Getting Started…with CANVaS 2.0!
(Case Managers)
Basic Log-in Information and Completing an Assessment

This document is a basic outline for existing CANVaS users to log in and complete assessments. For a full explanation of how to use the CANVaS 2.0 website, please refer to the CANVaS 2.0 User Manual. For assistance contact the CANVaS Help Desk at 1-877-727-8329 or by e-mail at canvas@rcrtechnology.com
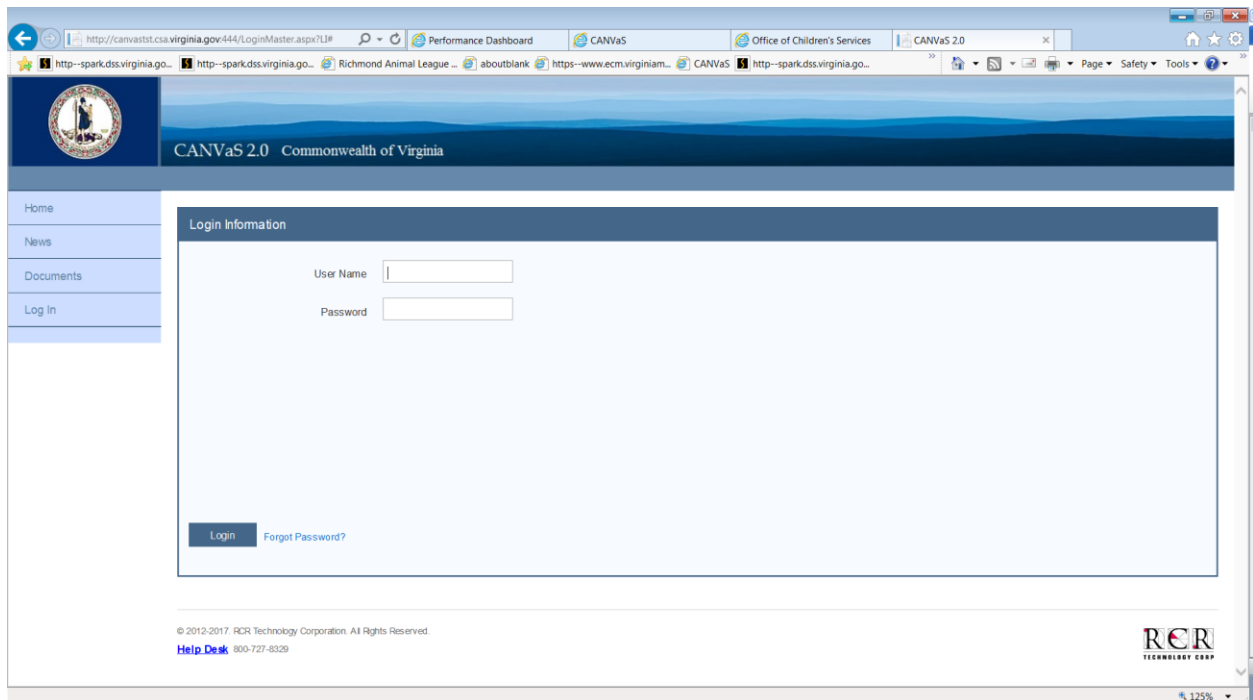
If you are an existing CANVaS case manager user in one locality

Your account and the assessments you have entered will transition to CANVaS 2.0.

Your existing CANS certification will transfer if you are currently certified.
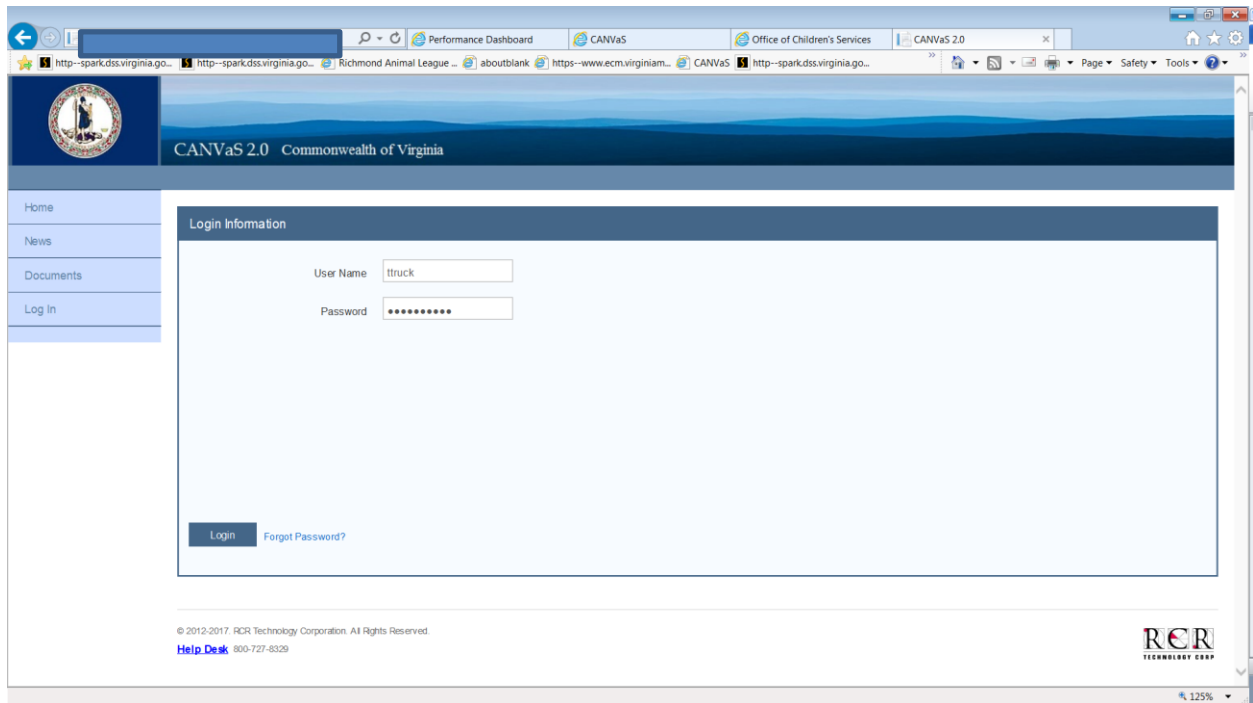
The CANVaS URL is https://www.csa.canvas.virginia.gov

You will first access the log-in page.

