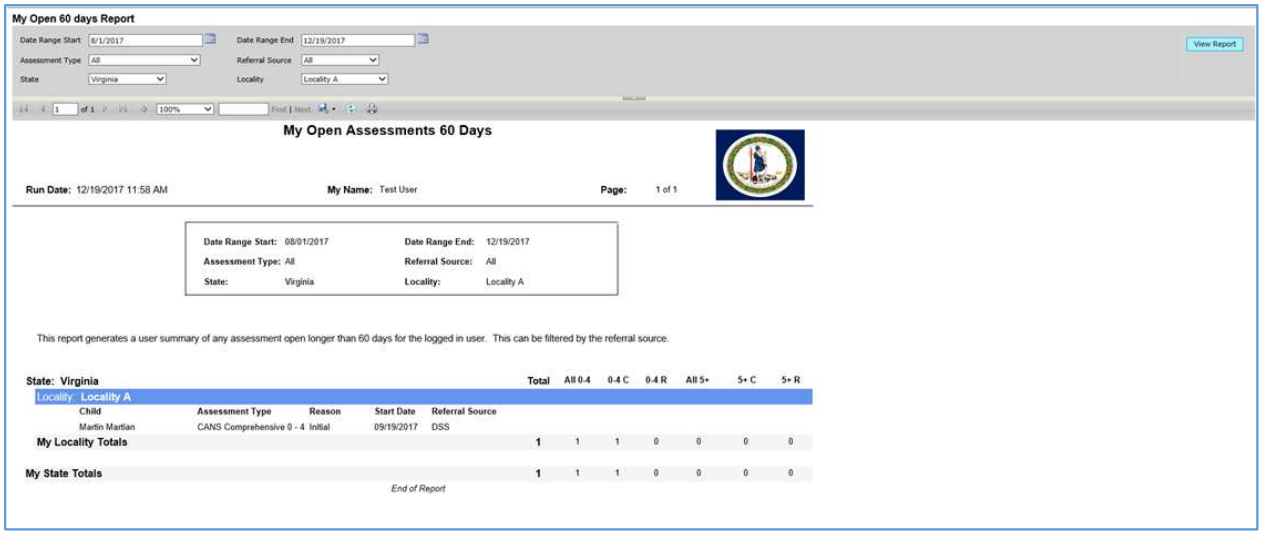


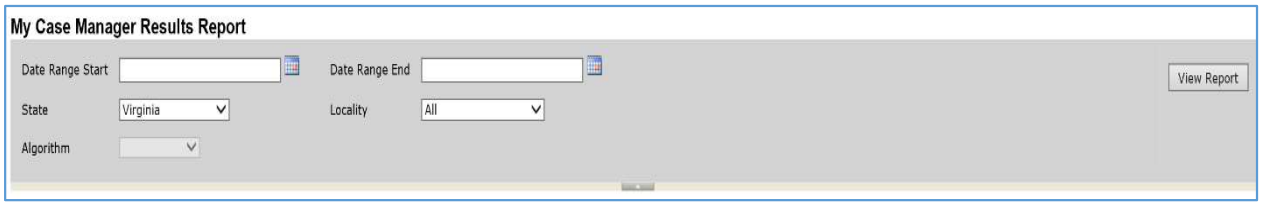
Figure 5d – My Open 60 Days Report

My CM Results Report

This report displays a tally of assessments organized by referral source.

My CM Results Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select My Reports from the drop down list
- Then select My CM Results
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

Figure 5e – My CM Results Report

Client Reports Definitions and Navigation

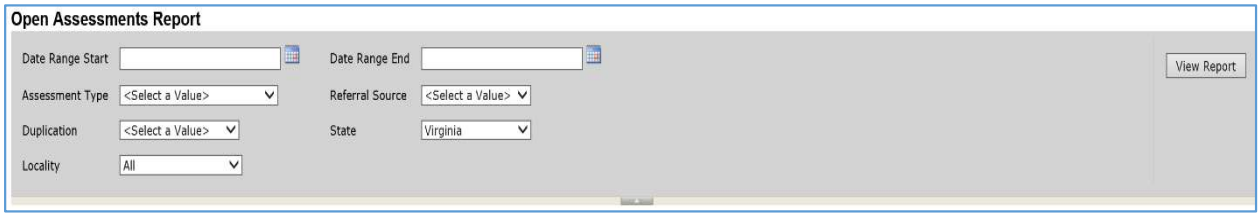
NOTE: Only DSU/RAs have access to these reports with the exception of the Permanency and Individual Progress Reports. Those reports are accessible to a case manager who has entered at least one assessment for the child.

Open Assessments Report

This report generates a user summary of all open child assessments for the DSU/RA's locality during the selected date range. This includes assessments done by all certified users, which have open status in the user's locality, as well as those open assessments tagged with certified user's name which are entered in the system by an administrator or data entry personnel. (The report provides drill down data by clicking the + sign on the report.)

Open Assessments Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Client Reports from the drop down list
- Then select Open Assessments
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

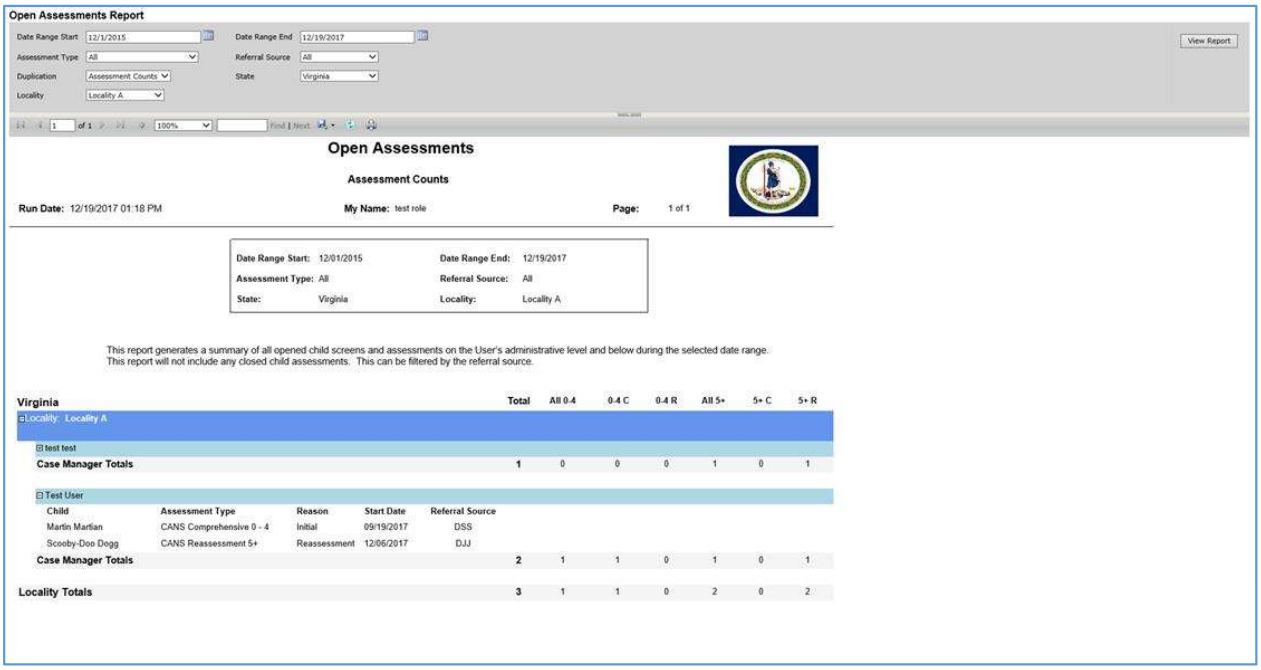


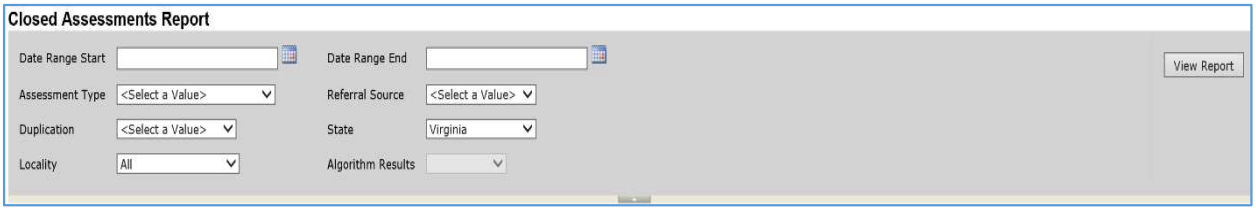
Figure 6a – Open Assessments Report

Closed Assessments Report

This report generates a summary of all closed child assessments according to the user's locality during the selected date range. This includes assessments closed by all certified users in the DSU/RA's locality, as well as those closed assessments tagged with the certified user's name in that locality, which are entered by an administrator or data entry personnel. (The report provides drill down data by clicking the + sign on the report.)

Closed Assessments Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Client Reports from the drop down list
- Then select Closed Assessments
- Select options for each of the editable filters



  - All of the filters are required.

- Based on the user's permissions, all filters may not be editable

- Select View Report on the top right of screen
- The following report will display:

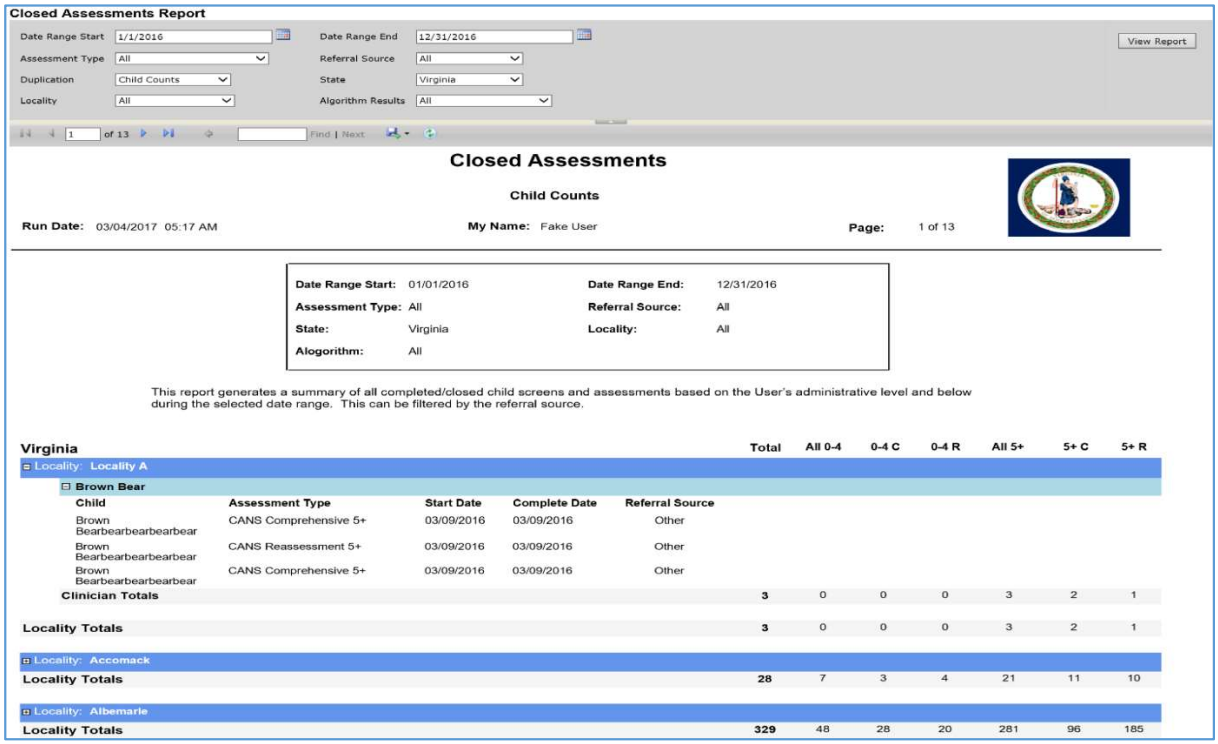


Figure 6b – Closed Assessments Report

Reassessments Report

This report generates a summary of all closed assessments that are due for reassessment. The "Reassessment Days" filter allows the user to select the time a reassessment is "due". The "Lead Time" filter enables the user to select a time frame for reporting reassessments that are almost due, due and overdue. (The report provides drill down data by clicking the + sign on the report.)

