

**Instructions for New Users NOT previously certified on
the Children’s Services Act (CSA) Virginia Versions of the Child and
Adolescent Needs and Strengths (CANS) Assessment
to access, train and certify on
the Praed CANS training/certification website**

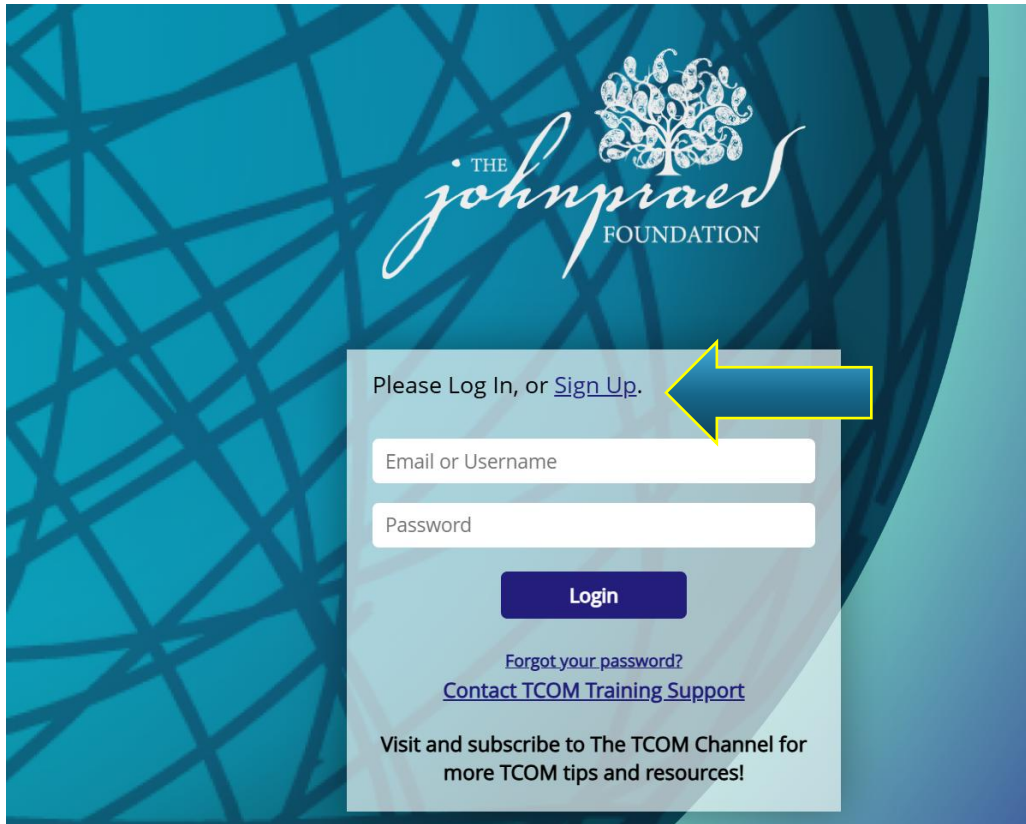
www.tcomtraining.com

The Praed CSA CANS training and certification site hosted on Schoox software provides the authorized training and certification process for administration of the Virginia CSA CANS assessment for children served by CSA. Access to the site is provided by the Office of Children’s Services (OCS) for local government employees (local departments of social services (LDSS) community services boards (CSBs), court services units (CSUs) and public schools) who require certification to administer the CANS as the mandatory uniform assessment. Parents of children served by CSA may also access this website to learn more about the CANS.