Click on "Log-in" on the menu on the left side of the page.


Enter your existing user name and password and click on "Log-in" at the bottom of the page or hit "Enter."

Because of the conversion, you will be asked to create a new secret question/answer. Please follow the on-screen prompts to do so.

You will then also be asked to agree to the CANVaS 2.0 User Agreement. You must read the agreement and check the box. You may also print the user agreement. Please be sure you understand your responsibilities regarding access and use of CANVaS 2.0. Access to CANVaS 2.0 may be revoked at any time by the system administrator. Failure to honor the user agreement will result in loss of access to CANVaS 2.0.

Next, click "Activate Account" in the lower left-hand corner of the screen.
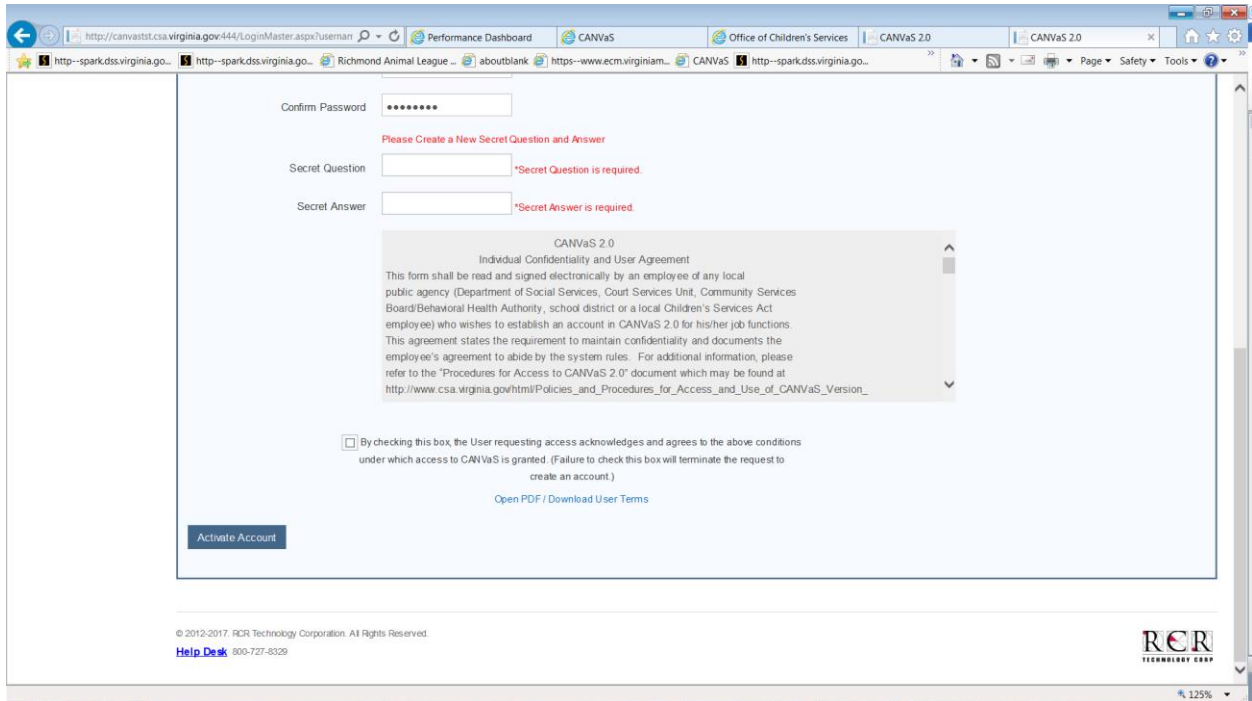
You may now access your account to complete all the necessary functions (e.g., search for children, add children, create assessments, print assessments and other reports).

Once logged in you will see this page.
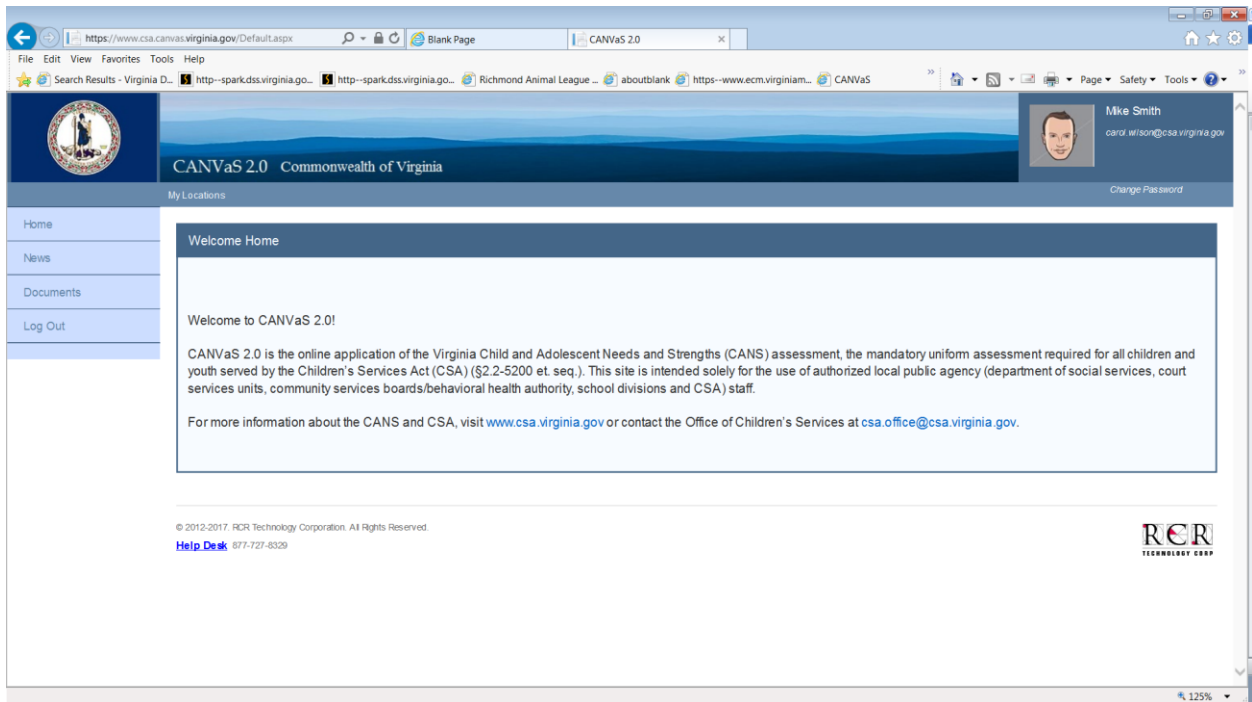
You may now access your account to complete all the necessary functions (e.g., search and/or add users and children or create assessments, print assessments and other reports).