Reassessments Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Client Reports from the drop down list
- Then select Reassessments
- Select options for each of the editable filters

- All of the filters are required.
  - Based on the user's permissions, all filters may not be editable

- Select View Report on the top right of screen
- The following report will display:

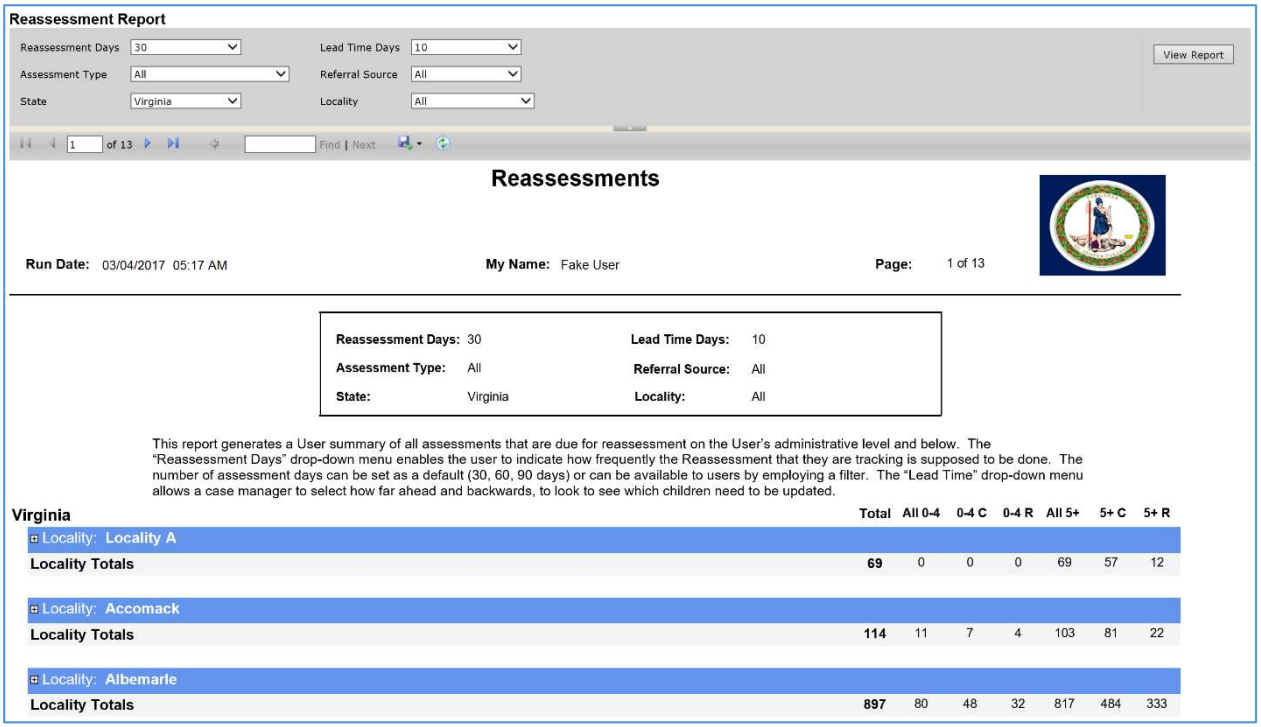


Figure 6c – Reassessments Report

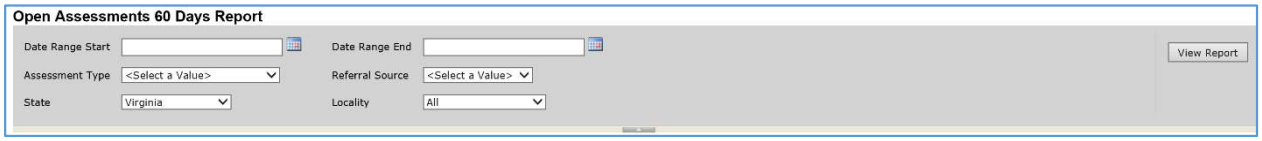
Open 60 Days Report

This report generates a user summary of all child assessments open for 60 days or more during the selected date range. This report does not include any closed assessments; even if they were open during the time frame chosen on the report. Open Assessments can be deleted. Deleted assessments will not appear on reports even if they were in the system during the time frame chosen. (The report provides drill down data by clicking the + sign on the report.)

Open 60 Days Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Client Reports from the drop down list

- Then select Open 60 Days
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

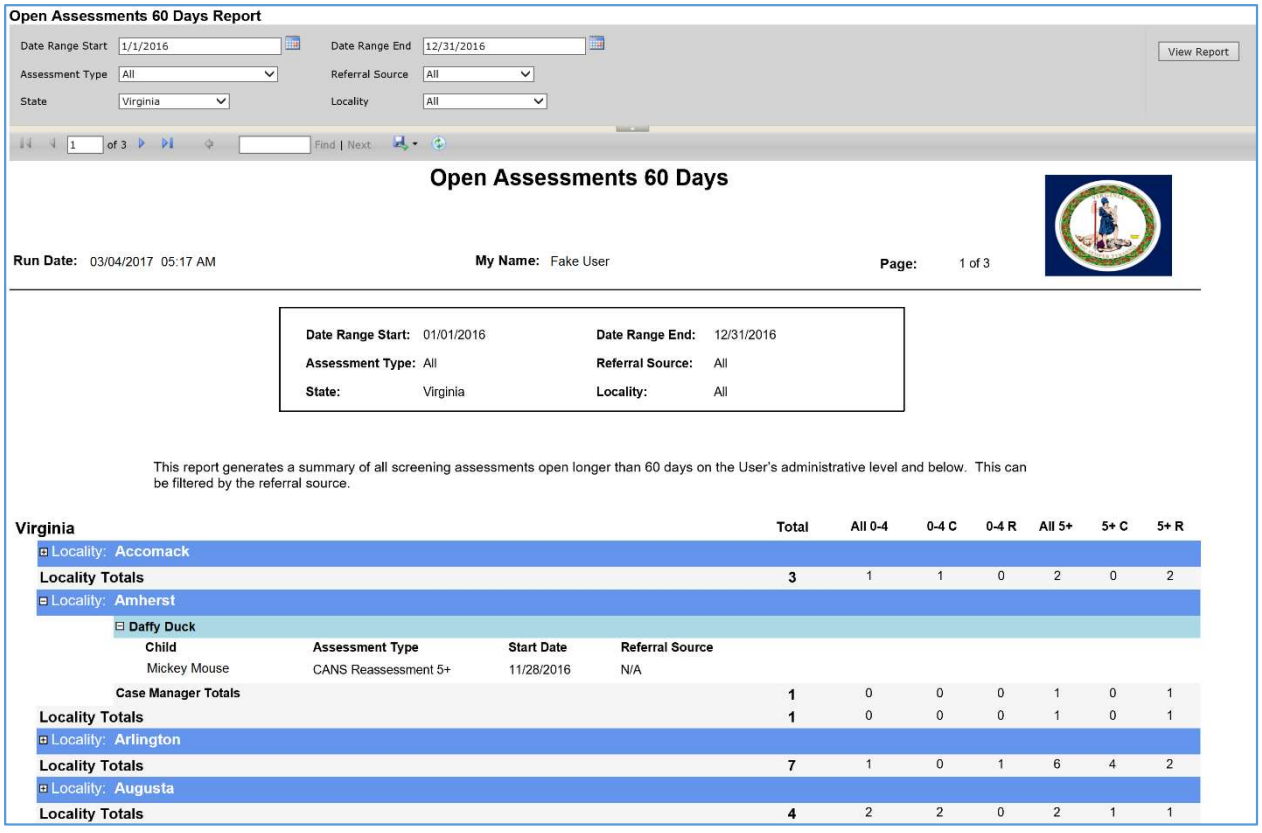


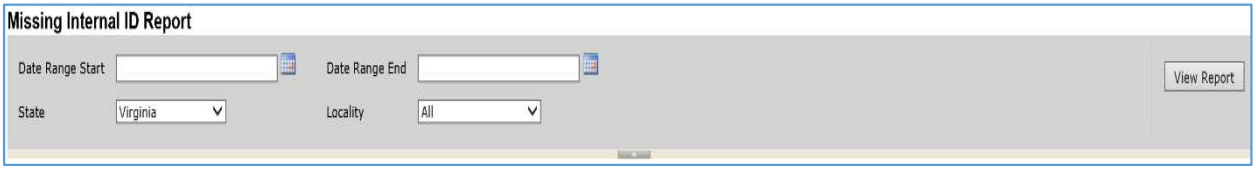
Figure 6d – Open 60 Days Report

Missing Internal IDs

This report tracks all of the missing Internal/Referral source ID numbers for children within the user's administrative locality. (The report provides drill down data by clicking the + sign on the report.)

Missing Internal IDs Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Client Reports from the drop down list
- Then select Missing Internal IDs
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

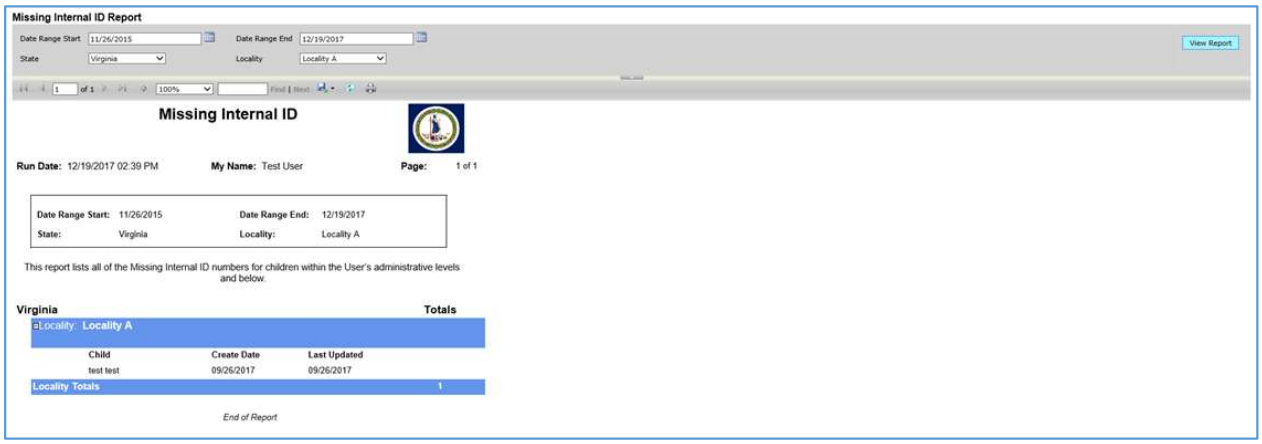


Figure 6e – Missing Internal IDs Report

Permanency Report

This report will enable the user to examine the Parent/Caregiver assessments across time. The user will be able to generate this report depending on user permissions. Case managers may access the report for any child for whom he or she has completed an assessment. DSU/RAs may access the report for any child in the locality. The Permanency Report parameters/conditions are:

- The child search will only bring results if the child's referral source is DSS.
- Comparison is conducted across both comprehensive and reassessments.
- Comparison is conducted across all assessment reasons – Initial, Reassessment, Discharge.
- Report items will be generated from the Parent/Caregiver domain and Child Welfare module.
- The user will select one caregiver (at a time) to compare across all assessments.
- The drop down menu will populate only with active caregivers attached to the selected child.
- Only the caregivers with closed Caregiver Assessments will populate the fields.
- This report will compare as many as three assessments.
- If only two assessments are available, then the report will run with two assessments.
    - Assessment 3 will populate as "No Data Available".
- If only one assessment is available, then the report will run with one assessment; this assessment will populate the report as most recent assessment.
- Assessments are chosen according to the date/time stamp the system assigns upon closing.
- The initial assessment will always populate as the first assessment.
- The initial assessment is defined as the oldest closed assessment with the selected caregiver's assessment attached.
- The two most recent assessments will populate as Assessment 2 and Assessment 3.
- If two assessments were closed on the same date, then the most recent (by time) will be selected.
- Two assessments closed on the same day will not populate as the two most recent assessments.
- At least one calendar day must distinguish between Assessment 2 and Assessment 3.
- If no data is available to populate the assessment, the system will populate the report field with "No Data Available".

Permanency Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Client Reports from the drop down list
- Then select Permanency
- Select options for each of the editable filters

  - All of the filters are required.
    - Based on logged in user's permissions, all filters may not be editable
- Select View Report on the top right of screen

The report will display and will be organized with the following modules and items:

Safety

- Supervision
- Safety
- Condition of the Home
- Marital/Partner Aggression (Violence) in the Home
- History of Maltreatment of Children
- Responsibility in Maltreatment
- Relationship to Abuser

Knowledge of Parenting and Child Development

- Knowledge (of Child's Needs)
- Discipline
- Family Stress
- Demonstrates Effective Parenting Approaches
- Parent's Understanding of Impact of Own Behavior on Children
- Empathy with Children

Identification and Use of Concrete Supports in Time of Need

- Involvement with Care
- Accessibility to Child Care Services
- Financial Status
- Organization
- Social resources
- Residential Stability
- Employment
- Transportation
- Education

Factors Contributing to Parent/Caregiver Resilience

- Physical Health
- Employment
- Mental Health
- Substance Use
- Developmental
- Parent/Caregiver Traumatic Reactions
- Self/Care/Daily Living

Commitment to Permanency Plan Goal

- Parent Participation in Visitation
- Involvement with Care
- Relationship with Child Welfare Case Worker
- Commitment to Reunification
- Responsibility in Maltreatment
- Relationship to Abuser(s)
- History of Maltreatment of Children

The last part of the report will have the:

- Issues resolved in most recent period,
  - items for which the score changed from a 2 or 3 to a 0 or 1, in the most recent assessment
- Issues requiring continued intervention.
  - Most recent assessment rating of 2 or 3.

NOTE: If no items fit into these conditions, then the message "None Noted" will appear.

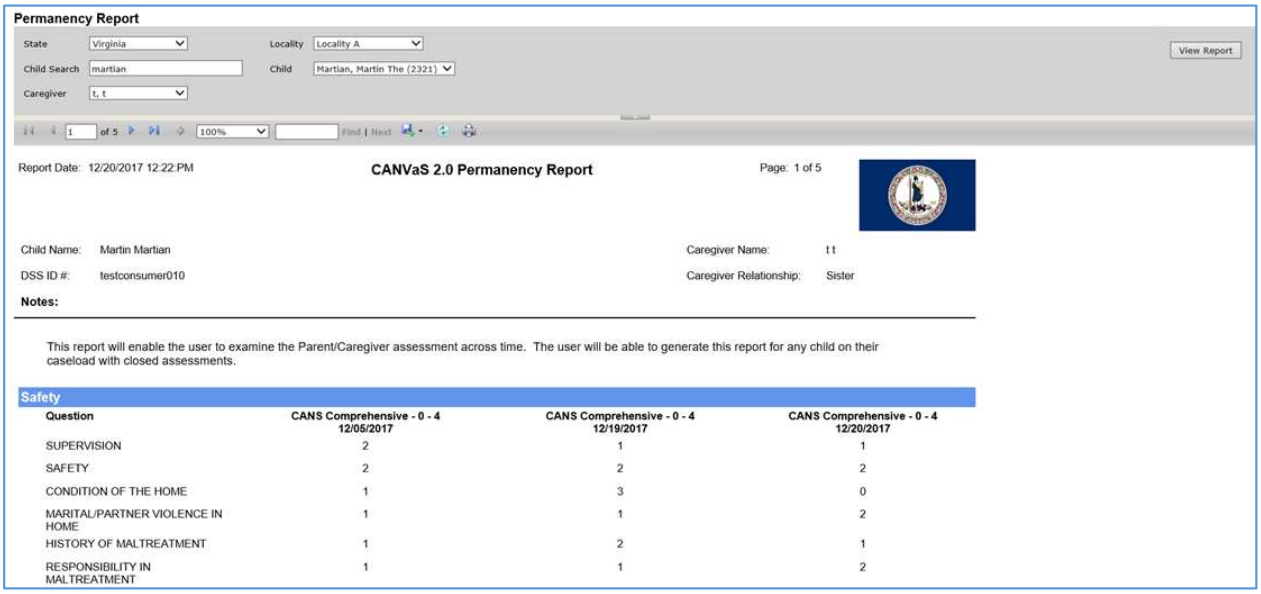


Figure 6f – Permanency Report

Individual Progress Report

This report will enable the user to review the individual child's assessments across time.