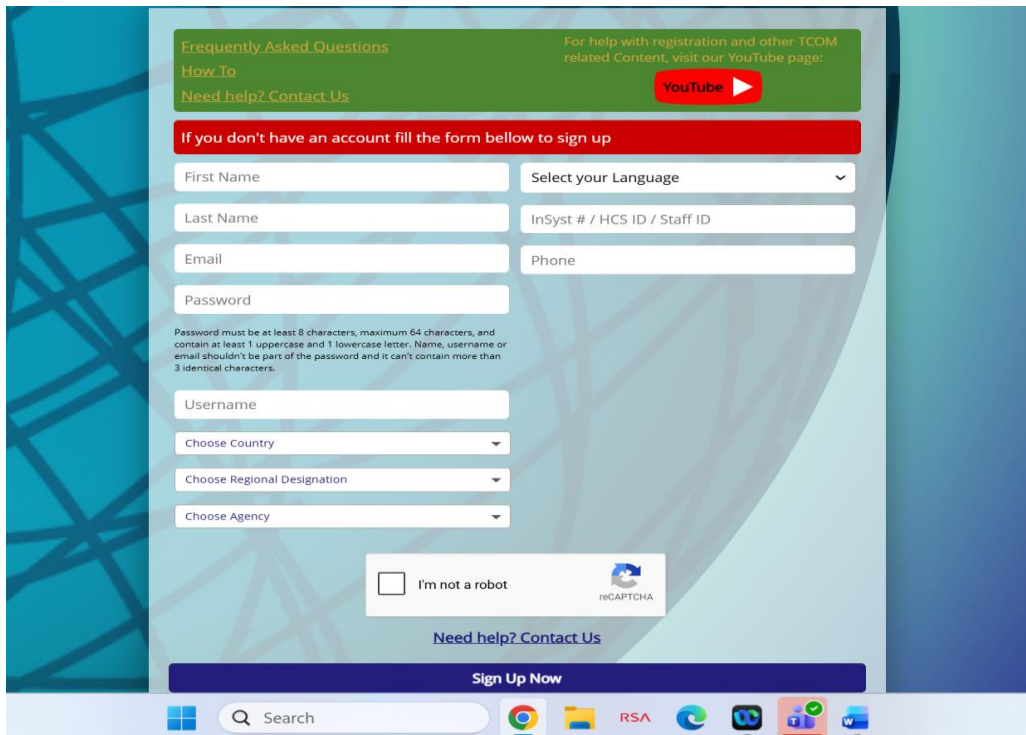
New Users:

To create an account, go to www.tcomtraining.com

Click on the “Sign up” link (see screenshot on following page).



Complete the required fields below (see next page).



Enter your work email address as your username as well as in the email address field. Do not enter a personal email address.

For “Country” select “United States”.

For “Regional Designation” select “Virginia.”

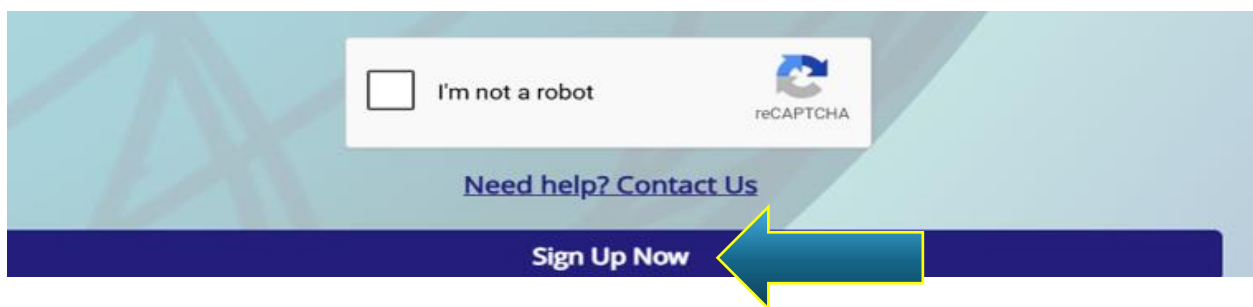
For “Agency” select your locality’s name. If you work in more than one locality, select the one in which you most often work or where your primary office is. CSB staff, please do NOT select “Community Service Board-Private.” This refers to a CSB with a separate private contract for CANS and ANSA.

If you do not see the choice you need on the above, begin typing it in the field and it will populate with your choice.