If you are an existing user with multiple accounts (you work in more than one locality)

CANVaS 2.0 will create one account with one log-in ID for users who work in more than one locality. However, there was no mechanism to merge these accounts in multiple localities prior to conversion. Accounts will be manually merged by OCS.   Until that time, users should continue to log in to the individual locality of the youth or child for whom the assessment is being done. You will follow the above steps to access the individual locality you need.

New users who require access to more than one locality will have only one account created with multiple locations from which to select.

Finding and updating an existing child in CANVaS *(Adding referral source and caregivers)*

To locate a child whose information is already in CANVaS, click on the "Child" tab and then "Child Search" at the top of the page. Just as with CANVaS 1.0 you will search for a child by the child's unique identifier (SSN) and last name. (If the SS number in CANVaS is incorrect, please edit and correct the number once you have located the child's page.)
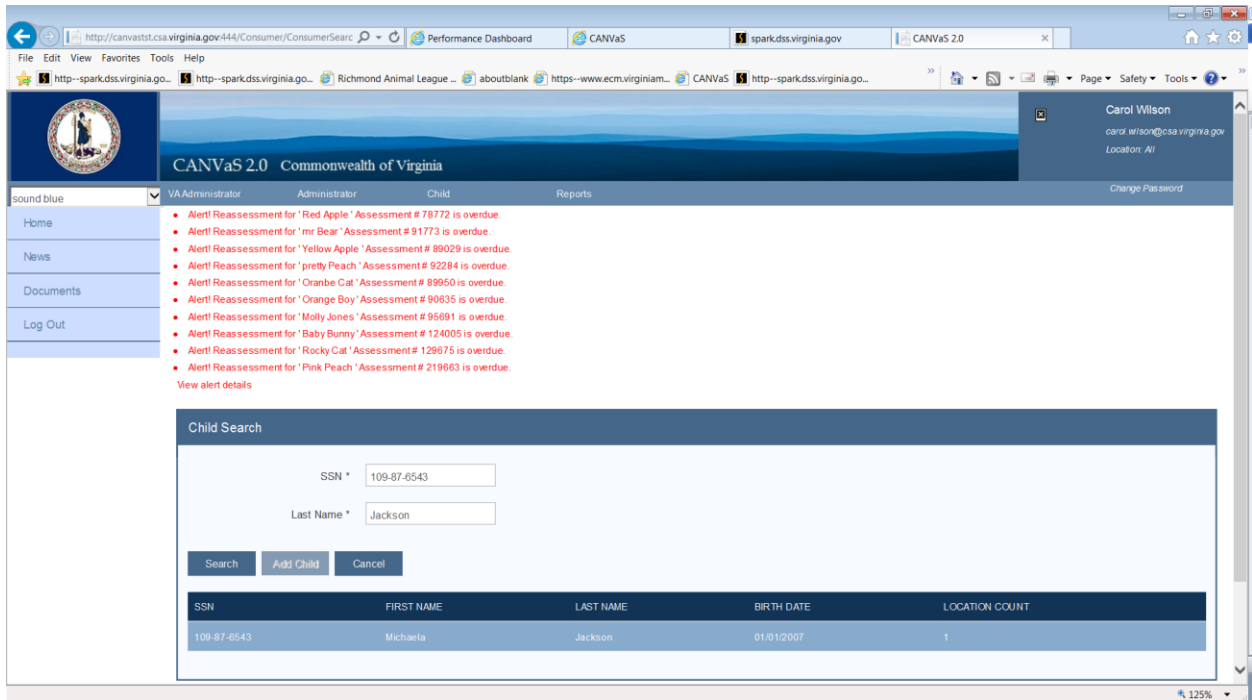
On the search page enter the SSN and child's last name. Click "Search."
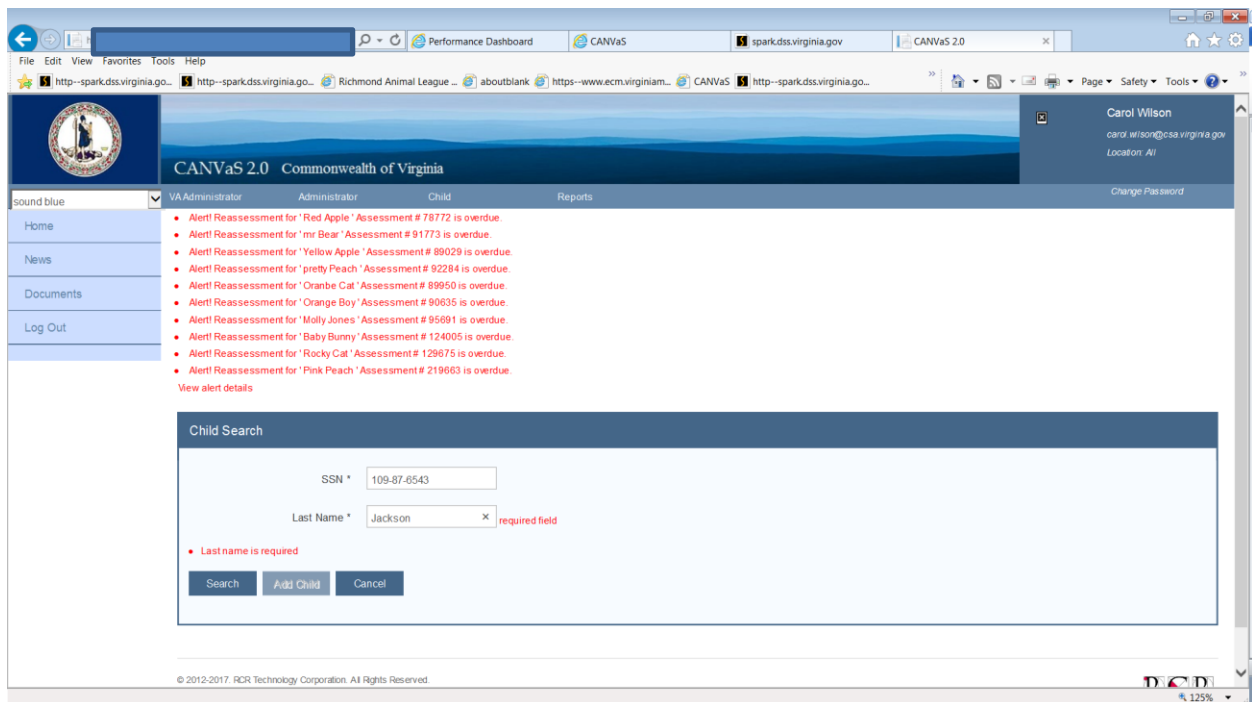
If the child is located, the name and other information will appear in a drop down.
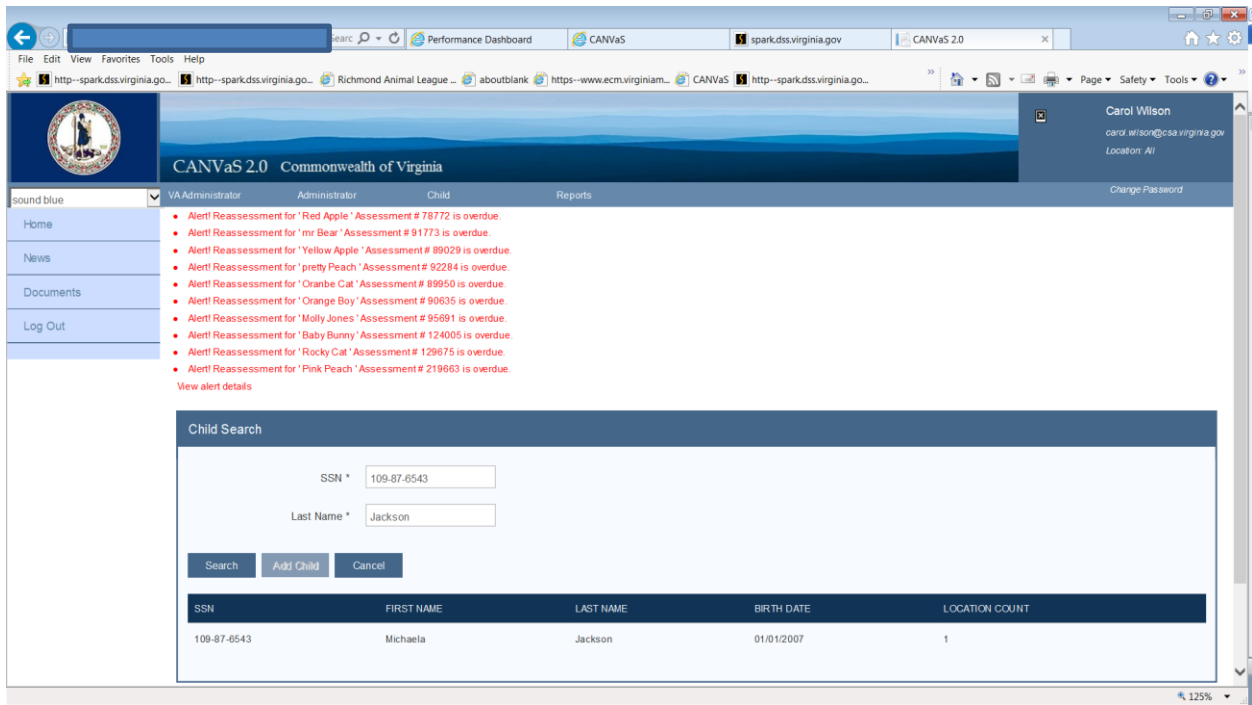
Double-click on the bar with the child's name.