Report Parameters/Conditions

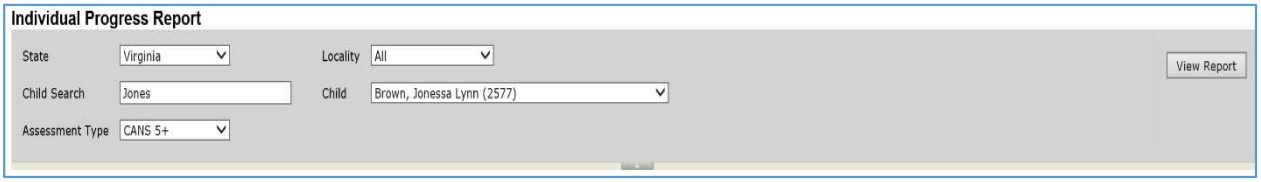
1. Comparison conducted across all assessment types
    - Comprehensive
    - Reassessment
2. Comparison conducted across all reasons
    - Initial
    - Reassessment
    - Discharge
3. This report will be available for all the children in the system.
4. User will select the child.
    - The child will be chosen employing a drop down menu.
    - The drop down menu will populate with all the children who are receiving services within the locality according to the user's access permissions.
5. Only closed assessments will be considered for this report.
6. If the child does not have any closed assessments available, then they will not appear in the drop-down list for selection to run this report.
7. This report will compare up to three assessments.
    - Assessments are chosen according to the date/time stamp upon closing the assessment.
    - The system will select up to three assessments according to the following parameters.
        - The initial assessment will always populate as the *oldest closed assessment for the selected child.*
        - If two assessments were closed on the same date, then the most recent (by time)will be selected.
        - Two assessments closed on the day will not populate as the two most recent assessments.
        - At least one calendar day must distinguish between Assessment 2 and Assessment 3.
        - The two most recent assessments will populate as Assessment 2 and Assessment 3.
    - If only two assessments are available, then the report will run with two assessments and Assessment 3 will populate as "No Data Available".

- If only one assessment is available, then the report will run with one assessment.
  - This assessment will populate the report as most recent assessment.
- If no data is available to populate the assessment, the system will populate the report field with "No Data Available".

8. This report will generate for CANS 0-4 and CANS 5+ separately

Individual Progress Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Client Reports from the drop down list
- Then select Individual Progress
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

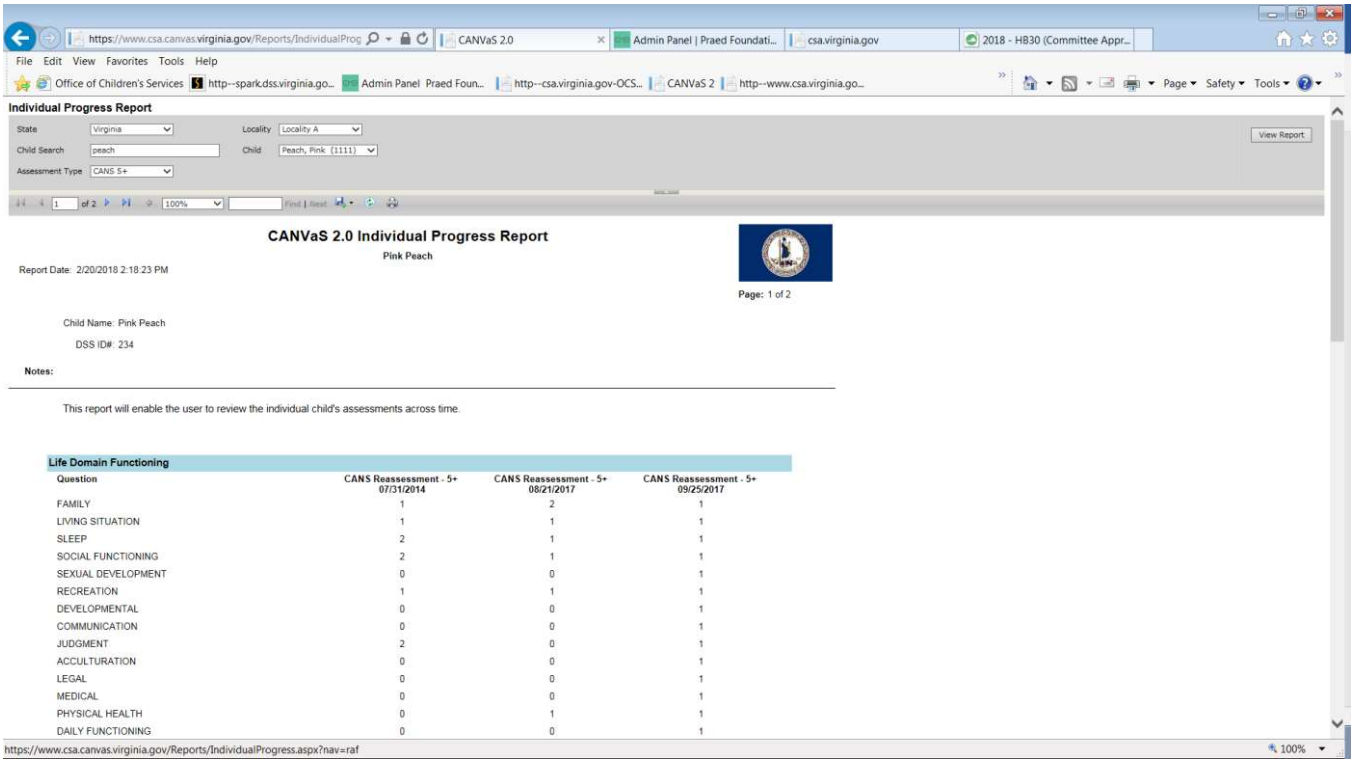


Figure 6g – Individual Progress Report

User Reports Definition and Navigation

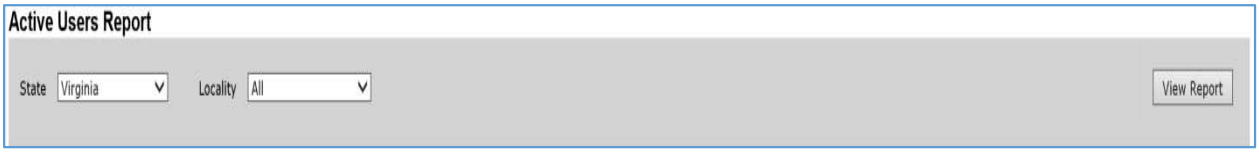
NOTE: These reports are available only for DSU/RAs.

Active Users Report

This report tracks the number of active users with access to the CANVaS 2.0 system. (The report provides drill down data by clicking the + sign on the report.)

Active Users Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select User Reports from the drop down list
- Then select Active Users
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

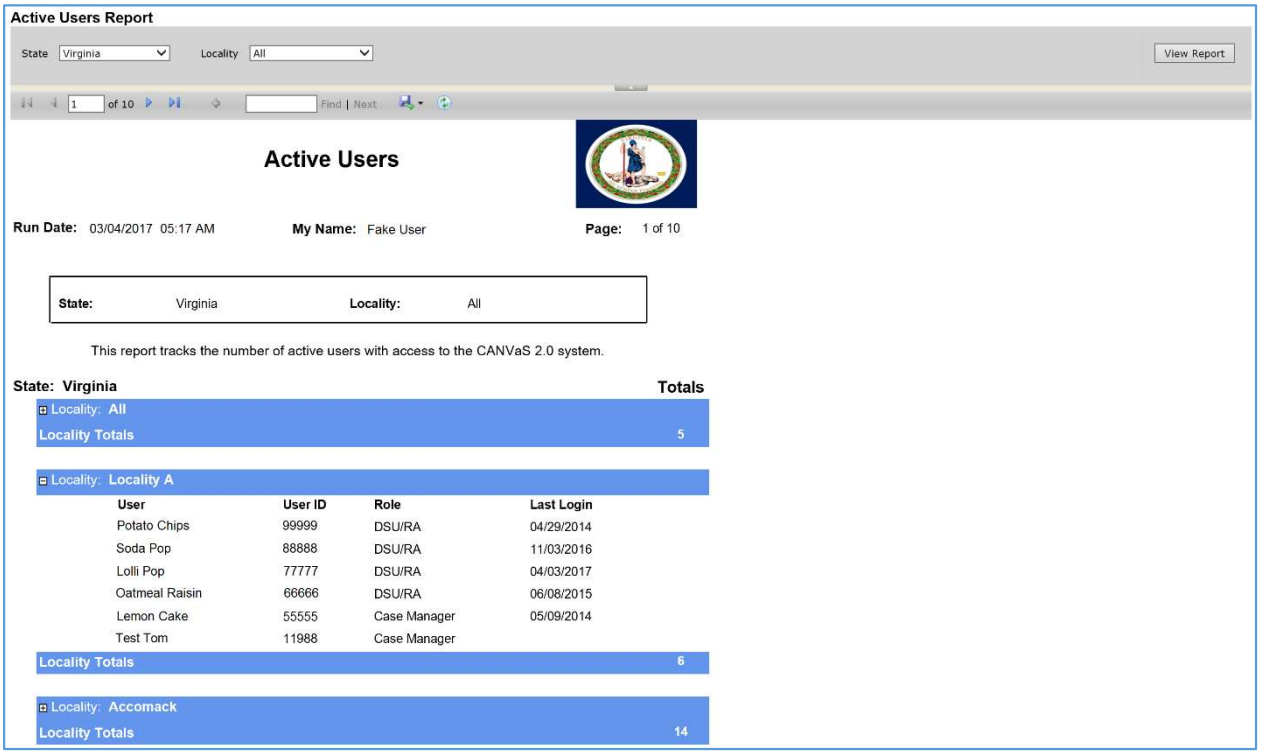


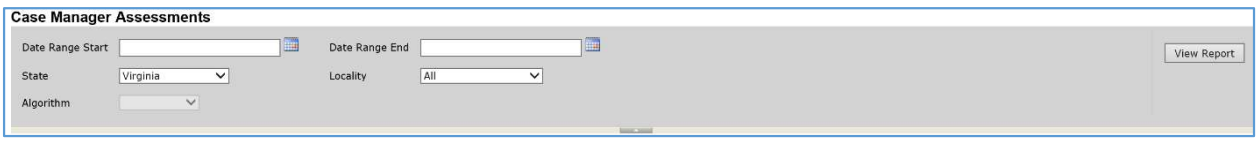
Figure 7a – Active Users Report

Case Manager Assessments Report

This report provides a tally of closed assessments organized by the assessment type and case manager. This report can filter assessments according to the algorithm outcome. (The report provides drill down data by clicking the + sign on the report.)

Case Manager Assessments Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select User Reports from the drop down list
- Then select CM Assessments
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen

- The following report will display:

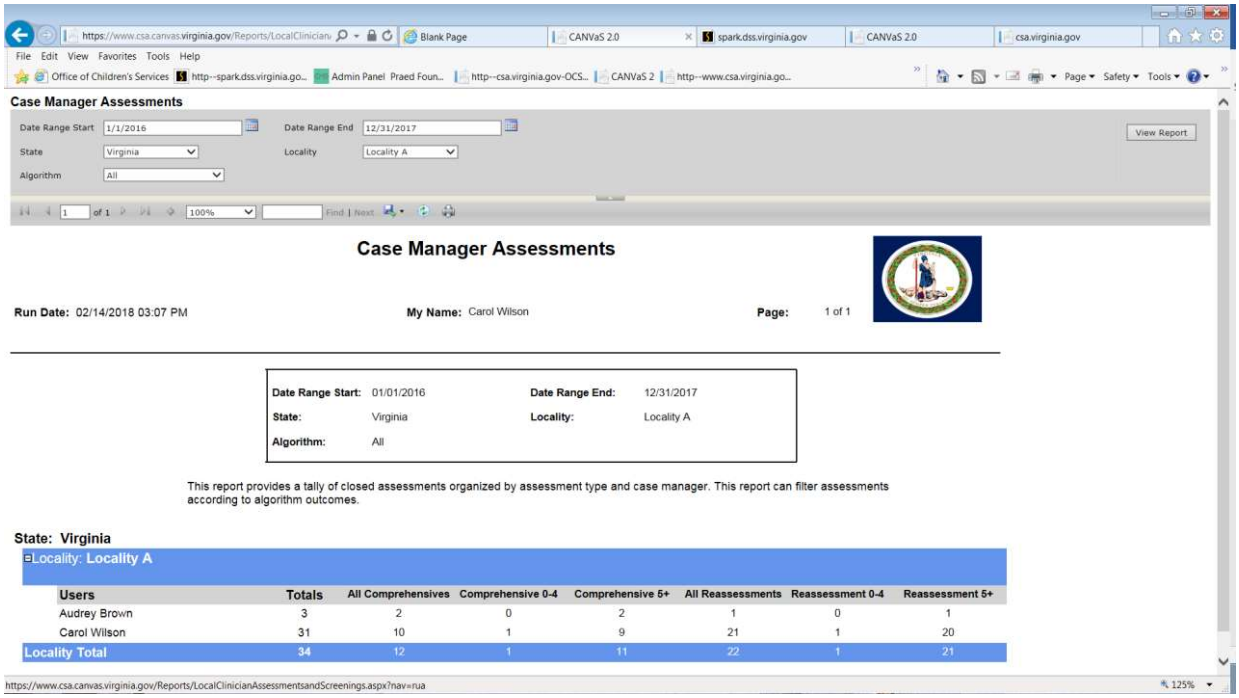


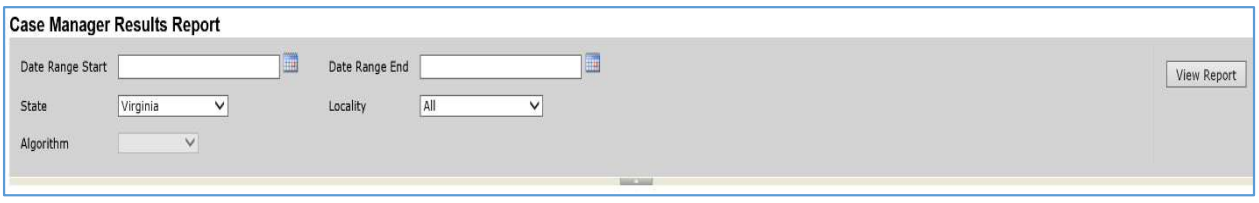
Figure 7b – Case Manager Assessments Report

Case Manager Results Report

This report enables the user to run a report based on assessments done by case managers in his/her locality, organized according to referral source and filtered based on algorithmic outcomes. (The report provides drill down data by clicking the + sign on the report.)