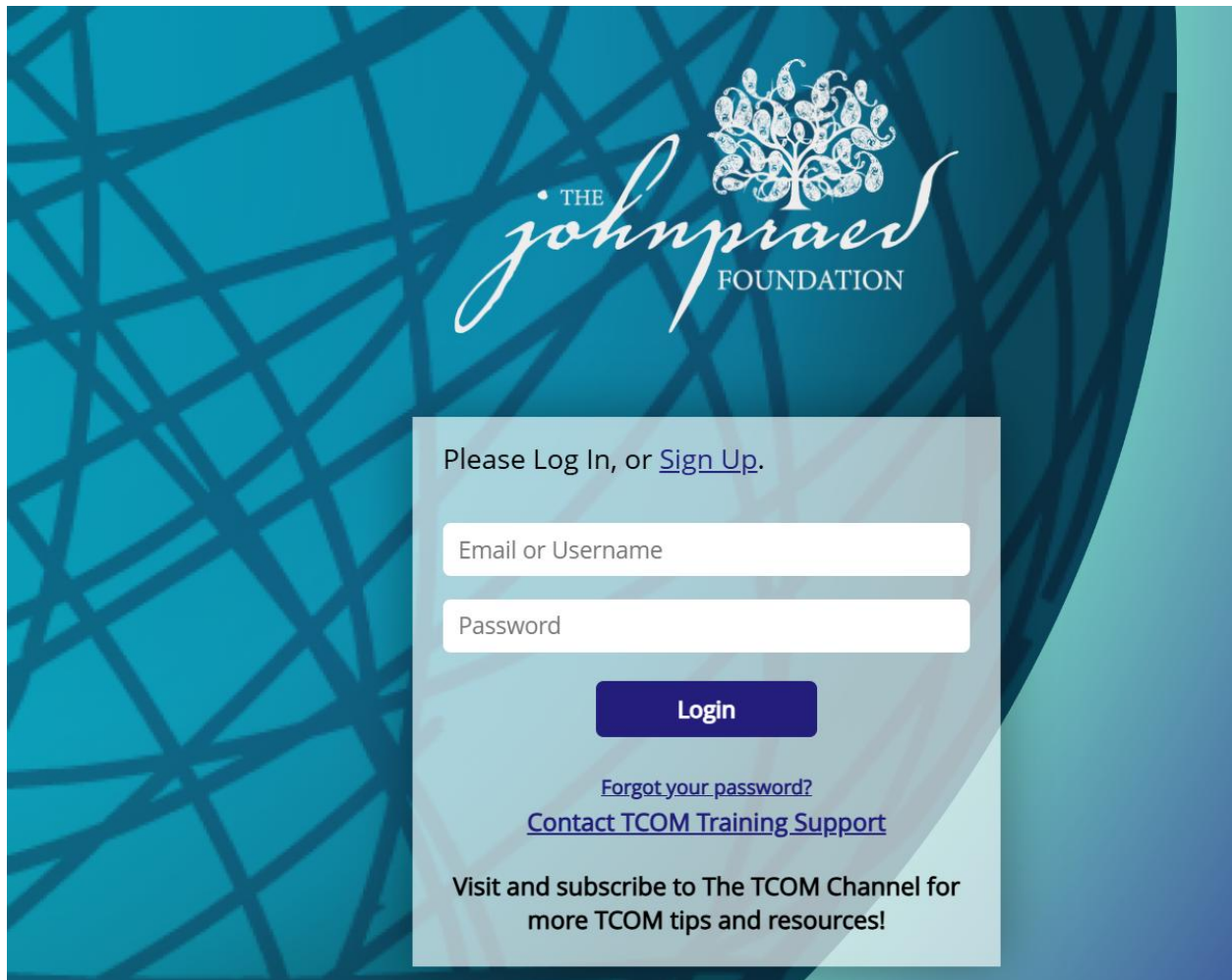
Please leave the “License #” field blank.

Click on “I’m not a robot.”

Click on “Sign up now” at the bottom.

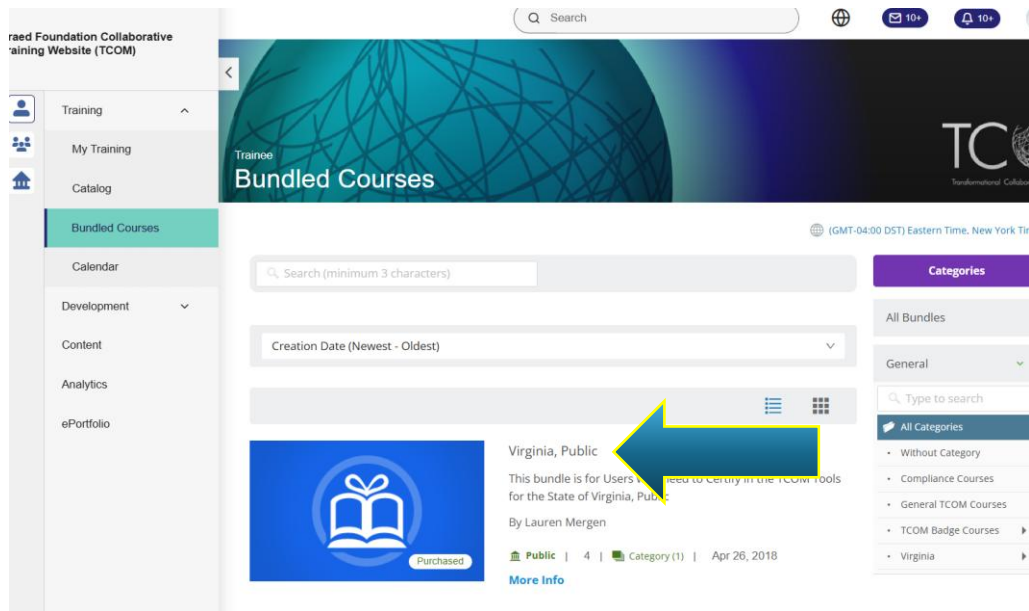


You should now see the login page.



Enter your work email address as your username. Enter your password. After logging in, the first step is to enroll in the “Bundled Courses” for Virginia CSA.

