CDR DATAPOOL™ Scoring a CANS

How to Score a CANS in the CDR DataPool™

Step-By-Step Instructions

Follow the instructions below to score a CANS **in the CDR DataPool™** for a new client or an existing client.

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   **SEARCH FOR THE CLIENT**

Locate the box labeled **'Get Started'** towards the middle of your screen. Enter the client's last name or MA# in the search bar and click **'Search.'**

> **Score An Assessment** 📋
>
> **GET STARTED**
>
> Get started by searching for your client by either Last Name or MA Number.
>
> *Example: John Doe or 23423*   [🔍 Search]

1. *If the client is NOT yet in the system:*

The message below, 'No Clients Found' will appear. ***Proceed with New Client Workflow.***

> **NO CLIENTS FOUND!**
> If this is a new client, complete the New Client Form below. You will then be able to submit your CANS by selecting the "Save and Create CANS" button at the bottom of the screen.

2. *If the client is ALREADY in the system:*

The client's name should display on the screen. ***Proceed with Existing Client Workflow.***

> **1 CLIENTS**
> | Name | Date Of Birth | Actions |
> | --- | --- | --- |
> | Testing, Testing 00000011202 | 06/12/2005 | Add CANS |

New Client Workflow

Existing Client Workflow

New Client Workflow

1. Complete New Client Form

Fill out all components of the New Client Form.

NEW CLIENT

First Name | Last Name

MA Number | Date Of Birth

Gender

Male | Female

Which insurance BH-MCO does this client use?

State/FFS | CCBHO | VBH | Magellan | CBH | PerformCare

County

NOTE: Be sure to check the box for the correct program.

→

PROGRAMS
- ☐ IBHS
- ☐ FBMHS
- ☐ Other
- ☐ Evaluation

2. Save New Client Form

If you are NOT yet ready to score a CANS on this client, click **'Save Client.'** This client profile will stay in your Unassigned folder until a CANS is ready to be scored.

If you are ready to score a CANS on this client, click **'Save and Create CANS.'** You will then be directed to the CANS Form. *Proceed to next page.*

Save Client

Save and Create CANS

Existing Client Workflow

1. Click 'Add CANS'

Check to make sure the Client Name and MA# are correct, and if so, click **'Add CANS'** under Actions.

1 CLIENTS

Name | Date Of Birth | Actions
| 03/14/2001 | Add CANS ←

Add New Client

NOTE: Please be aware that multiple clients may share the same name. If you do not see your client, click **'Add New Client.'** If you do see your client, click **'Add CANS'** under Actions.

2. Select Program

Select the correct program from the drop-down list.

ADD CANS

Please select an existing program for this new CANS.

Jones, Sally (8798767898)

→ New Program

✓ IBHS/BHRS (Your Agency)
Evaluation (Your Agency)

○ Existing Episode ● New Episode

3. Select Episode Type

Existing Program

IBHS/BHRS (Your Agency)

→ ● Existing Episode   ○ New Episode

Indicate if the CANS will start a **New Episode** (i.e. an Initial CANS for the selected Program) or if the CANS is for an **Existing Episode** (meaning, the CANS will be a Continued or Discharge CANS).

Click '**Submit**' → **Submit**

Proceed to next page.

Scoring a CANS

③ ENTER A DIAGNOSIS

Confirm all of the client information is correct and enter the client's Diagnosis.

④ SELECT 'CANS TYPE' AND 'PROGRAM'

CANS TYPE

PROGRAMS FROM WASHINGTON AGENCY

CANS Type *   ✕

○ Initial   ○ Continued

● Discharge   ○ Post Discharge

Treatment to which client is being discharged? *

Reason for termination of treatment *   *Based on Rater's clinical judgment*

✓
Treatment Successful
Treatment Unsuccessful
Administrative reason (loss of MA, moving, etc.)   *When treatment terminates for non-clinical reasons*

Initial: If this is the first time your client has received an assessment 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.

PROGRAM

Select the program.

Program *

Evaluation

⑤ ENTER THE CANS SCORES

NOTE: The most recent CANS Scores are indicated by a dark grey outline.

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

Anger Control ⓘ		0 **1** 2 3
Substance Abuse ⓘ		**0** 1 2 3
Adjustment to Trauma ⓘ		**0** 1 2 3

Child possesses developmental delays, but these are not resulting in functional deficits.

0 **1** 2 3

⑥ SUBMIT

Click **'Submit'** to record your CANS Scores.

↪ **Submit**

community data roundtable

🏠 Dashboard   📋 My Clients   💬 Add Update   📋 Agency Roster   📭 Inbox   ❓ Help   👤 ▾

DATAPOOL TOOLBOX

❓ ***Need Help?*** *Please visit the DataPool™ Toolbox to access helpful videos and step-by-step guides. You can reach out to CDR support via the Toolbox or send a message using our secure in-app email.*

continued →

Entering Treatment Recommendation *(CANS Rater I's Only)*

After you submit your CANS, you will be able to add your Treatment Recommendation.

TREATMENT RECOMMENDATION FOR EVALUATION ON 11/25/2020

Dauphin County

Treatment
Behavior Consultant (BC)

Up To Hours   Per
                   months

⊕ Add Treatment   ☐ Assign No Treatment   ⊘ Submit

NOTE: If you are unable to enter a Treatment Recommendation, check 'Assign No Treatment' and click Submit.

Fill in any required treatment information (if prompted), and hit '**Submit.**'

Print the CANS and Take Home Report

After you submit a CANS, you will see the Client Summary Screen. Below the outcomes graph, you will see a 'Print PDF' button.

⊖ Print PDF

⊖ Print Take Home Report
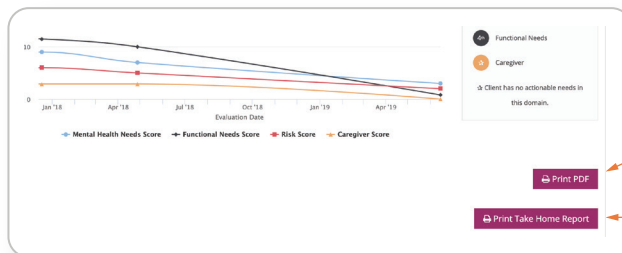
*Click '**Print PDF'** to print the CANS.*

*Click '**Print Take Home Report'** button to print the Take Home Report.*

Locate and Print a Previously Submitted CANS

1. Log into the DataPool™ app.
2. Click on '**Agency Roster'** at the top of your Dashboard.
3. Enter the **Client MA# or Last Name** in the Search Box.
4. Click on the client's name.

MA Number	Number of Evaluations	County	Last CANS Date ↕	Sharing	Actions
Spring, Sunny	2	Cambria	08/16/2020	None	Add CANS | Add Prescription | Deactivate | Add Update Print Take Home Report | Manage Sharing

5. Click the '**View CANS Profile'** button.
6. Underneath the chart you will see the '**Print PDF'** button. Click '**Print the CANS.'** You can also print the Take Home Report from here.
7. Click on the '**View CANS Profile'** button.

Save the CANS and the 'Take Home Report' to Your Computer

Process may vary depending on individual computers and print settings

1. Locate and click on the '**Print PDF'** button or the '**Print Take Home Report'** button.

2. In the PDF pop-up menu, click '**Save as PDF,'** and choose a name and location to save the CANS to your computer.

   If you do not see this option, find and click '**Open PDF in Preview.'** Next go to '**File'** at the top of your computer screen and select '**Save As'** from the drop-down menu. Choose a name and location to save the CANS to your computer.