



CDR DATAPOOL™ Scoring a CANS

Part I

How to Score a CANS in the CDR DataPool™ for a New Client

Step-By-Step Instructions

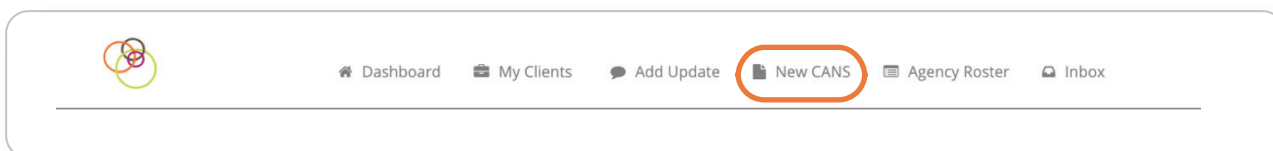
Follow the instructions below to learn how to score a CANS *for a new client who has never had a CANS scored in the CDR DataPool™.*

1 LOG IN

Log into the CDR DataPool at pool.communitydataroundtable.org. The main screen you see when you first log in is referred to as your 'Dashboard.'

2 SELECT 'NEW CANS'

At the top of your dashboard click on 'New CANS.' You will then be directed to a New CANS Evaluation Screen.



3 ENTER CLIENT INFORMATION

You must enter information for **all** of the fields including **Diagnosis, County,** and the client's **MCO/Insurer.**

4 SELECT 'CANS TYPE' AND 'PROGRAM'

CANS TYPE

Initial: If this is the first time your client has been seen in your program, select 'Initial.'

Continued: If this is a re-evaluation, click 'Continued.'

Discharge: If the client is being Discharged, click 'Discharge' and answer the additional questions.

Post Discharge: For Programs doing Post-Discharge CANS. Be sure to note the amount of days after Discharge in the Comments box at the bottom of the CANS.



WARNING: You will not be able to enter a Continued or Discharge CANS if the Initial CANS is not in the system.

If you receive the error message at right, it is likely that an evaluator outside of your agency did the Initial CANS and has not yet 'Shared' the CANS with your agency. You must reach out to this evaluator/agency and ask them to 'Share' the CANS in order to enter the new CANS. If that is not possible, enter the CANS as an Initial and use the CDR Help Box to request the CANS information be changed.

Timeline type can not be Continued or Discharge if there is NOT an Initial CANS entered in the system.

PROGRAM

Make sure to select the Program. If your client is in two different programs, you can click 'Add Program' to enter the information for the second Program.

5 ENTER THE CANS SCORES

HELPFUL TIP: Scroll your mouse over the CANS rating and a tooltip will appear providing you a brief description of that rating.

6 SUBMIT

Click 'Submit' to record your CANS Scores.



Need Help?

For assistance, use the CDR Help Box and we'll respond within 24 hours!