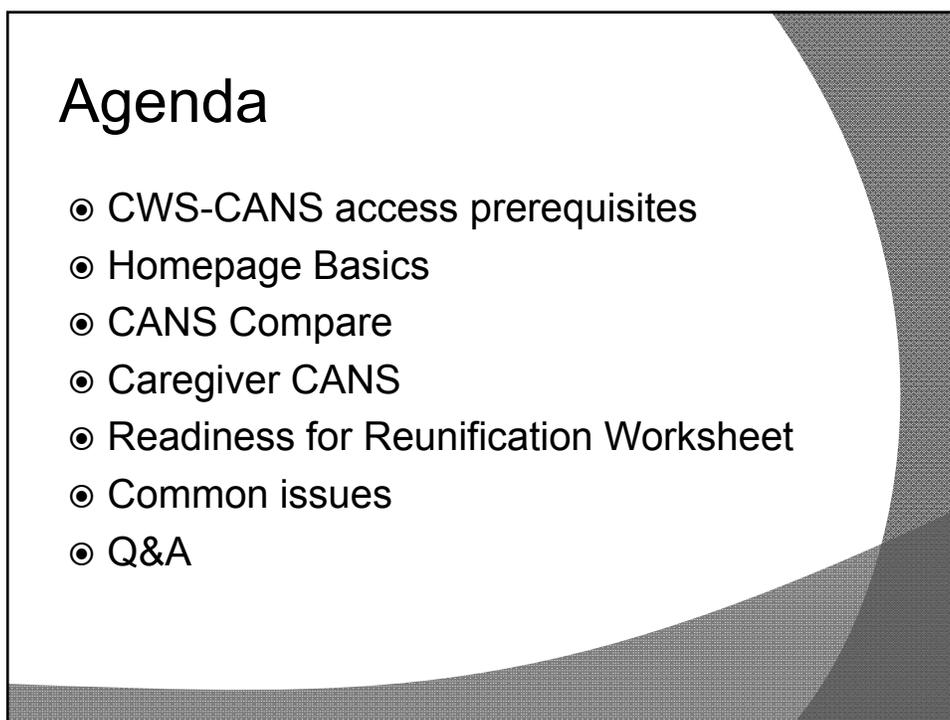


Illinois Outcomes CANS Applications

# **CWS-CANS INTRODUCTION & SPECIAL FEATURES**

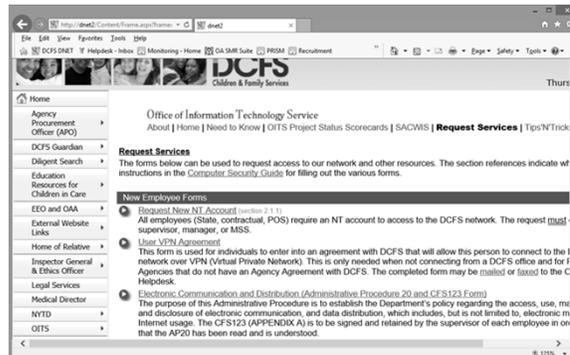


## Agenda

- CWS-CANS access prerequisites
- Homepage Basics
- CANS Compare
- Caregiver CANS
- Readiness for Reunification Worksheet
- Common issues
- Q&A

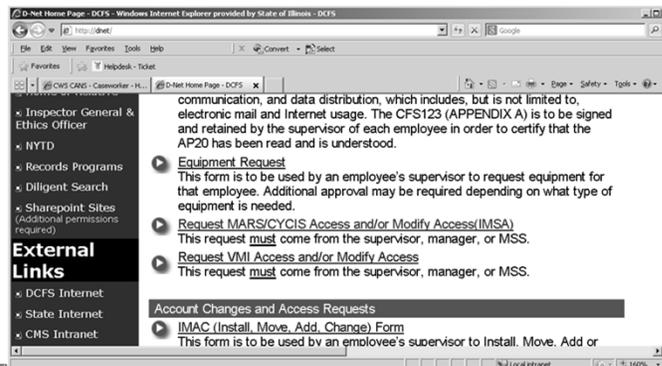
## Access Prerequisites - DNET

- ◎ DNET ID (e.g. SFL1234)
  - Supervisor: DNET -> OITS -> Request Services -> Request New NT Account



## Access Prerequisites - CYCIS

- ◎ CYCIS Profile
  - Supervisor: DNET -> OITS -> Request Services -> Request MARS/CYCIS Access