The child's information will appear. For children already in the system, you may need to provide some updates. IMPORTANT: Click on "Edit" to select the referral source. If the child does not have a referral

source, select one from the drop-down choices. NOTE: ****<mark>This step is important as it will guide the type of assessment. For all DSS cases, select "DSS."</mark>*****

Click "Save" in the lower left hand corner of the screen.

You will return to the child's main page.

Next, some children in the existing system will have caregivers listed, depending upon whether one was named in CANVaS 1.0. To view, click on the "Caregiver" tab.

If the correct caregiver is listed and the status is "active" you do not need to do anything.   If you wish to make a change, click on "edit." The following screen will appear. Only four elements are required; first name, last name, state and relationship to child.

Ensure that the box next to "Active" is checked. If not, click on that box.

Click "Save" and return to the "View Caregiver page" to confirm your changes. Then, select "Back to Child View" page.

To add another caregiver, select "Add Caregiver." On the Caregiver page enter the necessary information. The system will default to "Active." Click "Save" and "Return to Main Child Page."
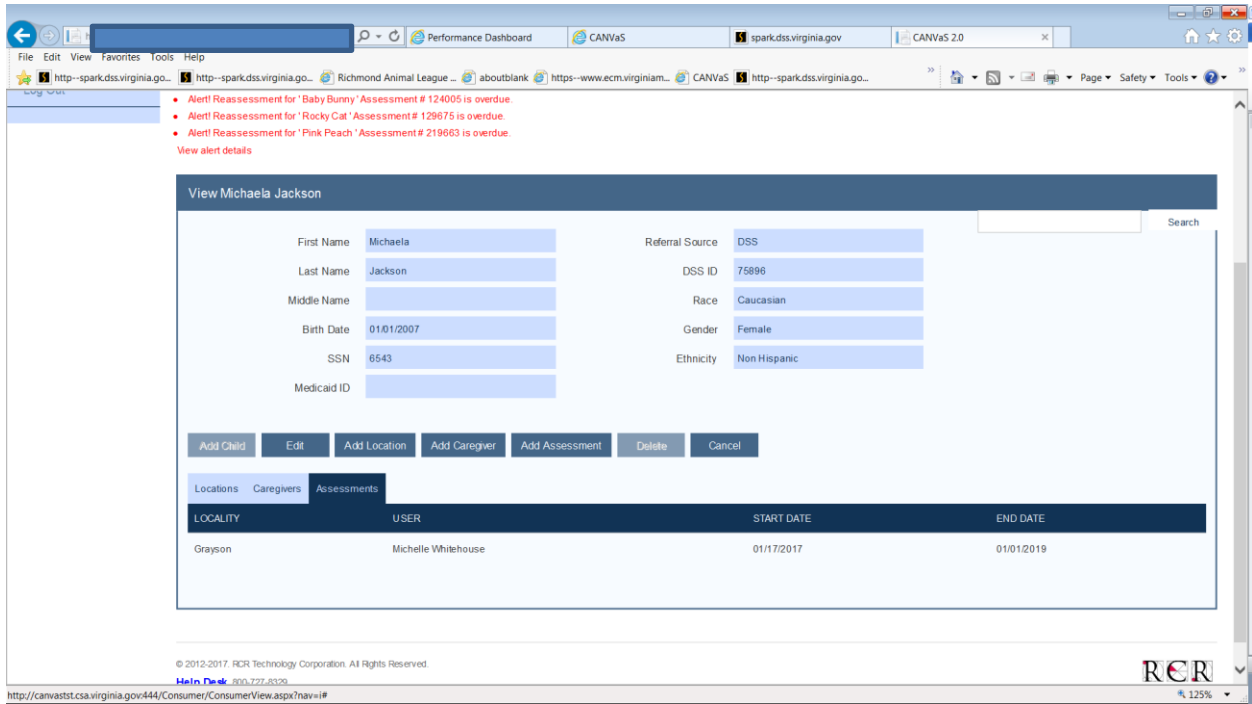
To see what assessments exist for this child select "Assessments."

Adding an Assessment

To add an assessment for this child, select "Add Assessment."

If the child has an initial assessment, you will have two choices, Reassessment or Discharge. Select one. If a reassessment, you should select "Reassessment" in the next drop-down. If a Discharge CANS, you will select "CANS Comprehensive". The referral source is pre-populated. The locality will default to the locality into which you have logged. Enter the date the child's assessment was conducted. Your name should appear in the drop-down box for "Certified Assessor." Lastly, select the "Assessment Mode". The system will default to "Interview Mode", which provides the question and item rating definitions. Case managers may select "Interview Mode" or "Rapid Entry Mode". Use "Interview Mode" until you are familiar with the items and their definitions.

Click "Start Assessment."

To see what assessments already exist for the child, select "Assessments."

This is the first page of the "Interview Mode" for the DSS-Enhanced Reassessment Birth to 21.

If you selected "Rapid Entry Mode" the first page of the assessment will look like this:


If you do not know how to rate the General Questions section, you may switch to "Interview Mode" to see the rating definitions or see the last page of this document (General Questions Section).

Select and click on the "bubble" for the appropriate rating for each item. A 'Comments' box is provided if you wish to add any notes regarding this item. For example, if you rated a "1" or "2" on "Talents/Interests" you might want to write in the comments box what that specific talent or interest is (e.g., musical: singing, playing the guitar or artistic: drawing, theatre, etc.) These comments will print on the assessment report.

If you are a DSS user, you must always rate the Trauma Module. If you are a non-DSS user, you will only rate the Trauma Module if the "Adjustment to Trauma" item is rated a "1" or higher.