CM Results Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select User Reports from the drop down list
- Then select CM Results
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable

- Select View Report on the top right of screen
- The following report will display:

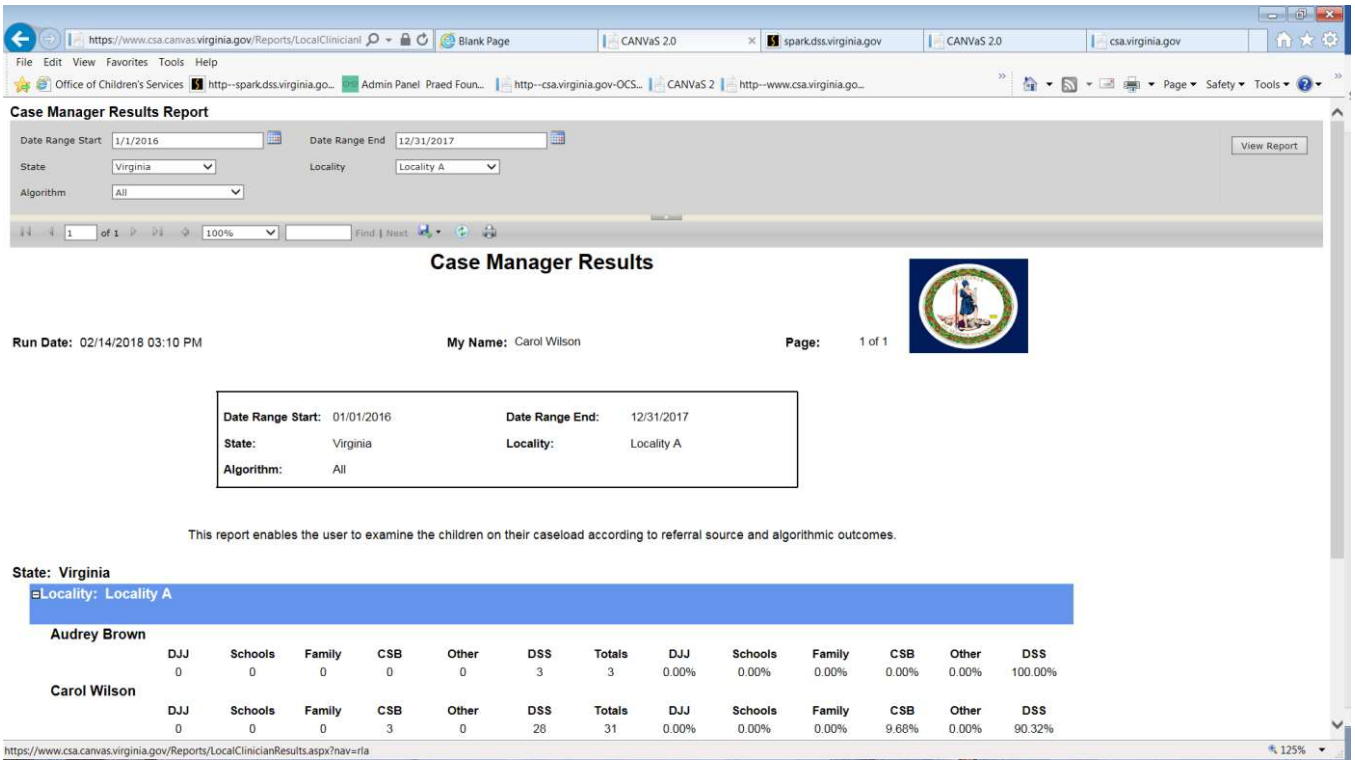


Figure 7c – Case Manager Results Report

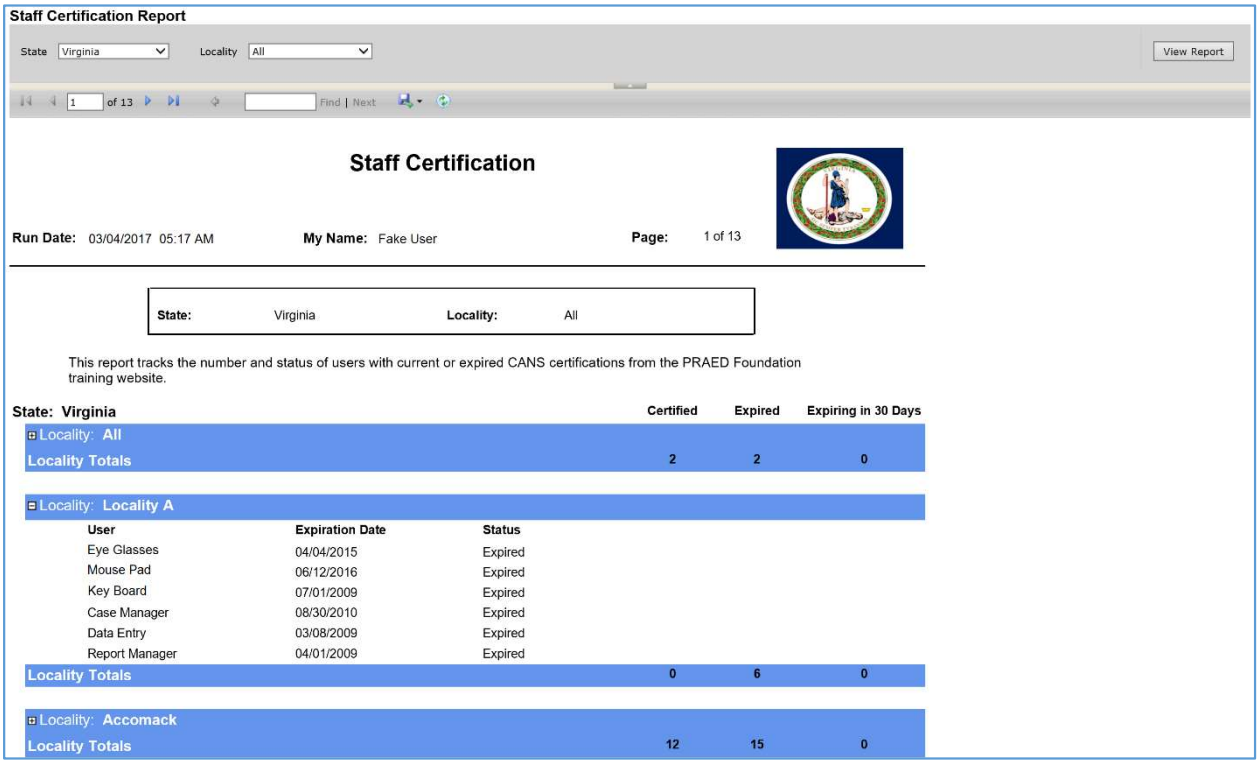
Staff Certification Report

This report tracks the number and status of users with current or expired CANS certifications from the PRAED Foundation training website. (The report provides drill down data by clicking the + sign on the report.)

Staff Certification Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select User Reports from the drop down list
- Then select Staff Certification
- Select options for each of the editable filters
  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
    - A State admin user can select any location form the location drop down; a DSU/RA will only have his/her locality defaulting in the locality drop down field.

- Select View Report on the top right of the screen
- The following report will display:



Staff Certification Report

State: Virginia | Locality: All | View Report

1 of 13 | Find | Next

Staff Certification

Run Date: 03/04/2017 05:17 AM **My Name:** Fake User **Page:** 1 of 13

State: Virginia **Locality:** All

This report tracks the number and status of users with current or expired CANS certifications from the PRAED Foundation training website.

State: Virginia			Certified	Expired	Expiring in 30 Days
Locality: All					
Locality Totals			2	2	0
Locality: Locality A					
User	Expiration Date	Status			
Eye Glasses	04/04/2015	Expired			
Mouse Pad	06/12/2016	Expired			
Key Board	07/01/2009	Expired			
Case Manager	08/30/2010	Expired			
Data Entry	03/08/2009	Expired			
Report Manager	04/01/2009	Expired			
Locality Totals			0	6	0
Locality: Accomack					
Locality Totals			12	15	0

Figure 7d – Staff Certification Report

System Wide Reports Definition and Navigation (State Admin Only)

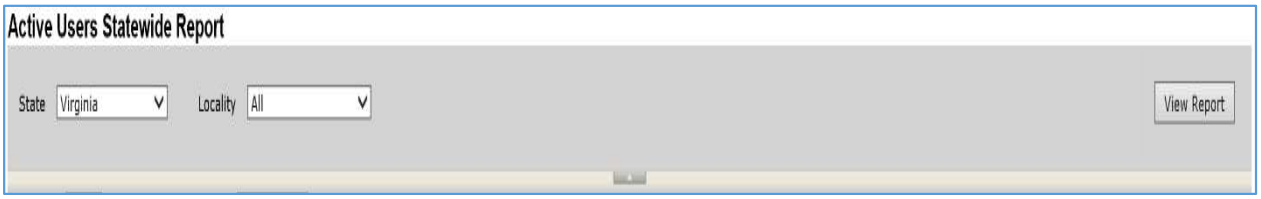
Active Users SW

This report lists the number of active CANVaS 2.0 users at the locality and state levels. (The report provides drill down data by clicking the + sign on the report.)

- This report will list all active users as of the run date.
- This report will list the last log in date for each user.
- The last login column will be blank for users who have not accessed the system.
- The report will not display users whose accounts are inactive as of the report run date.

Active Users SW Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select Active Users SW
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on logged in user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

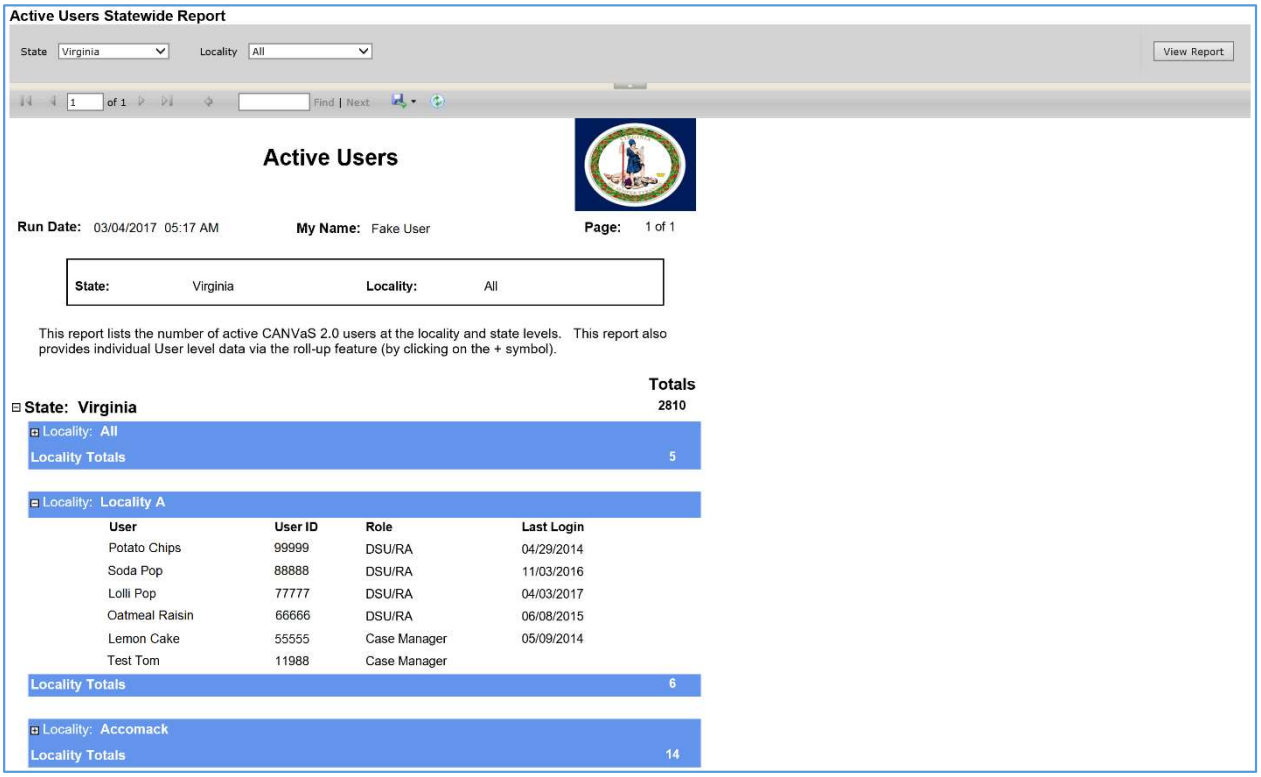


Figure 8a – Active Users SW Report

Missing Internal IDs SW

This report lists all of the Missing Internal ID numbers for children within the User's administrative level and below. (The report provides drill down data by clicking the + sign on the report.)