## Access Prerequisites - CYCIS

- ◎ CYCIS Caseworker Information (MG-02)
  - Supervisor designated
  - CWS Worker

DCFS CASEWORKER INFORMATION 02/10/14  
MG - 02 09:37:00

ID: 004626 SOCIAL SECURITY NUMBER: - - - -  
SACHIS PERSON ID: 004268185

NAME: SMITH STATUS: A - ACTIVE  
SEX: F ETHNICITY: EL LICENSING STATUS: - -  
LANGUAGES: EN - ENGLISH

EDUCATION: BHH - BACHELOR, NON-HUMAN SERV

TELEPHONE: 708 - 210 - 2824 SUPERVISOR: 004522

REGN/SITE/FLD : 6D - 06 - 22 AS OF 03 / 27 / 13  
CURRENT TITLE : 89 - CW SPEC AS OF 02 / 05 / 90

TYPE OF WORKER: 07 - CWS FOL-UP AS OF 02 / 05 / 90  
CERAP: Y DR TRAINED: N  
LICENSED: Y AS OF 08 / 01 / 02  
PF4 MORE IDS FOR SS NUMBER

S1 Ready(1) 10.201.112.17 CFTC0451 9:48:12 2/10/2014 NJM 00:13:50 04.015

## Access Prerequisites - CYCIS

- ◎ CYCIS Case Assignments (MG-03)

DCFS CASEWORKER CASE LOAD 02/12/14  
MG - 03 12:05:49

CASEWORKER ID: 004626 NAME : SMITH  
REGN/SITE/FLD: 6D - 06 - 22 TYPE WKR: CWS FOL-UP  
CURR POS: CW SPEC

TRANSFER TO:

ACTION	ID	NAME	TO RSP:	DATE	EFFECTIVE:	CASE	CASE
				ASSIGNED	TYPE	RSN	
-	F8829900		BRIAN	L	03 / 27 / 13	F	DP
-	F8829902		TREONA	O	03 / 27 / 13	C	DP
-	K5110202		TREONA	O	03 / 27 / 13	C	NG
-	L5901100				03 / 27 / 13	F	AB
-	H2538507		ALTHEA		03 / 27 / 13	C	YI
-	F3050204		ALEXUS		12 / 06 / 13	C	NG
-	F6129308		LOUIS	L	03 / 27 / 13	C	DP
-	Q0429903		MYLES		03 / 27 / 13	C	AB
-	R6590000				03 / 27 / 13	F	NG
-	R6590003		KENNETTA		03 / 27 / 13	C	NG
-	R6590004		SHORTI		03 / 27 / 13	C	NG
-	R6590005		JANEIM		03 / 27 / 13	C	NG

MORE DATA FOLLOWS . . . .

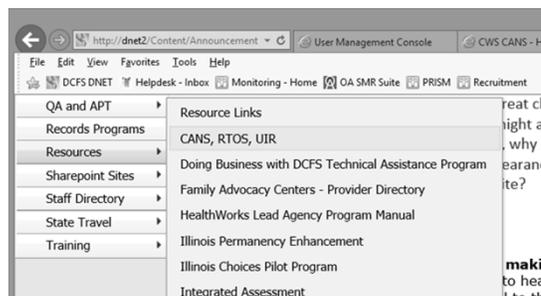
S1 Ready(1) 10.201.112.17 CFTB3482 12:07:09 2/12/2014 NJM 00:01:51 04.018

## Access Prerequisites – CANS Certification

- ◎ DCFS Training (dcfstraining.org)
  - CANS On-line Training
  - CANS Exam
- ◎ IL Outcomes User Admin
  - CANS 2.0 Certification Flag