Otherwise, modules work the same way they do in CANVaS 1.0. The modules are open (displayed) under the trigger items. If you rate a "0" on the trigger item, the module items will collapse and you will not rate the module. If you rate a "1" or higher on the trigger item, you must complete the module.
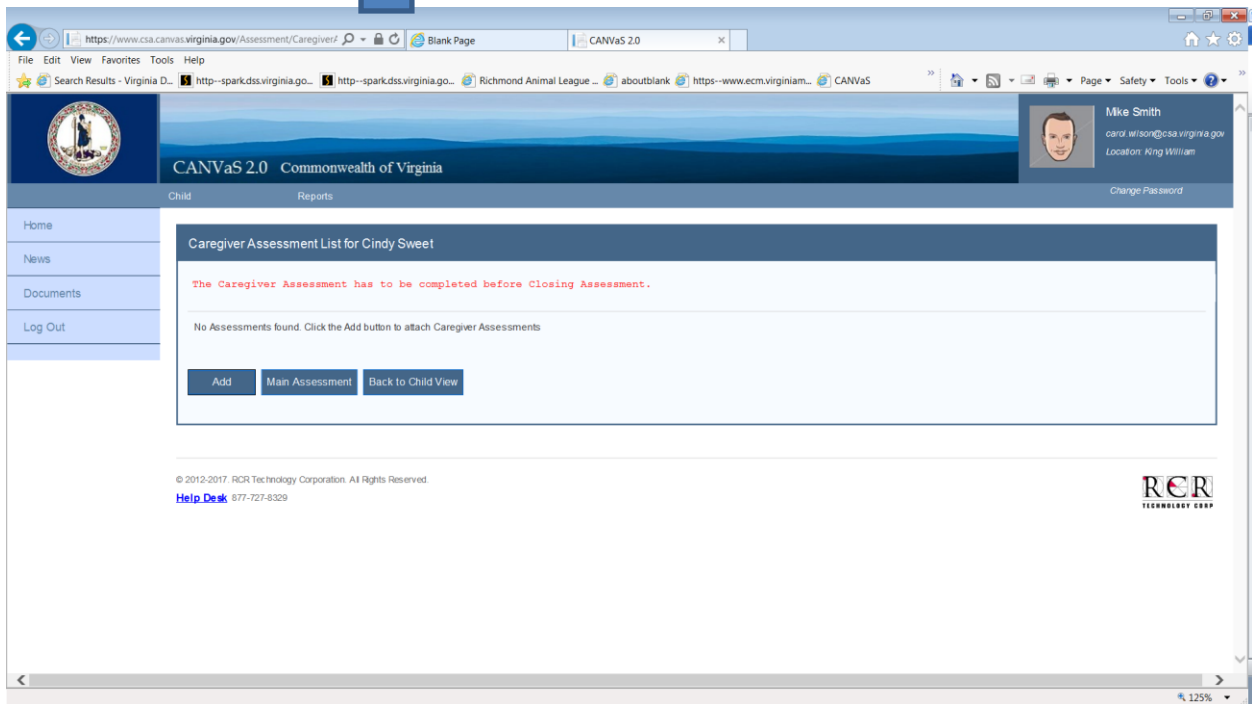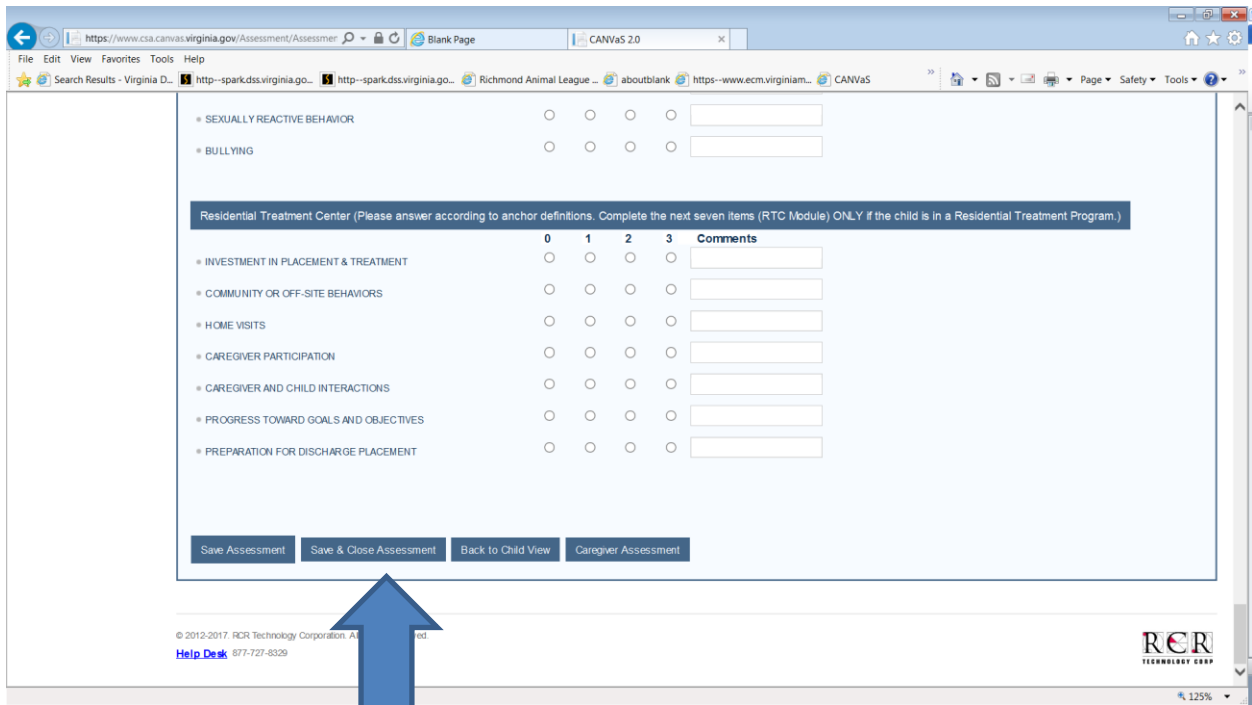
The Violence Module (triggered by the "Danger to Others" item) is open in the shot below:
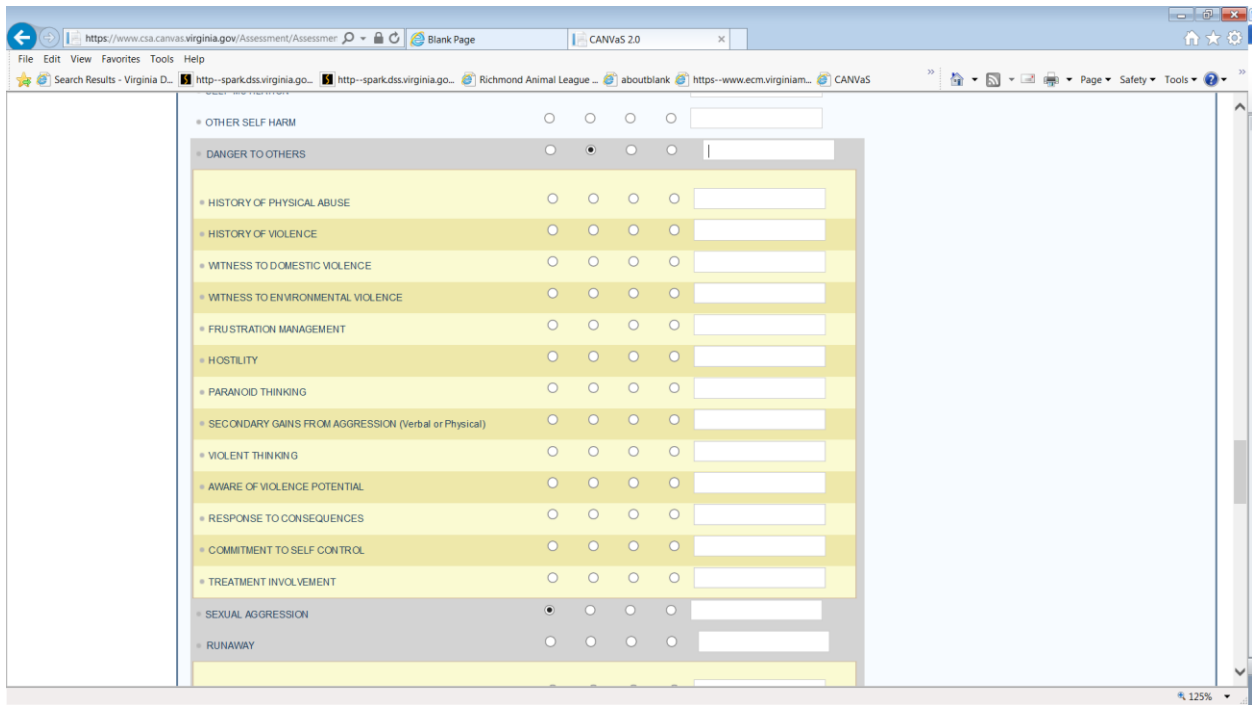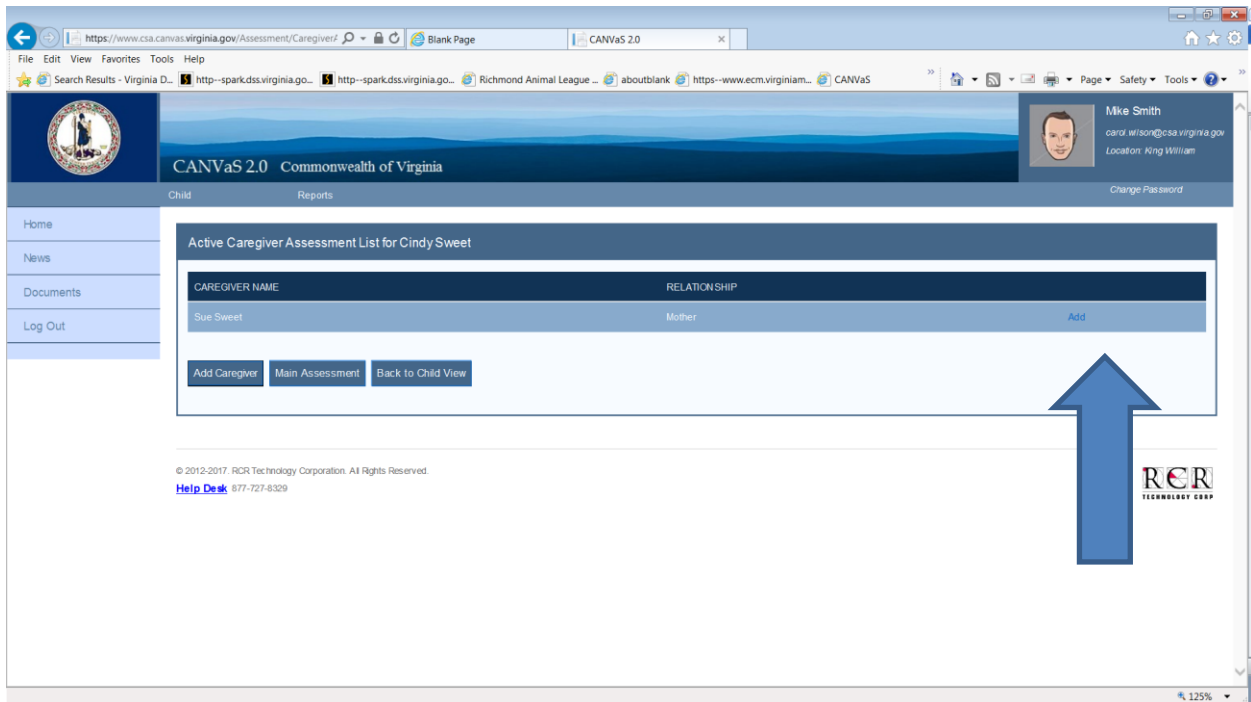