Missing Internal IDs SW Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select Missing Internal IDs SW
- Select options for each of the editable filters

  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen

- The following report will display:

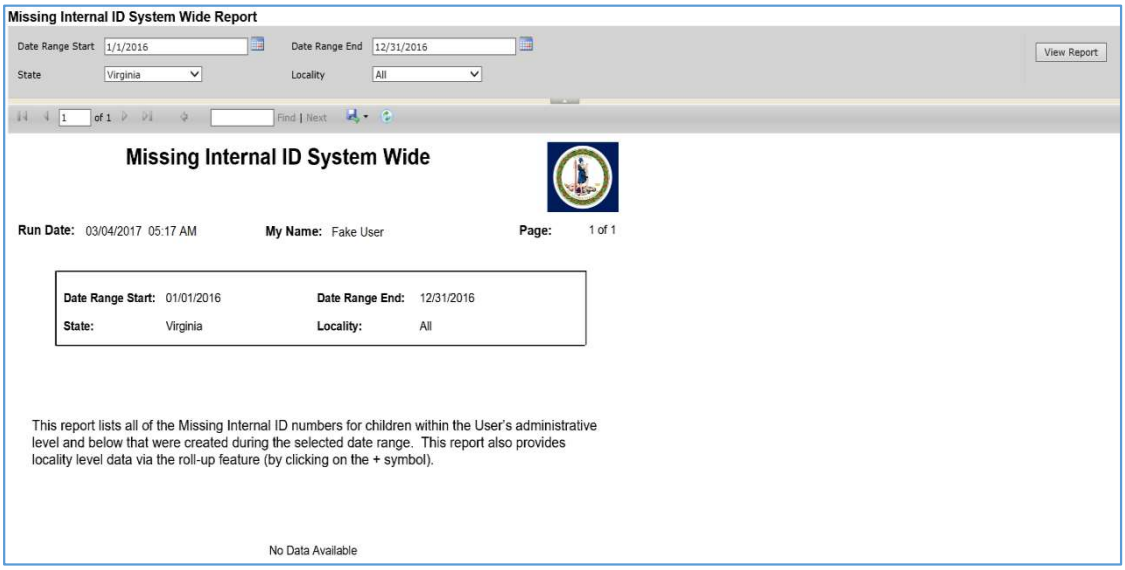


Figure 8b – Missing Internal IDs SW Report

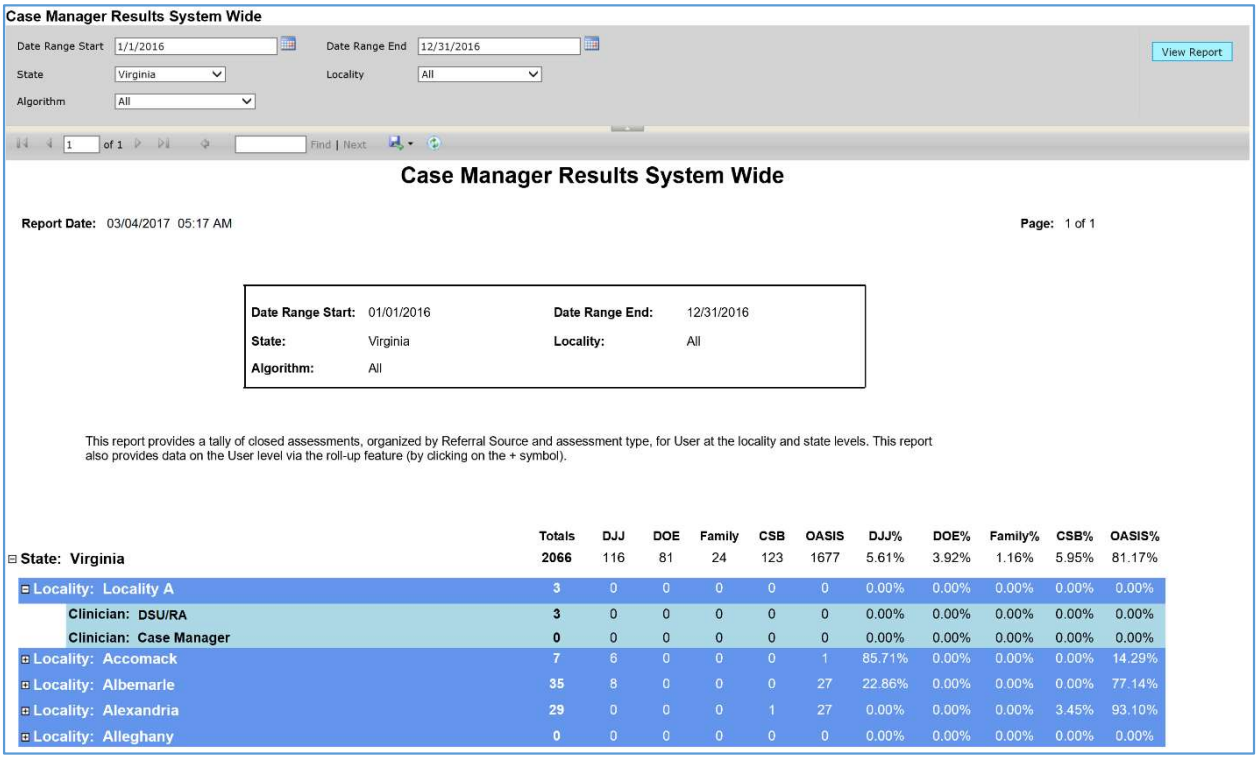
Case Manager Results SW

This report provides a tally of closed assessments, organized by Referral Source and assessment type, for users at the locality and state levels. (The report provides drill down data by clicking the + sign on the report.)

Case Manager Results SW Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select CM Results SW
- Select options for each of the editable filters

  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:



	Totals	DJJ	DOE	Family	CSB	OASIS	DJJ%	DOE%	Family%	CSB%	OASIS%
State: Virginia	2066	116	81	24	123	1677	5.61%	3.92%	1.16%	5.95%	81.17%
Locality: Locality A	3	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%
Clinician: DSU/RA	3	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%
Clinician: Case Manager	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%
Locality: Accomack	7	6	0	0	0	1	85.71%	0.00%	0.00%	0.00%	14.29%
Locality: Albemarle	35	8	0	0	0	27	22.86%	0.00%	0.00%	0.00%	77.14%
Locality: Alexandria	29	0	0	0	1	27	0.00%	0.00%	0.00%	3.45%	93.10%
Locality: Alleghany	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%

Figure 8c – Case Manager Results SW Report

Staff Certification SW

This report lists the number and status of users with CANS certifications from the PRAED Foundation at the locality and state levels. Valid certification is required for a User to administer, alter or close an assessment. (The report provides drill down data by clicking the + sign on the report.)

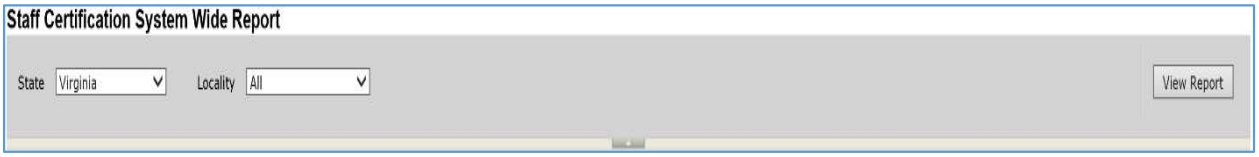
This report will list all certified users regardless of their user permissions for entering assessments.

This report will list the status of the users' certification as of the report's run date.

- Certified: Certification is active on the report's run date
- Expired: Certification is expired as of midnight on the report's run date.
- Expiring in 30 Days: Certification will expire within 30 days of the report run date.

Staff Certification SW Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select Staff Certification SW
- Select options for each of the editable filters



- All of the filters are required.
  - Based on the user's permissions, all filters may not be editable

- Select View Report on the top right of screen
- The following report will display:

Figure 8d – Staff Certification SW Report

Open Assessments SW

This report generates a summary of all opened child assessments at the user's administrative level and below. The report includes the child's referral source filter, which helps filter the data based on child's referral source. (The report provides drill down data by clicking the + sign on the report.)

Open Assessments SW Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select Open Assessments SW
- Select options for each of the editable filters

- All of the filters are required.
  - Based on the user's permissions, all filters may not be editable

- Select View Report on the top right of screen
- The following report will display:

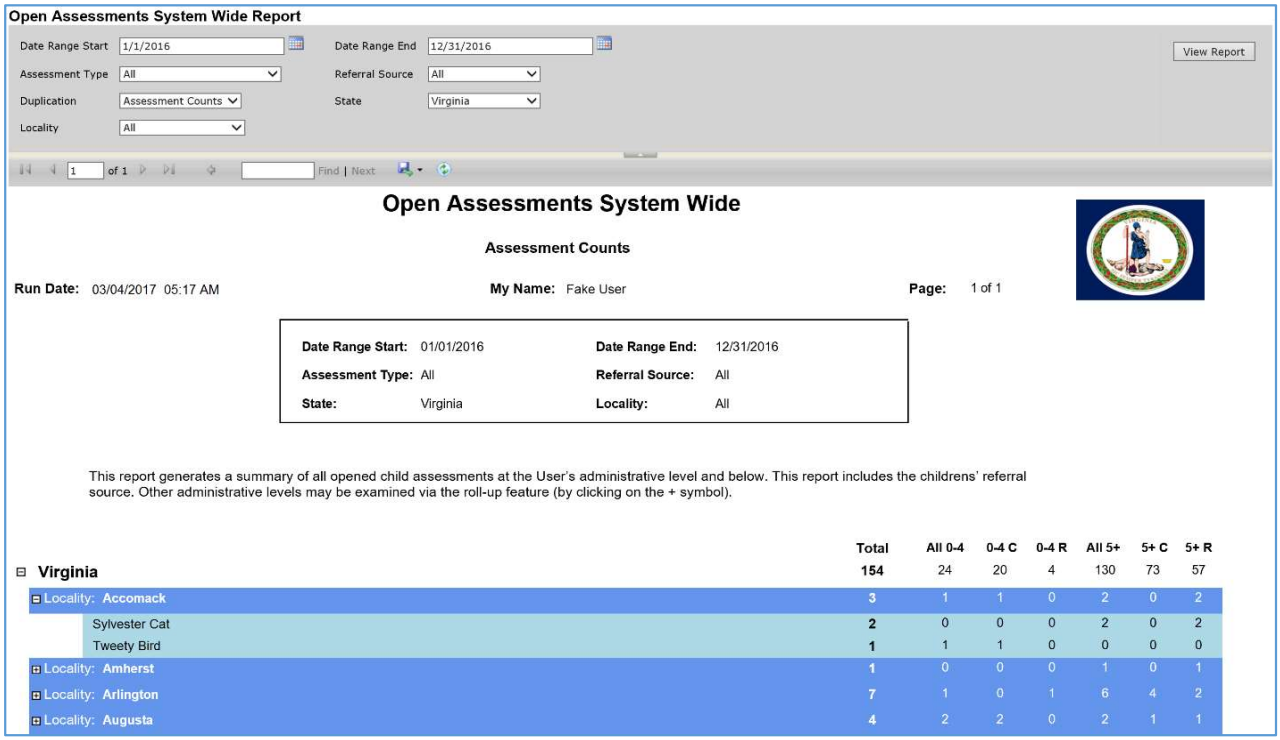


Figure 8e – Open Assessments SW Report

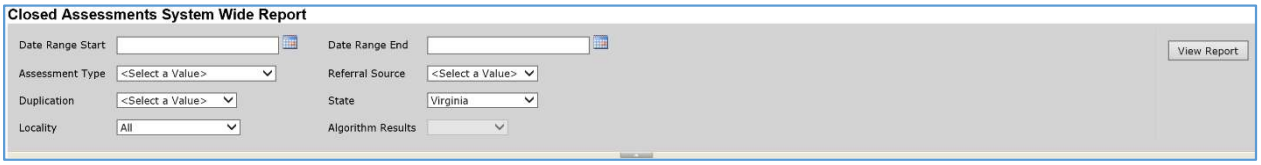
Closed Assessments SW

This report generates a summary of all completed/closed child assessments at the User's administrative level and below. This report includes the child's algorithm results filter, which helps to filter the data based on algorithm results..

Closed Assessments SW Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select Closed Assessments SW

- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

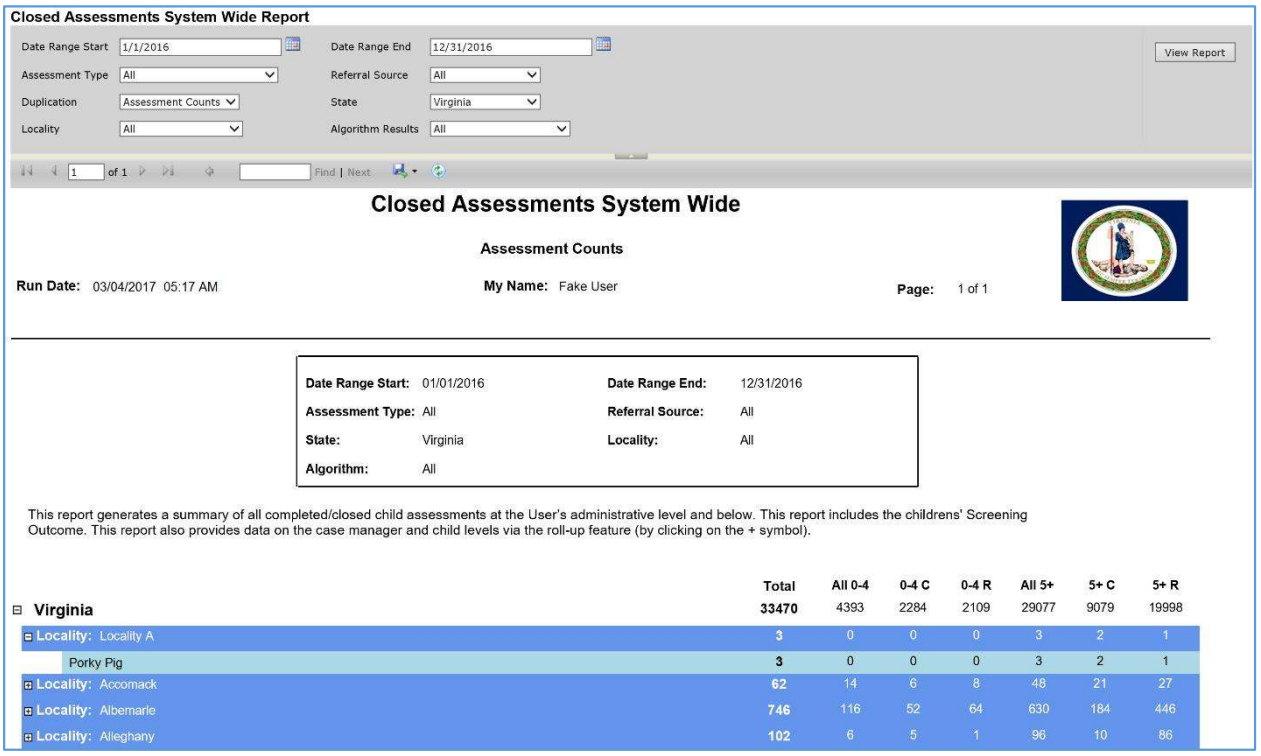


Figure 8f – Closed Assessments SW Report

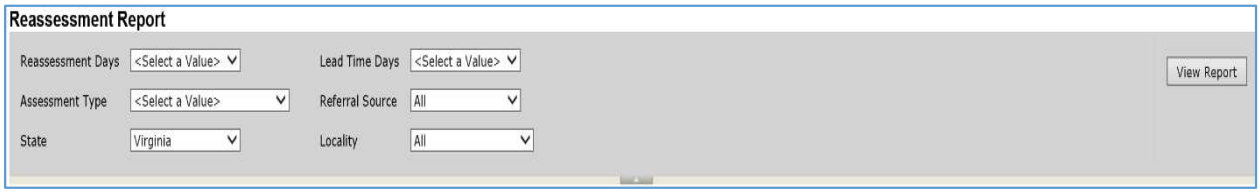
Reassessments SW

This report generates a summary of all closed assessments that are due for reassessment. The "Reassessment Days" filter allows the logged in user to select the time reassessments are due.. The "Lead Time" filter enables the user to select a time frame for reporting reassessments that are almost due, due and overdue. (The report provides drill down data by clicking the + sign on the report.)