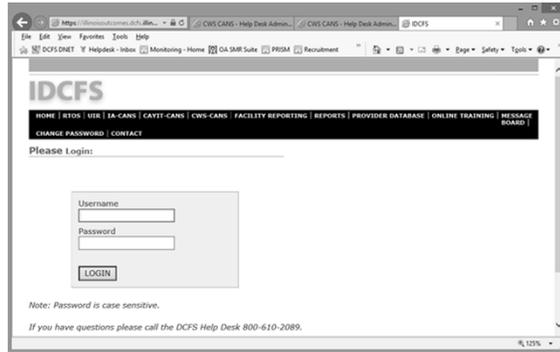
## Navigate to IL Outcomes

- ◎ DNET -> Resources -> CANS, RTOS, UIR



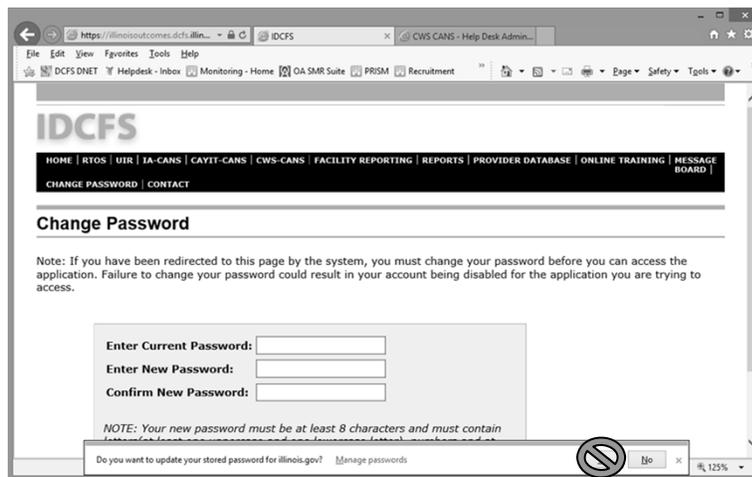
- ◎ <https://illinoisoutcomes.dcf.illinois.gov/>

# IL Outcomes Log In Page

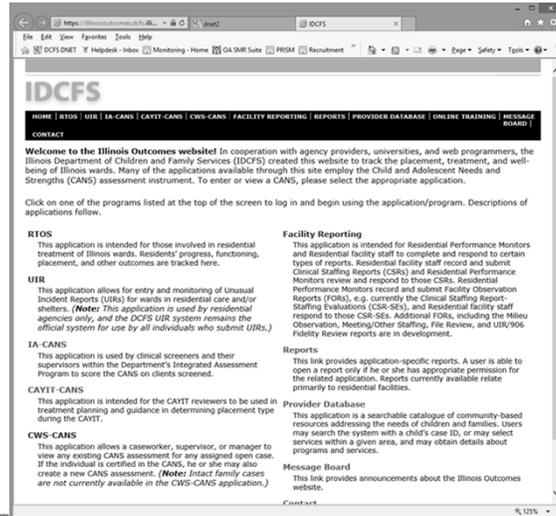


- Username: DNET ID
- Password: temp password emailed from OITS

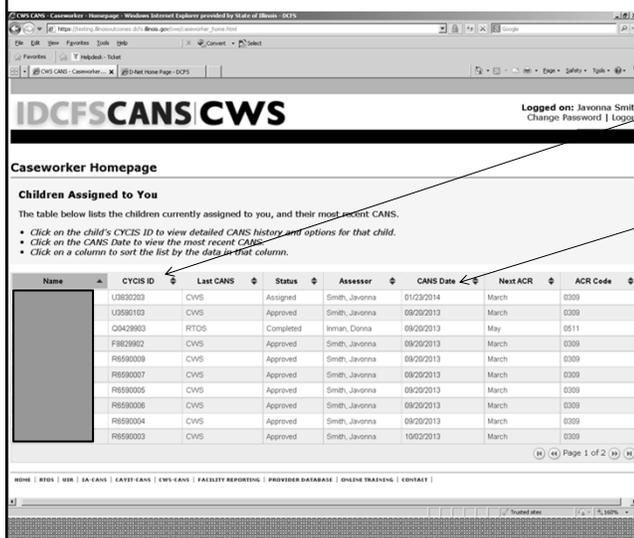
# IL Outcomes Change Password page



# IL Outcomes Homepage



# Homepage Basics



➤ Case assignments come from CYCIS MG-03 screen

➤ The CYCIS ID column (in blue) provides a link to the CANS history for a case.

➤ The CANS Date column (also in blue) provides a link to the most recent CANS.

# CANS Compare Function

➤ Select a single case by CYCIS ID

**IDCFSCANS CWS**  
 Logged on: Javonna Smith  
 Change Password | Logout

**Caseworker Homepage**

**Children Assigned to You**  
 The table below lists the children currently assigned to you, and their most recent CANS.

- Click on the child's CYCIS ID to view detailed CANS history and options for that child.
- Click on the CANS Date to view the most recent CANS.
- Click on a column to sort the list by the data in that column.