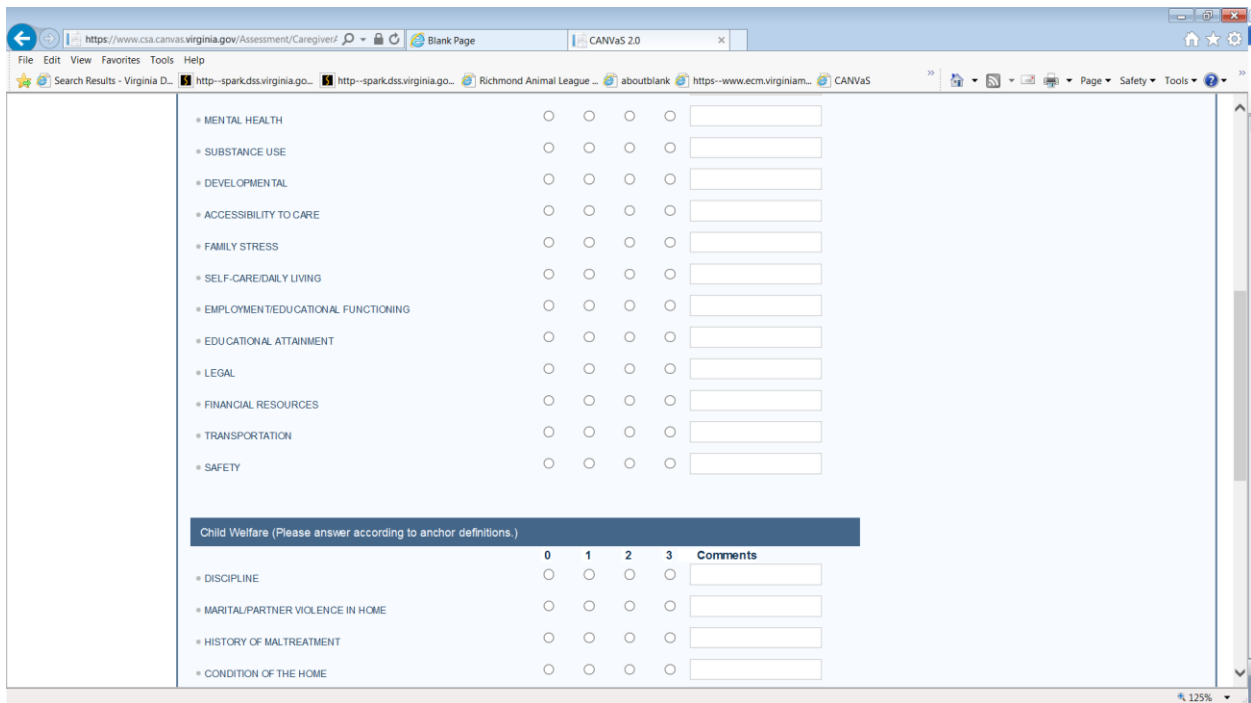If rated a "0" on the "Danger to Others" item, the Violence Module collapses and is no longer visible.
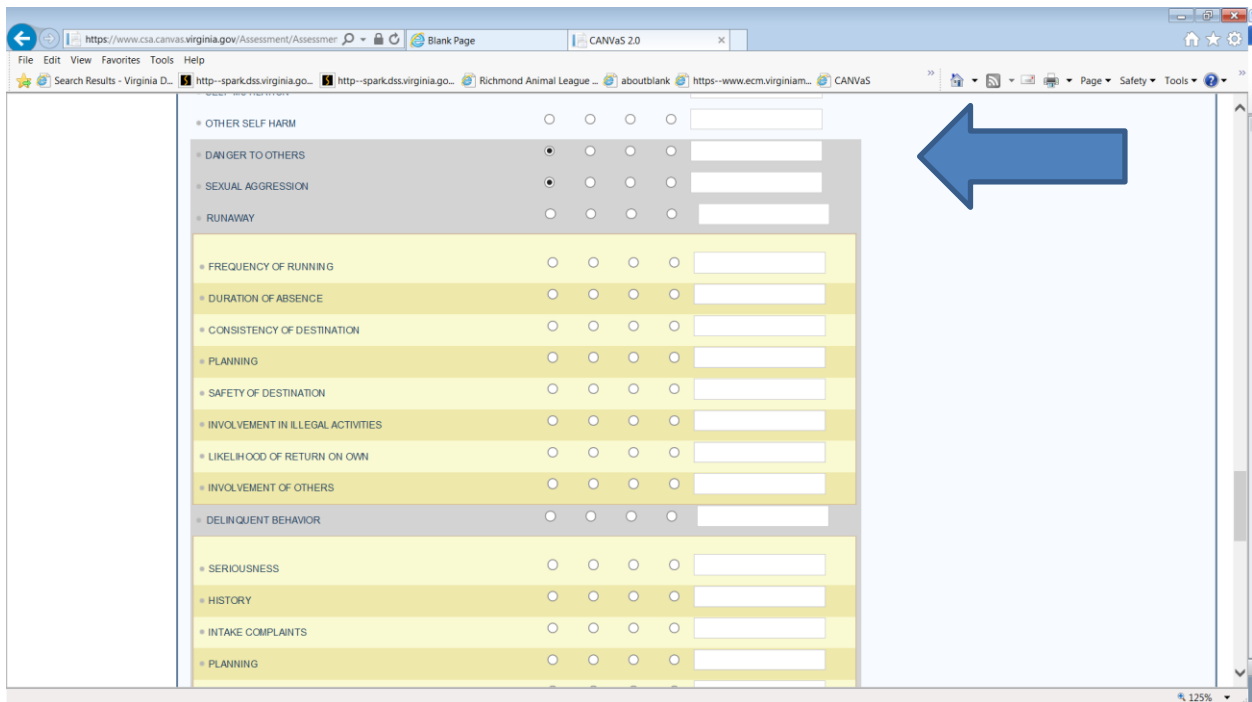
When you reach the bottom of the page, click "Save and Close Assessment." You will be prompted to complete the "Caregiver Assessment."

