**CANS in the CSOMS Module**

This guide is a brief overview of the CANS in the CSOMS module in the SCYFIS system. Updates will continue to be made to the system.

1. ***Log In:*** Log onto to the SCYFIS at https://scyfis.cleverex.com using assigned username and password.
2. ***Cases Search:*** Search for a case by entering the case number, first name or last name for the youth. *All fields can be left blank to view all cases for which user has access.* When searching, ensure that all fields are clear prior to entering your searched data by clicking on the “clear fields” link to clear fields.
3. ***Admission:*** Provider creates admission via an input wizard for all youth being admitted to their program.
	1. Click on the Input Wizard for CSOMS: Admit Youth Into Placement link on the home tab (right side of screen). Complete the wizard screens as appropriate. Some screens can be skipped if the information is not yet available however the Placement Information, Child Information, Referral Reasons, and Admission to Placement are required. A case number is assigned after completing the wizard.
	2. Review the case created by the wizard.
4. ***Contacts Defined:*** Provider identifies the primary and secondary workers along with the contacts at the local agency.
	1. Vendor Case Ownership (Family Tab): Identifies the provider’s primary case worker and secondary case worker to be contacted regarding the case.
	2. Local Lead Agency (Placement Tab): Identifies the local agency and workers for the lead agency associated with the case.
5. ***Initial CANS assessment:*** Provider completes a new CANS assessment after the youth is admitted in the system.
	1. Click on the “Add new Assessment” on the CANS tab under the CSOMS module to create a new assessment.
	2. Based on the scores for the sections of the main module, the Module Requirements form (Face Sheet) lists the required modules as hotlinks to allow the user to click on the links to access the sub-modules. CANS sub-modules are located on separate tabs with one or more forms. The sub-modules are Development Disability Needs (DD), Health Module, Sexuality, Adoption,

Trauma, Substance Use Disorder (SUD), Violence, Sexually Abuse Behavior (SAB), Runaway, Juvenile Justice (JJ), Fire Setting (FS), and Psychotropic Medication

1. ***CANS Reassessment:*** Provider completes a CANS reassessment every quarter for the youth. Reassessment is due every 3 months after the date of the initial assessment or initial-other assessment. Prior to completing the re-assessment CANS, the previously completed CANS should be finalized and signed in the system.
	1. Click on the “Add new Assessment” at the bottom of the CANS tab under the CSOMS module to create a new assessment. The Assessment type is automatically reflected as a reassessment.
	2. User is able to see on-screen, the youth’s initial score and most recent reassessment.
2. ***Discharge CANS Assessment:*** Provider completes the discharge CANS assessment in the system within 30 days of discharge date.
	1. Click on the “Add new Assessment” at the bottom of the CANS Assessment History form to create a new assessment. The assessment type is automatically reflected as a discharge assessment.
	2. User is able to see on-screen, the youth’s initial score and most recent reassessment.
3. ***CANS Comprehensive Multi-System Assessment History (CANS tab):*** List all CANS completed for the youth.