Name	CYCIS ID	Last CANS	Status	Assessor	CANS Date	Next ACR	ACR Code
	U3930203	CWS	Assigned	Smith, Javonna	01/23/2014	March	0309
	U3590103	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	Q0429903	RTOS	Completed	Inman, Donna	09/20/2013	May	0511
	F8829902	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590009	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590007	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590005	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590006	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590004	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590003	CWS	Approved	Smith, Javonna	10/22/2013	March	0309

Page 1 of 2

# CANS Compare Setup

- Select up to 5 CANS items
- Compare works with multiple CANS contexts (CWS, RTOS, IA)

**IDCFSCANS CWS**  
 Logged on: Javonna Smith  
 Change Password | Logout

**CANS History for [Child Name]**

The table below lists all CANS for the child/young you have selected.

- To view a particular CANS, click on the CANS Date.
- To create a new CANS, click on the Create CANS button. This button will be available only if:
  - You are certified to use the CANS instrument; and
  - No CWS CANS is in process.
- To compare CANS, select 2-5 CANS in the Compare column and click the Compare button below.

CANS Context	Completion Status	Assessor	CANS Date	Compare
RTOS	Completed	Inman, Donna	09/20/2013	<input type="checkbox"/>
RTOS	Completed	Feltesena, Jeanne	06/19/2013	<input checked="" type="checkbox"/>
RTOS	Completed	Inman, Donna	03/19/2013	<input type="checkbox"/>
RTOS	Completed	Feltesena, Jeanne	12/14/2012	<input type="checkbox"/>
RTOS	Completed	Inman, Donna	10/01/2012	<input type="checkbox"/>
RTOS	Completed	Ford, Kate	06/25/2012	<input type="checkbox"/>
CWS	Approved	Smith, Javonna	04/19/2012	<input checked="" type="checkbox"/>
RTOS	Completed	Inman, Donna	03/21/2012	<input type="checkbox"/>
RTOS	Completed	Ford, Kate	12/18/2011	<input type="checkbox"/>
CWS	Approved	Smith, Javonna	11/28/2011	<input checked="" type="checkbox"/>

Page 1 of 3

Buttons: Create CANS, Caregiver-Only CANS, Compare, RRP Worksheet, Exit

# CANS Compare Report

**IDCFS CANS CWS** Logged on: Javonna Smith  
Change Password | Logout

**CANS Comparison**  
Name:  Gary, Myles CYCIS ID: Q0429903

**CANS Scores & Notes**

#	CANS Content	CWS	CWS	RTOS
Status	Approved	Approved	Submitted	
Assessor	Smith, Javonna	Smith, Javonna	Feltesena, Jeanne	
CANS Date	11-28-2011	04-19-2012	06-19-2013	
CANS Version	2.0	2.0	1.0	

**Trauma Experiences**

#	CANS Content	CWS	CWS	RTOS
1	Sexual Abuse	3*	3*	3
2	Physical Abuse	2	2	2
3	Emotional Abuse	2	2	3
4	Neglect	2	2	3
5	Medical Trauma	1	1	2
6	Witness to Family Violence	3*	2	2
7	Community Violence	1	3*	0
8	School Violence	1	1	0
9	Natural or Manmade Disasters	0	0	0
10	War Affected	0	0	0

# Caregiver CANS

**IDCFS CANS CWS** Logged on: Javonna Smith  
Change Password | Logout

**Caseworker Homepage**

**Children Assigned to You**  
The table below lists the children currently assigned to you, and their most recent CANS.

- Click on the child's CYCIS ID to view detailed CANS history and options for that child.
- Click on the CANS Date to view the most recent CANS.
- Click on a column to sort the list by the data in that column.

Name	CYCIS ID	Last CANS	Status	Assessor	CANS Date	Next ACR	ACR Code
	U3890203	CWS	Assigned	Smith, Javonna	01/23/2014	March	0309
	U3890103	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	Q0429903	RTOS	Completed	Inman, Donna	09/20/2013	May	0511
	F8829902	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590009	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590007	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590005	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590006	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590004	CWS	Approved	Smith, Javonna	09/20/2013	March	0309
	R6590003	CWS	Approved	Smith, Javonna	10/03/2013	March	0309

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# Caregiver CANS

- Select Caregiver-Only CANS

**IDCFS CANS CWS** Logged on: Javonna Smith  
Change Password | Logout

**CANS History for** [Redacted]

The table below lists all CANS for the child/youth you have selected.