To add the Caregiver assessment, you must click "Add."

If you are completing the DSS-Enhanced version, you will complete the "Parent Strengths and Needs Domain" as well as the "Child Welfare Module." Up to three caregivers may be rated.

If you are completing the Standard (non-DSS) version, you will only complete the "Parent/Caregiver Strengths and Needs Domain". Only one caregiver may be rated.

Click "Save Assessment" then "Back to Main Assessment" at the bottom of the page. If the assessment is complete, scroll to the bottom of the page and click "Save and Close Assessment." If the caregiver assessment has not been rated, the system will prompt you to return. Click "Edit" to finish the assessment.

If an item anywhere in the assessment has not been rated, the system will notify you at the top of the screen in red font.

Complete the assessment and then "Save and Close Assessment."

When the assessment closes, the algorithm will run. The recommendation will be that either the child's needs meet or do not meet the requirements for residential treatment.

The algorithm recommendation is based on a profile of the child's ratings on specific items. If the ratings "match" the algorithm profile, research indicates that the youth may benefit from residential treatment. However, a number of other factors must be considered by the FAPT in making such a decision and the algorithm recommendation is only one piece of information. There is no requirement to follow the algorithm recommendation. It may, however, be used to support a decision to place or not to place a child into residential treatment.

Printing an Assessment

To print a completed assessment, click on the "Assessments" tab on the "View Child Page."

Select the "Report" link for the assessment you wish to print.

The first page of the report looks like this:

There are multiple pages which may be accessed by clicking the page number or the arrow in the upper left hand side of the screen.

To print the report, just as with CANVaS 1.0, click on the print icon and select "PDF" from the drop-down choices.

The system will ask if you want to open or save the document. To print, select "Open". You may then print from your browser.

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General Questions Section:
(excerpt from *Navigating CANVaS*)

The first page, entitled "General Questions" must be completed. These questions and options for rating may also be viewed in "Interview Mode." The questions and rating definitions are:

1. **Has the child received intensive community based services in the past six months, and if so, were those services successful?**
    - o "0" Child has not received community-based services.
    - o "1" Child has received community-based services and the services were successful.
    - o "2" Child has received community-based services and the services were not successful.

2. **Has the decision been made by DSS (Department of Social Services) or the J&DR (Juvenile and Domestic Relations) court to currently remove the child from home?**
    - o "0" No, a decision has not been made.
    - o "1" Yes, a decision has been made.

3. **Child's Age**
    - o "0" The child is ages 5-13.
    - o "1" The child is ages 14-17.
    - o "2" The child is age 18 or older.

4. **Child's Placement (Rate "0" for NO and "1" for YES.) Rate the child's primary placement.**

    Foster Home: Is the child currently placed in a foster home?
    - o "0" No, the child spends no time in a foster home.
    - o "1" Yes, the child spends at least some time in a foster home.

    Group Home: Is the child currently placed in a group home?
    - o "0" No, the child spends no time in a group home.
    - o "1" Yes, the child spends at least some time in a group home.

    Residential Treatment Center: Is the child currently placed in a residential treatment center?
    - o "0" No, the child spends no time in a residential treatment center.
    - o "1" Yes, the child spends at least some time in a residential treatment center.

    Family/Relation Home: Is the child currently placed with family or relative?
    - o "0" No, the child spends no time in a family or relative's home.
    - o "1" Yes, the child spends at least some time in a family or relative's home.