

Instructions for Closing CANS Assessments in CANVaS 2.0 for Case Managers/Raters

CANS assessments done on the CANVaS 2.0 website should always be “saved and closed” when completed. “Open” CANS may mean the assessment is incomplete and missing important information (such as the Caregiver Assessment). Even if the CANS is completed, if not “saved and closed” the assessment may be revised (which leads to validity concerns) or deleted from the site. Ideally the CANS is closed on the same day as it is begun (the “start date”) but a sixty day time frame is allowed to correct rating errors.

To see which of your assessments remain open, take the following steps:

- Log into CANVaS 2.0.
- On the “Reports” tab on the home page, select “My Reports.”
- Select “My Open Assessments.”
- Put January 1, 2017 into the “Date Range Start” field.
- Put December 15, 2018 in the “Date Range End” field.
- In the drop down box for “Assessment Type” select “All.”
- In the drop down box for “Referral Source” select “All.”
- In the drop down box for “Duplication” select “Assessment Counts.”
- The fields for “State” and “Locality” will auto-populate. If you work in more than one locality, be sure to check for open assessments under each locality name.
- Click “View Report” in the upper right hand corner of the screen.
- When the report opens, you will see the name of the child, the assessment type, the assessment reason, the start date of the assessment and the referral source for each child for whom an assessment has not been closed.

To close the individual assessments:

- Exit the “My Open Assessments” report.
- Go to the “Child” tab on the home page.
- Select “Child Search.”
- Enter the child’s last name and SSN or other unique identifier.
- Open the child’s profile.
- Click on the “Assessments” tab.
- In the listing of assessments you will see the dates an assessment was begun (“Start Date”) and “Closed Date”. If the “Closed Date” field is blank, then, the assessment is open. There will also be an option to “Delete” in the far right hand column.
- Search for the open assessment for this child indicated on the “My Open Assessments” report by looking for the date.
- Click on the assessment bar to open the incomplete assessment.
- You may select either “Interview Mode” or “Rapid Entry” Mode.
- Click on “Continue Assessment.”
- At the bottom of the page, click on “Save and Close Assessment.”
 - If the assessment is complete, you will receive a message that the assessment is closed.

- If the assessment is incomplete, the system will indicate which domain(s) or module(s) has not been rated.
 - If you or a prior case manager or supervisor can **accurately** provide information to rate the missing items for the time frame of the assessment, you may do so. If the assessment is mostly blank, or the missing items cannot be accurately rated, click on “Back to Child View.”
 - Select the “Assessments” tab.
 - In the list of assessments locate the incomplete one by date.
 - If you have an incomplete assessment which cannot be accurately rated, you may wish to print the report of the assessment prior to deletion so there is some documentation of the assessment.
 - Click on “Delete.”
 - The system will ask you to confirm you wish to delete. Click “OK.”
 - The assessment will then be removed from the list.

Deleted assessments are not retrievable.

One of the most common reasons assessments are left open are because the “Caregiver Assessment” is not completed. Please remember to click on the “Caregiver Assessment” tab after completing the “Child Risk Behaviors” domain. You should always click “Save and Close” before exiting or printing the assessment report to ensure that you are truly finished with the assessment.

Another common reason assessments remain open is when a rater starts an assessment, but becomes distracted and upon return, opens a new assessment instead of retrieving the one which was begun. If you have two assessments on the same date with one open and open closed, and the closed one was done after the open one, that’s likely what’s happened. If so, delete the open assessment.