- To view a particular CANS, click on the CANS Date.
- To create a new CANS, click on the Create CANS button. This button will be available only if:
  - You are certified to use the CANS instrument; and
  - No CANS CANS is in process.
- To compare CANS, select 2-5 CANS in the Compare column and click the Compare button below.

CANS Content	Completion Status	Assessor	CANS Date	Compare
RTOS	Completed	Imman, Donna	09/20/2013	<input type="checkbox"/>
RTOS	Completed	Falesena, Jeanne	06/19/2013	<input type="checkbox"/>
RTOS	Completed	Imman, Donna	03/19/2013	<input type="checkbox"/>
RTOS	Completed	Falesena, Jeanne	12/14/2012	<input type="checkbox"/>
RTOS	Completed	Imman, Donna	10/01/2012	<input type="checkbox"/>
RTOS	Completed	Ford, Kate	06/29/2012	<input type="checkbox"/>
CWS	Approved	Smith, Javonna	04/19/2012	<input type="checkbox"/>
RTOS	Completed	Imman, Donna	03/21/2012	<input type="checkbox"/>
RTOS	Completed	Ford, Kate	12/18/2011	<input type="checkbox"/>
CWS	Approved	Smith, Javonna	11/28/2011	<input type="checkbox"/>

Page 1 of 3

Buttons: Create CANS, Caregiver-Only CANS, Compare, RRP Worksheet, Exit

# Caregiver CANS - Child Goal & Placement Identification

- Select Reunification Goal from dropdown
- Checkbox if Residential/Group Home, or ILO/TLP
- Click on Add Caregiver

**IDCFS CANS CWS** Logged on: Javonna Smith  
Change Password | Logout

Buttons: Save, Submit, Exit

**Child & Adolescent Needs & Strengths**

Client Information

Case ID: [Redacted]  
Case No.: 0973/2011  
User Name: [Redacted]

Assessment Information

Assessor: Smith, Javonna  
CANS Date: 02/10/2014

Buttons: Add Caregiver

Child Classification for Caregiver

Question: What is the goal for this child?  
Score: Remain Home

Question: Is this child in a Residential/Group Home or ILO/TLP setting?  
Yes

# Caregiver CANS - Select Caregiver Type

- Select one of the two options

The screenshot shows the 'Child & Adolescent Needs & Strengths' form. Under the 'Assessment Information' section, there is a 'Caregiver Type' field with two radio button options: 'Parent (Biological, Adopted, Guardian)' and 'Substitute Caregiver'. The 'Parent' option is currently selected. The form also includes 'Previous' and 'Next' navigation buttons.

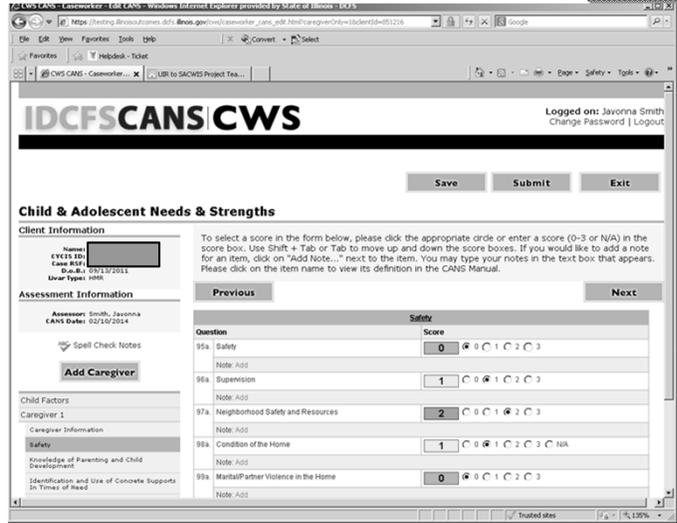
# Caregiver CANS - Identify Caregiver

- Enter Caregiver's name
- Select Caregiver's relationship to client
- Click Next

The screenshot shows the 'Child & Adolescent Needs & Strengths' form. Under the 'Assessment Information' section, there is a 'Caregiver Information' section with two main fields: 'Caregiver Name' (containing 'Fest Jones') and 'Relationship to Client' (a dropdown menu with 'Adoptive Father' selected). There is also a 'Delete Caregiver' button above these fields. The form includes 'Previous' and 'Next' navigation buttons.