Reassessments SW Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu

- Select System Wide Reports from the drop down list
- Then select Reassessments SW
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

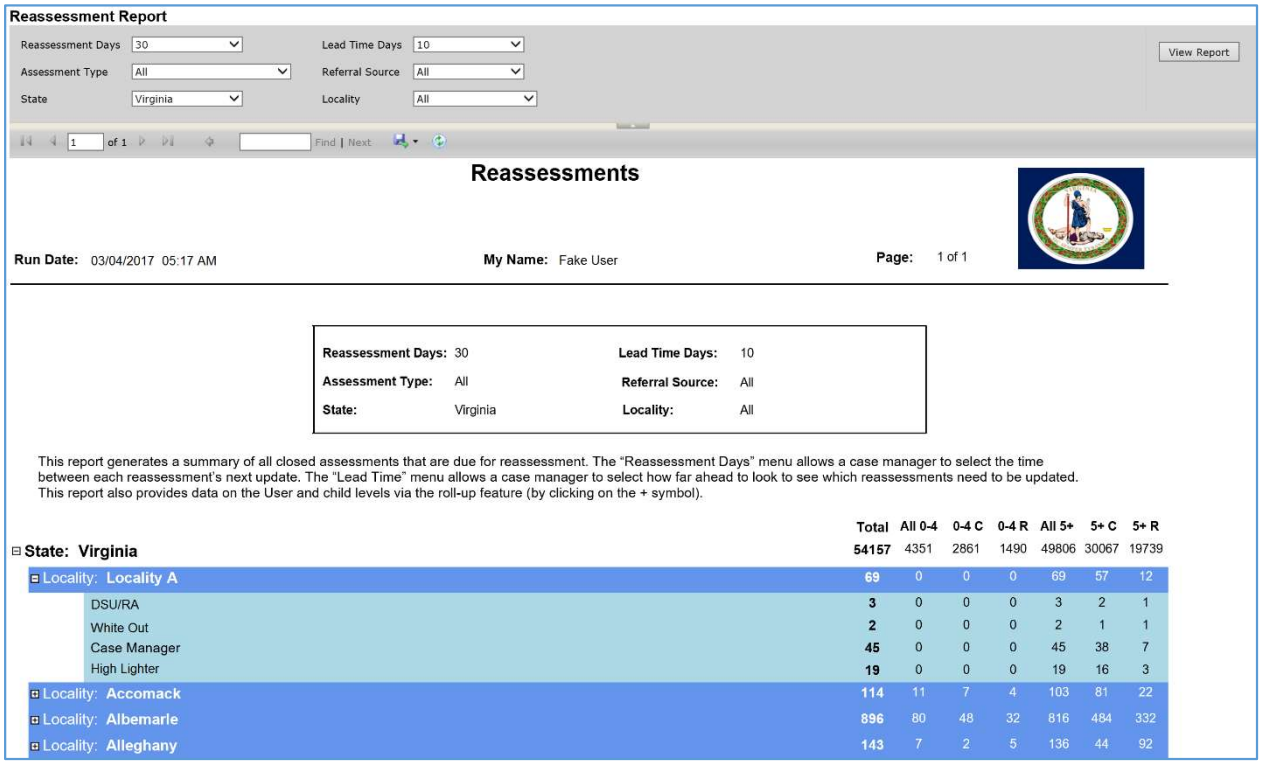


Figure 8g – Reassessments SW Report

Open 60 Days SW

This report generates a summary of assessments open 60 days or more at the User's administrative level and below. (The report provides drill down data by clicking the + sign on the report.)

Open 60 Days SW Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select Open 60 Days SW
- Select options for each of the editable filters

  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

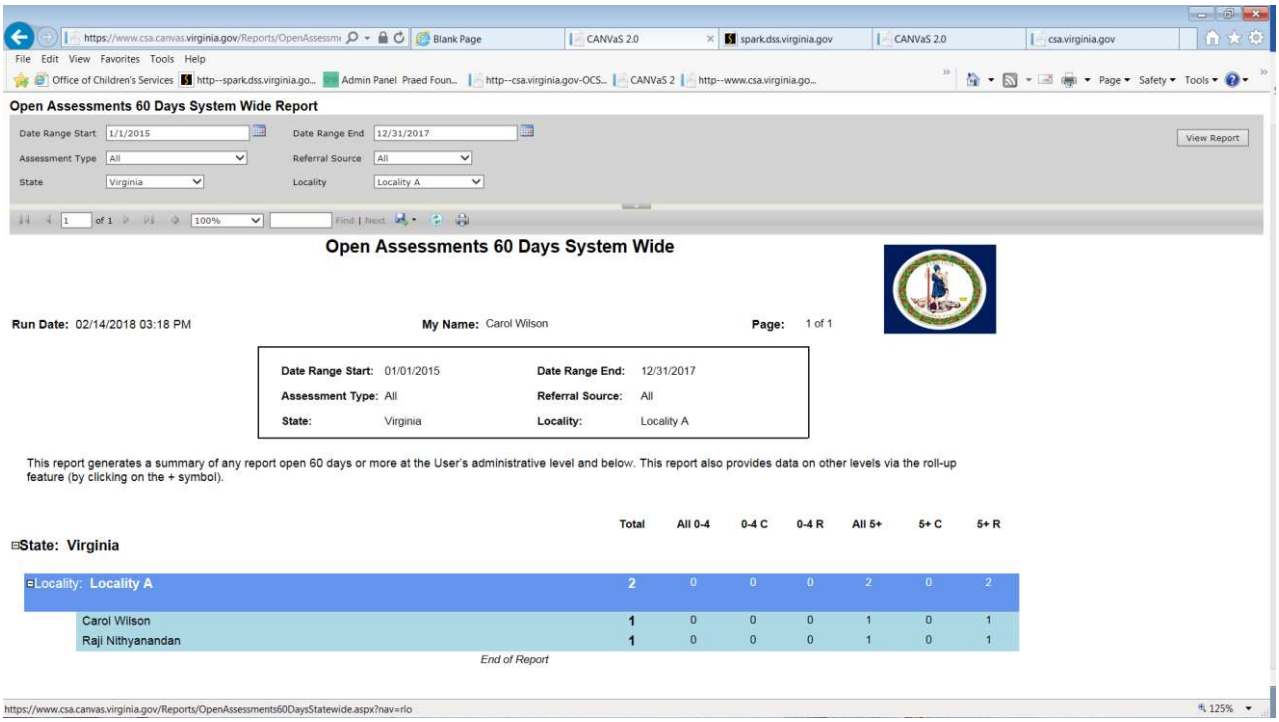


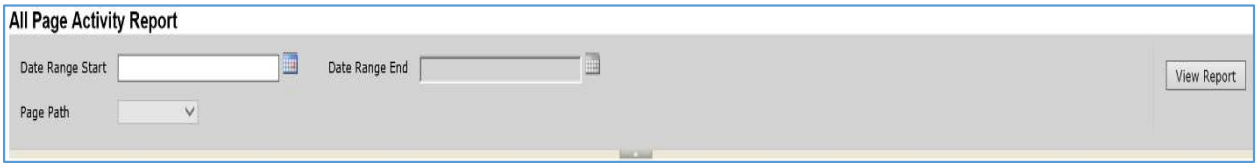
Figure 8h – Open 60 Days SW Report

Page Activity Log

This report enables the Administrative Level User to examine the system wide activity on a particular page of the CANVaS 2.0. This report provides the Case Manager's/User's name who accessed the particular page, as well as activity date and time.

Page Activity Log Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select Page Activity Log
- Select options for each of the editable filters



  - All of the filters are required.
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

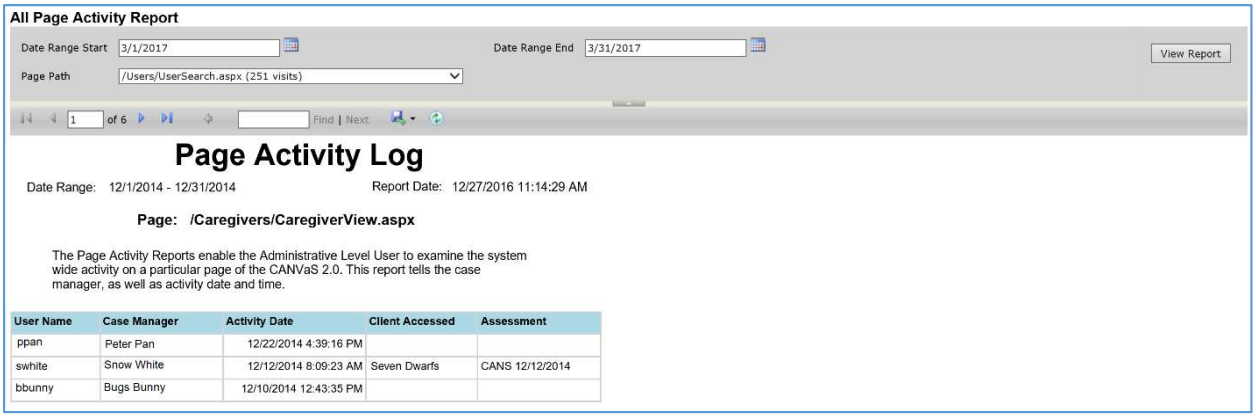


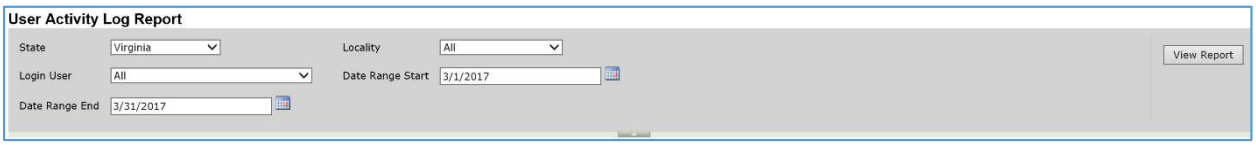
Figure 8i – Page Activity Log Report

User Activity Log

This report enables the Administrative Level User to examine the system wide activity for a particular user in CANVaS 2.0. This report provides the Case Manager's name, as well as activity date and time.

User Activity Log Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select System Wide Reports from the drop down list
- Then select User Activity Log
- Select options for each of the editable filters



  - All of the filters are required.
- Select View Report on the top right of screen
- The following report will display:

Figure 8j – User Activity Log Report

Longevity Reports Definition and Navigation

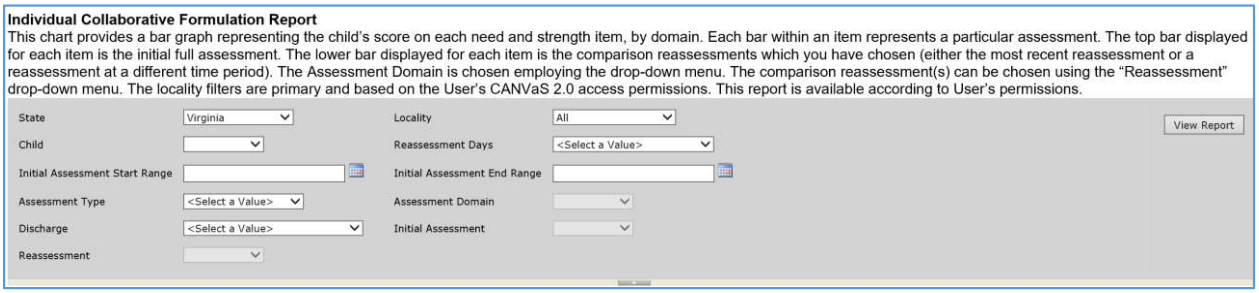
Individual Collaborative Formulation Report

This report is available to case managers who have entered at least one assessment for the specific child and to DSU/RAs for the children in their localities. The report provides a bar graph representing the child's score on each need and strength item, by domain. Each bar within an item represents a particular assessment. The top bar displayed for each item is the initial full assessment. The lower bar displayed for each item is the most recently closed assessment or comparison reassessment chosen by the user. The Assessment Domain is chosen employing the drop-down menu. The comparison reassessment(s) can be chosen using the "Reassessment" drop-down menu. The locality filters are primary and based on the user's CANVaS 2.0 access permissions.

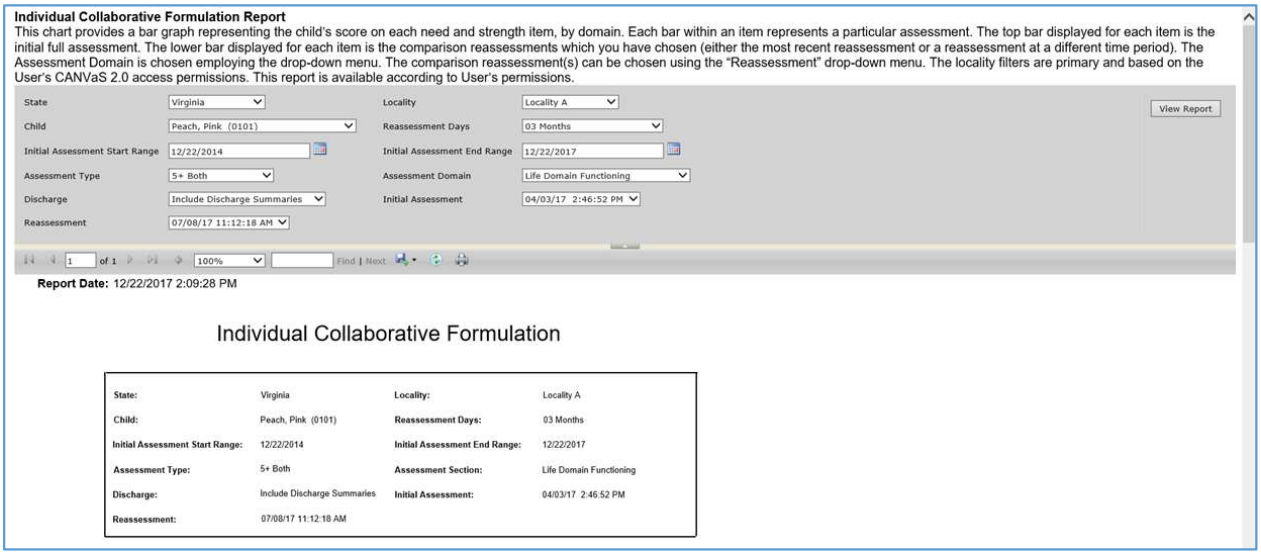
This Report includes all of the item scores within a domain. The domain is chosen by the User employing a drop-down filter.

Individual Collaborative Formulation Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Longevity Reports from the drop down list
- Then select Individual Formulation
- Select options for each of the editable filters



  - All of the filters are required and function in superlative cascading order
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:



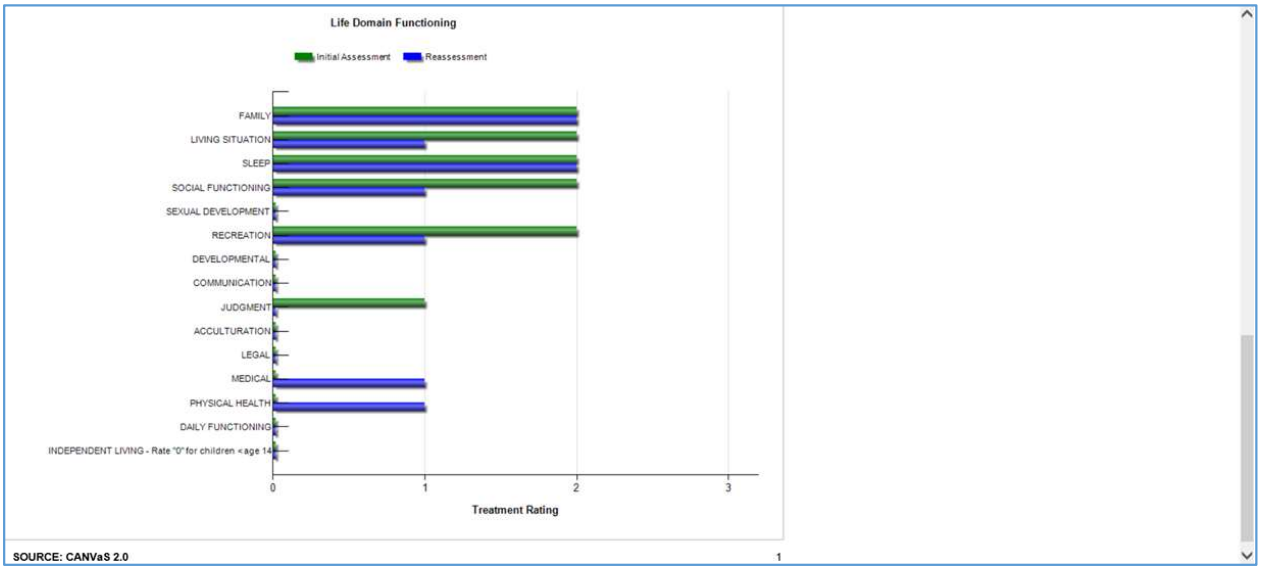


Figure 9a – Individual Collaborative Formulation Report

Item Breakout Report

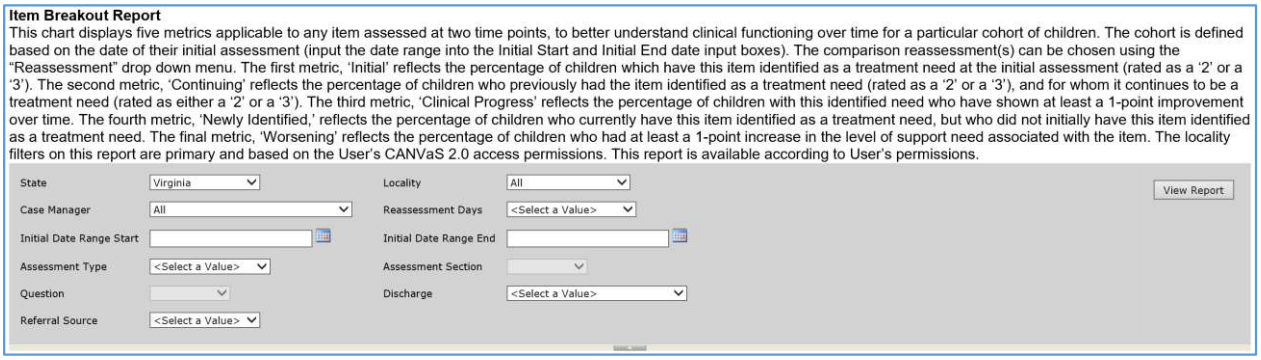
This report displays five metrics applicable to any item assessed at two time points, to better understand clinical functioning over time for a particular cohort of children. The cohort is defined based on the date of their initial assessment (input the date range into the Initial Start and Initial End date input boxes). The comparison reassessment can be chosen using the "Reassessment" drop-down menu. The first metric, 'Initial' reflects the percentage of clients which have this item identified as a treatment need at the initial assessment (rated as a '2' or a '3'). The second metric, 'Continuing' reflects the percentage of children who previously had the item identified as a treatment need (rated as a '2' or a '3'), and for whom it continues to be a treatment need (rated as either a '2' or a '3'). The third metric, 'Clinical Progress' reflects the percentage of children with this identified need who have shown at least a 1-point improvement over time. The fourth metric, 'Newly Identified,' reflects the percentage of clients who currently have this item identified as a treatment need, but who did not initially have this item identified as a treatment need. The final metric, 'Worsening' reflects the percentage of clients who had at least a 1-point increase in the level of support need associated with the item. The locality filters on this report are primary and based on the user's CANVaS 2.0 access permissions.

Report calculations logic:

- Initial: If the initial assessment score is 2 or 3.
- Continuing: If the initial assessment score is a 2 or 3, then the most recent assessment score is 2 or 3.
- Clinical Progress: If the initial assessment score is 2 or 3, then the most recent assessment score is one or more less than the initial score.
- Newly Identified: If the initial assessment score is rated a 0 or 1, then the most recent assessment score is rated a 2 or 3.
- Worsening: If the initial assessment score is rated a 0, 1, or 2, then the most recent assessment score is rated one or more greater than the initial score.

Item Breakout Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Longevity Reports from the drop down list
- Then select Item Breakouts
- Select options for each of the editable filters



- All of the filters are required and function in superlative cascading order
  - Based on the user's permissions, all filters may not be editable

- Select View Report on the top right of screen

The following report will display:

Office of Children's Services
Empowering communities to serve youth
RCR TECHNOLOGY CORP

Item Breakout Report

This chart displays five metrics applicable to any item assessed at two time points, to better understand clinical functioning over time for a particular cohort of children. The cohort is defined based on the date of their initial assessment (input the date range into the Initial Start and Initial End date input boxes). The comparison reassessment(s) can be chosen using the "Reassessment" drop down menu. The first metric, 'Initial' reflects the percentage of children which have this item identified as a treatment need at the initial assessment (rated as a '2' or a '3'). The second metric, 'Continuing' reflects the percentage of children who previously had the item identified as a treatment need (rated as a '2' or a '3'), and for whom it continues to be a treatment need (rated as either a '2' or a '3'). The third metric, 'Clinical Progress' reflects the percentage of children with this identified need who have shown at least a 1-point improvement over time. The fourth metric, 'Newly Identified,' reflects the percentage of children who currently have this item identified as a treatment need, but who did not initially have this item identified as a treatment need. The final metric, 'Worsening' reflects the percentage of children who had at least a 1-point increase in the level of support need associated with the item. The locality filters on this report are primary and based on the User's CANVaS 2.0 access permissions. This report is available according to User's permissions.

State	Virginia	Locality	All
Case Manager	All	Reassessment Days	<Select a Value>
Initial Date Range Start		Initial Date Range End	
Assessment Type	<Select a Value>	Assessment Section	
Question		Discharge	<Select a Value>
Referral Source	<Select a Value>		

View Report

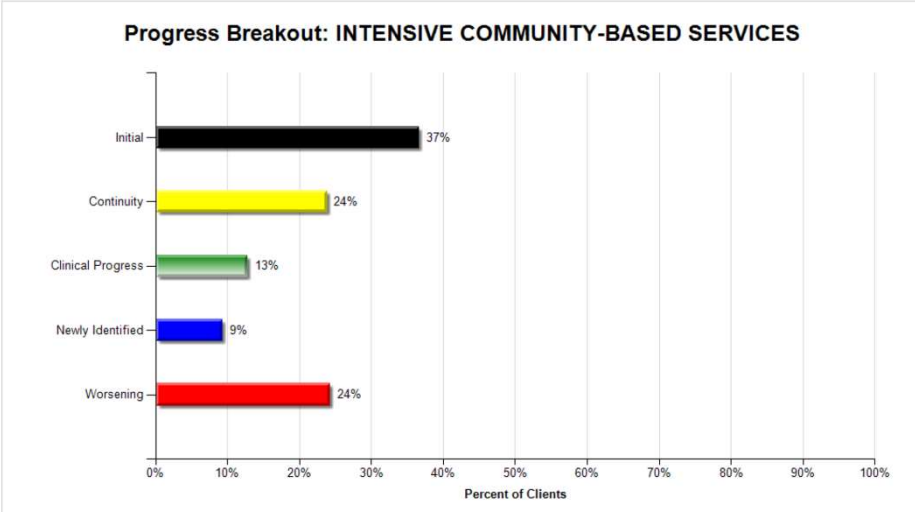
1 of 1 Find | Next

Report Date: 4/4/2017 10:45:52 AM

Item Breakout

State:	Virginia	**Locality:**	All
Case Manager:	All	**Reassessment Days:**	03 Months
Initial Assessment Start Range:	01/01/2016	**Initial Assessment End Range:**	12/31/2016
Assessment Type	5+ Both	**Referral Source**	All
Discharge:	Include Discharge Summaries	**Assessment Section**	General Questions
Number of Clients Considered:	2457	**Question**	INTENSIVE COMMUNITY-BASED SERVICES

This chart displays five metrics applicable to any item assessed at two time points, to better understand clinical functioning over time for a particular cohort of children. The cohort is defined based on the date of their initial assessment (input the date range into the Initial Start and Initial End date input boxes). The comparison reassessment(s) can be chosen using the "Reassessment" drop down menu. The first metric, 'Initial' reflects the percentage of children which have this item identified as a treatment need at the initial assessment (rated as a '2' or a '3'). The second metric, 'Continuing' reflects the percentage of children who previously had the item identified as a treatment need (rated as a '2' or a '3'), and for whom it continues to be a treatment need (rated as either a '2' or a '3'). The third metric, 'Clinical Progress' reflects the percentage of children with this identified need who have shown at least a 1-point improvement over time. The fourth metric, 'Newly Identified,' reflects the percentage of children who currently have this item identified as a treatment need, but who did not initially have this item identified as a treatment need. The final metric, 'Worsening' reflects the percentage of children who had at least a 1-point increase in the level of support need associated with the item. The locality filters on this report are primary and based on the User's CANVaS 2.0 access permissions. This report is available according to User's permissions.



SOURCE: CANVaS 2.0
canvas.csa.virginia.gov

1

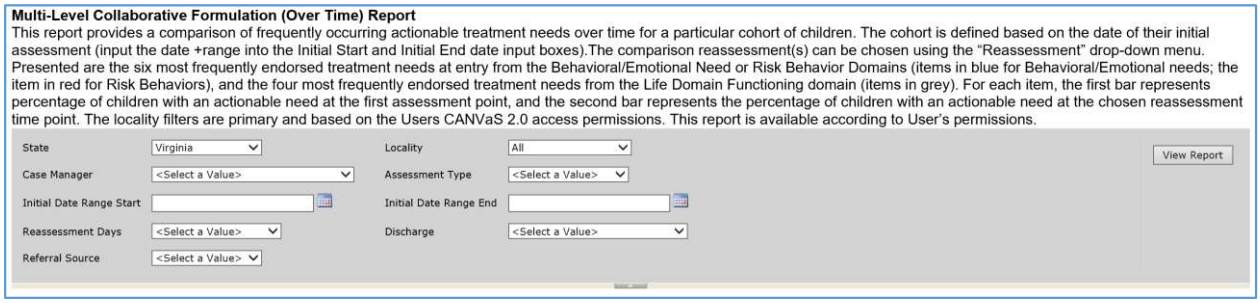
Figure 9b – Item Breakout Report

Multi-Level Collaborative Formulation (Over Time): Key Intervention Needs Report

This report provides a comparison of frequently occurring actionable treatment needs over time for a particular cohort of children. The cohort is defined based on the date of their initial assessment (input the date range into the Initial Start and Initial End date input boxes).The comparison reassessment can be chosen using the "Reassessment" drop-down menu. Presented are the six most frequently endorsed treatment needs at entry from the Behavioral/Emotional Need or Risk Behavior Domains (items in blue for Behavioral/Emotional needs; the item in red for Risk Behaviors), and the four most frequently endorsed treatment needs from the Life Domain Functioning domain (items in grey). For each item, the first bar represents percentage of clients with an actionable need at the first assessment point, and the second bar represents the percentage of children with an actionable need at the chosen reassessment time point. The locality filters are primary and based on the user's CANVaS 2.0 access permissions.