# Caregiver CANS - Questions

- Score CANS items
- Click Next to proceed to next question set
- Click Save to save your work
- Click Submit to Submit this CANS for review



# Reunification - Child Goal & Placement Identification – Question Sets

Permanency Goal	Residential/ Group Home/ILO/TP LP	Caregiver Type	Question Numbers
01 – Remain Home 21 – Return Home within 5 Months 22 – Return Home within 12 Months 23 – Return Home Pending Status Hearing 24 – Substitute Care Pending Court Determination on TPR – while the goal is pending we have to assess the parent if they are making themselves available 28 – Cannot be provided for in home environment – often results in an independence goal but until the goal changes the parent items should be available for assessment?	No	Parent	95 – 128 and 132 – 139
		Substitute	95 – 128 and 129 – 131
	Yes	Parent	95 – 131
		Substitute	None
26 – Guardianship – is this caregiver legally a guardian so the parent section is applicable or are they a substitute caregiver? 25 – Adoption – is this caregiver legally an adoptive parent so parent items apply, or are they a substitute caregiver? 27 – Independence – if the child's family case is still open we should have the ability to assess the parent. If the family case is closed we do not have to assess the parent.	No	Parent	None
		Substitute	95 – 128 and 129 – 131 None
	Yes	Parent	None
		Substitute	None

# Readiness for Reunification Worksheet

➤ Select RRP Worksheet

The screenshot shows the 'IDCFSCANS CWS' interface. At the top, it says 'Logged on: Javonna Smith' with options to 'Change Password' or 'Logout'. Below is a section for 'CANS History for [redacted]'. A table lists several CANS entries with columns for 'CANS Context', 'Completion Status', 'Assessor', 'CANS Date', and 'Compare'. At the bottom of the table area, there are buttons for 'Compare', 'RRP Worksheet', and 'Exit'. A navigation bar at the very bottom includes links for HOME, RTDS, IIR, IA-CANS, CAYT-CANS, CWS-CANS, FACILITY REPORTING, PROVIDER DATABASE, ONLINE TRAINING, and CONTACT.

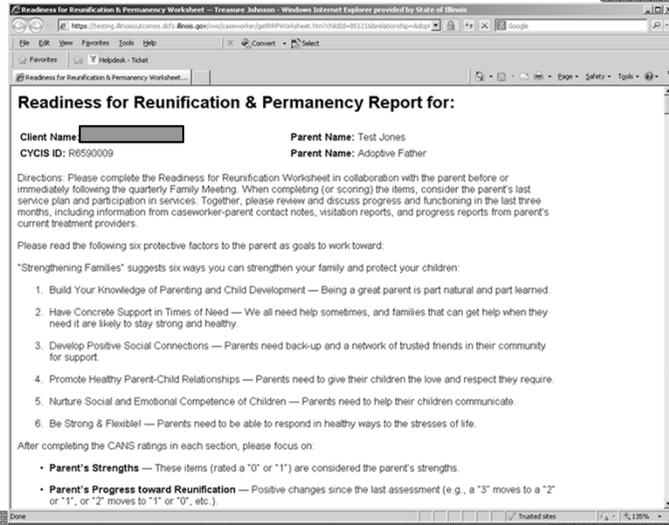
# RRP Selection

➤ Only Adoptive/Biological Father/Mother are eligible for RRP evaluation

This screenshot shows the same 'IDCFSCANS CWS' interface, but with a modal window open for 'RRP Selection'. The modal window has a 'Relationship' dropdown menu currently set to 'Adoptive Father'. Below this is a table with a 'Name' column and checkboxes. One entry, 'Test Jones', has its checkbox checked. At the bottom right of the modal window is a 'Generate Report' button. The background shows the 'CANS History' table from the previous screenshot, partially obscured by the modal.