Collaborative Formulation Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Longevity Reports from the drop down list
- Then select Collaborative Formulation
- Select options for each of the editable filters



  - All of the filters are required and function in superlative cascading order
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

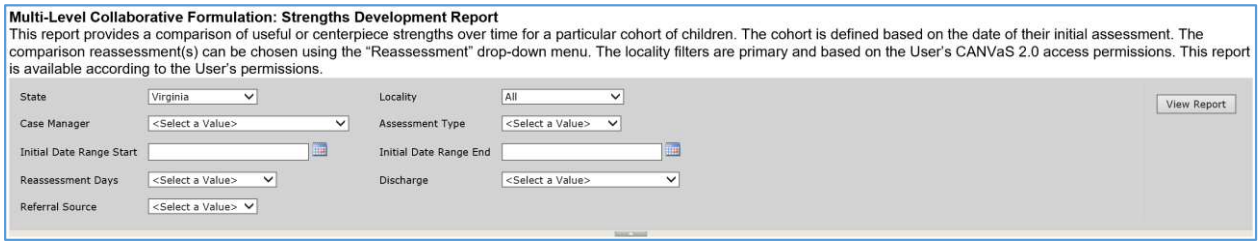
Figure 9c – Multi-Level Collaborative Formulation / Key Intervention Needs Report

Multi-Level Collaborative Formulation: Strengths Development Report

This report provides a comparison of useful or centerpiece strengths over time for a particular cohort of children. The cohort is defined based on the date of their initial assessment. The comparison reassessment(s) can be chosen using the "Reassessment" drop-down menu. The locality filters are primary and based on the user's CANVaS 2.0 access permissions.

Strengths Development Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Longevity Reports from the drop down list
- Then select Strengths Development
- Select options for each of the editable filters



  - All of the filters are required and function in superlative cascading order
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:

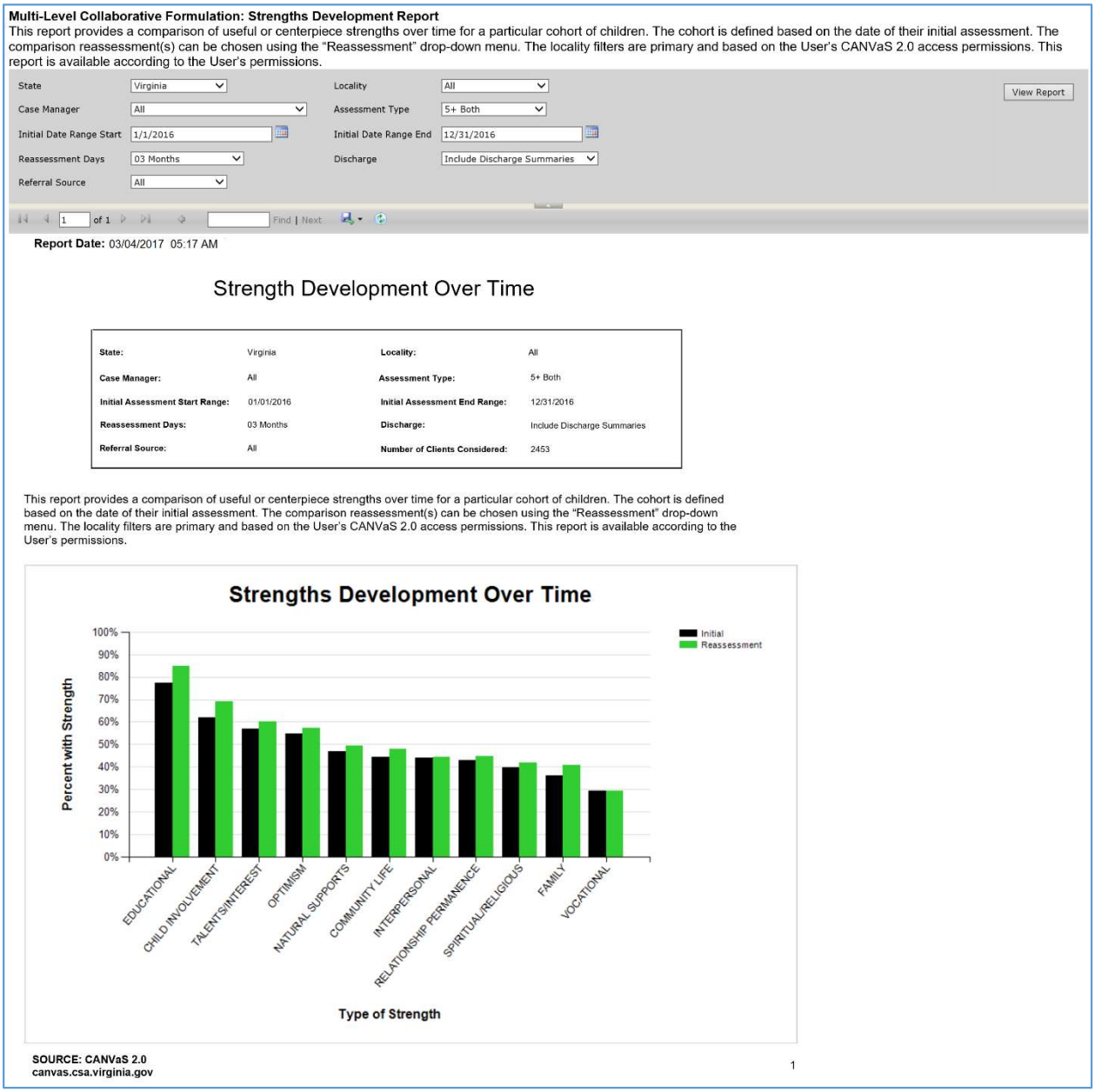


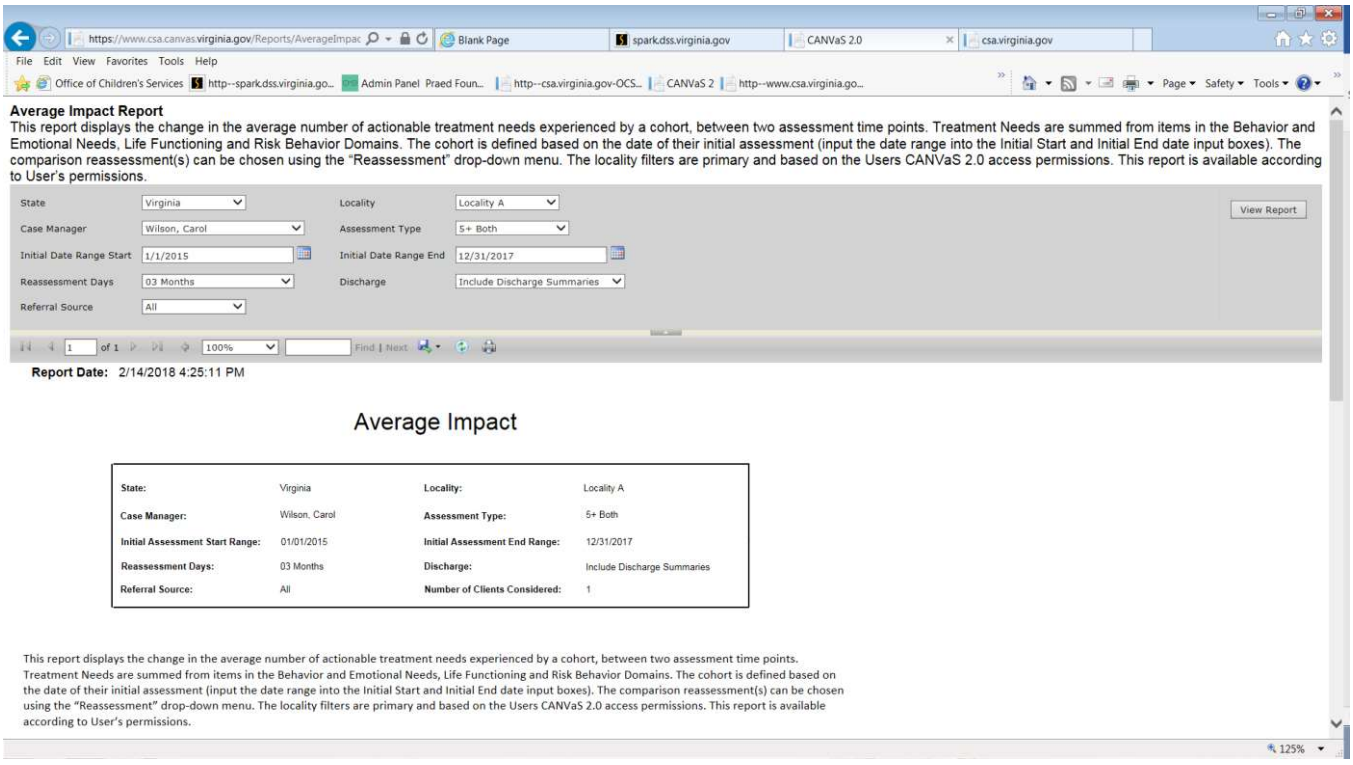
Figure 9d – Strengths Development Report

Average Impact Report

This report displays the change in the average number of actionable treatment needs experienced by a cohort, between two assessment time points. Treatment Needs are summed from items in the Behavior and Emotional Needs, Life Functioning and Risk Behavior Domains. The cohort is defined based on the date of their initial assessment (input the date range into the Initial Start and Initial End date input boxes). The comparison reassessment(s) can be chosen using the "Reassessment" drop-down menu. The locality filters are primary and based on the Users CANVaS 2.0 access permissions. This report is available according to User's permissions.

Average Impact Report Navigation

- On the menu bar at the top of the page select the Reports tab to open the drop down menu
- Select Longevity Reports from the drop down list
- Then select Average Impact
- Select options for each of the editable filters
  - All of the filters are required and function in superlative cascading order
    - Based on the user's permissions, all filters may not be editable
- Select View Report on the top right of screen
- The following report will display:



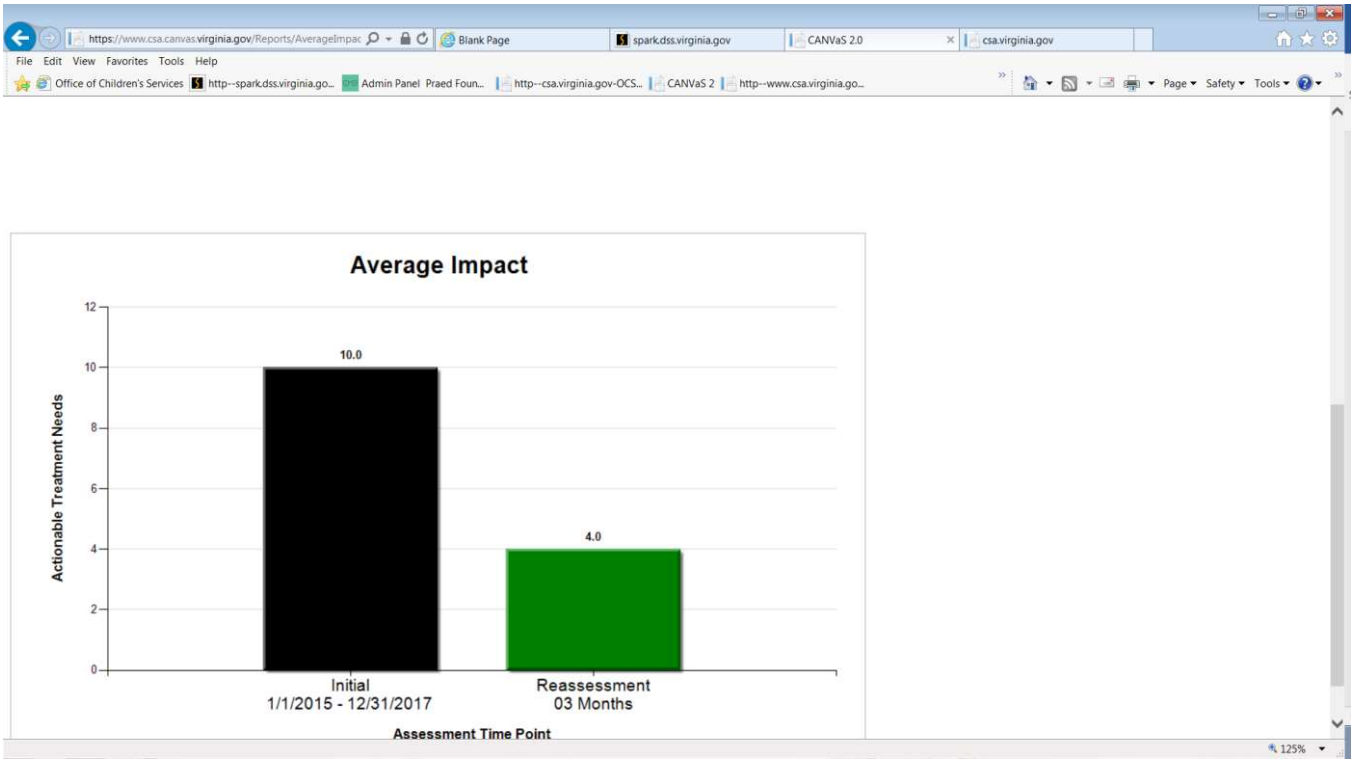


Figure 9e – Average Impact Report

Key Assumptions for Longevity Reports

- Data for the longevity reports are considered system wide regardless of User's location.
- The client is considered within the caseload of the case manager who administered the most recent assessment.
- All references to assessments are to full closed assessments.

Acronyms

CANVaS – Commonwealth of Virginia's electronic version of the CANS assessment

CM – Case Manager

CSB – Community Services Board

CSU – Court Services Unit

DJJ – Department of Juvenile Justice

DOE – Department of Education

DSS – Department of Social Services

DSU/RA – Designated Super User/Report Administrator

SW – System Wide