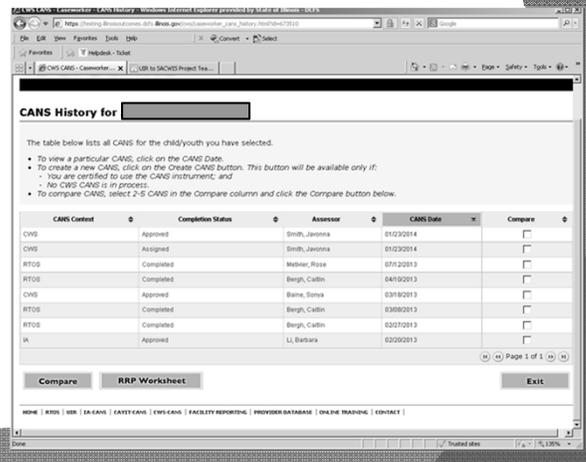
# RRP Worksheet

➤ See sample  
handout



# CWS-CANS Common Issues

- I can't create a CANS
- There's no Create CANS button



## CWS-CANS Common Issues

- I can't create a CANS
- There's no Create CANS button

- Previous CWS-CANS in non-approved status

CANS Content	Completion Status	Assessor	CANS Date	Compare
CWS	Approved	Smith, Javona	01/23/2014	<input type="checkbox"/>
CWS	Assigned	Smith, Javona	01/23/2014	<input type="checkbox"/>
RTOS	Completed	Melner, Rose	07/12/2013	<input type="checkbox"/>
RTOS	Completed	Berg, Caitlin	04/10/2013	<input type="checkbox"/>
CWS	Approved	Bene, Saira	03/18/2013	<input type="checkbox"/>
RTOS	Completed	Berg, Caitlin	03/06/2013	<input type="checkbox"/>
RTOS	Completed	Berg, Caitlin	02/27/2013	<input type="checkbox"/>
W	Approved	Li, Barbara	02/06/2013	<input type="checkbox"/>

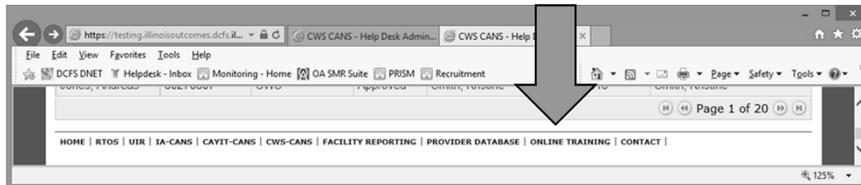
## CWS-CANS Common Issues

- I can't create a CANS
  - Recommended Fix: Email the OITS Helpdesk
    - Subject: CWS-CANS – Unable to create a CANS
    - Body:
      - Unable to create a CANS for (youth name), CYCIS ID A1234567
  - OITS turnaround time – 2-3 weeks

## CWS-CANS Common Issues

### ○ I can't create a CANS

- Emergency Fix – Part 1: CANS Word document
- Download from the IL Outcomes Training page



- Download, edit and email to ACR and other involved parties



## CWS-CANS Common Issues

### ○ I can't create a CANS

- Emergency Fix – Part 2: Email OITS Helpdesk
  - Subject: CWS-CANS – Unable to create a CANS
  - Body:
    - Unable to create a CANS for (youth name), CYCIS ID A1234567
- OITS turnaround time – 2-3 weeks

## CWS-CANS Common Issues

- ⦿ I can't create a CANS
- ⦿ There's no Create CANS button

- Unapproved CANS has been deleted
- Create CANS button now active

**IDCFSCANS CWS** Logged on: Javonna Smith  
Change Password | Logout

**CANS History for** [Redacted]

The table below lists all CANS for the child/youth you have selected.

- To view a particular CANS, click on the CANS Date.
- To create a new CANS, click on the Create CANS button. This button will be available only if:
  - You are certified to use the CANS instrument; and
  - No CWS CANS is in process.
- To compare CANS, select 2-5 CANS in the Compare column and click the Compare button below.

CANS Content	Completion Status	Assessor	CANS Date	Compare
CWS	Approved	Smith, Javonna	01/23/2014	<input type="checkbox"/>
RTOS	Completed	Mebler, Rose	07/12/2013	<input type="checkbox"/>
RTOS	Completed	Bergh, Caitlin	04/10/2013	<input type="checkbox"/>
CWS	Approved	Baine, Sonya	03/18/2013	<input type="checkbox"/>
RTOS	Completed	Bergh, Caitlin	03/08/2013	<input type="checkbox"/>
RTOS	Completed	Bergh, Caitlin	02/27/2013	<input type="checkbox"/>
IA	Approved	LI, Barbara	02/20/2013	<input type="checkbox"/>

Page 1 of 1

## Q&A

- ⦿ Help?
- ⦿ OITS Helpdesk ([helpdesk.oits@illinois.gov](mailto:helpdesk.oits@illinois.gov))