You should be taken directly to the “Bundled Courses” screen seen on the next page. If so, continue to follow these instructions. But if you land initially on the Home page or the “My Training” page instead, skip to instructions beginning on page 15 of this document.




On the “Bundled Courses” page, click on the words “Virginia Public.”

Ignore the wording about coupons or licensing. (OCS contracts with Praed to pay for training/certification for CSA users.) **Click on the green “Enroll” button as shown in the below screenshot.**



Once enrolled in the four Virginia courses, mouse over and click on the word “Enrolled” in the box for the course you need to take.



This bundle is offered by:  Praed Foundation Collaborative Training Website (TCOM) Average Rating: ★★★★★


Cancel coupon Redeem


Buy Licenses
1 license per person.


Free


Quantity	Per user	Price
1	USD 0	USD 0


 Enrolled


 Virginia CANS 0-4 1.0
 Education
 Praed Foundation Collaborative Training Website (TCOM)
 Course Price Included 1 Reviews ★★★★★


 Virginia CANS 0-4 1.0 DSS
 Education
 Praed Foundation Collaborative Training Website (TCOM)
 Course Price Included 1 Reviews ★★★★★


 Virginia CANS 5+ 1.0
 Education
 Praed Foundation Collaborative Training Website (TCOM)
 Course Price Included 1 Reviews ★★★★★

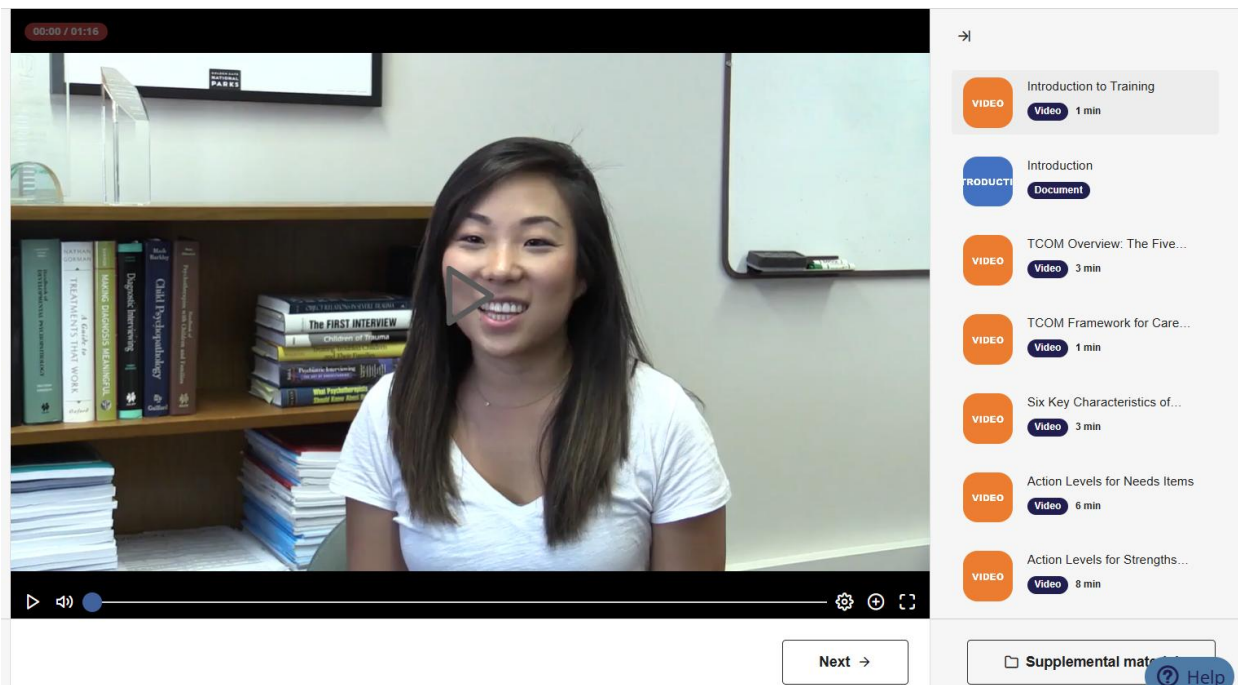

 Virginia CANS 5+ 1.0 DSS

For local DSS staff, click on either the DSS Birth to Four or the Ages 5+ (to 21).

For CSB, CSU/DJJ and public school staff, click on the Standard (non-DSS) Birth to Four or the Standard (non-DSS) Ages 5+ (to 21).

TIP: Training and certification on only one version of the assessment is required by the Praed Foundation and the Virginia Office of Children’s Services.

The training course and video (screenshot on following page) should appear.

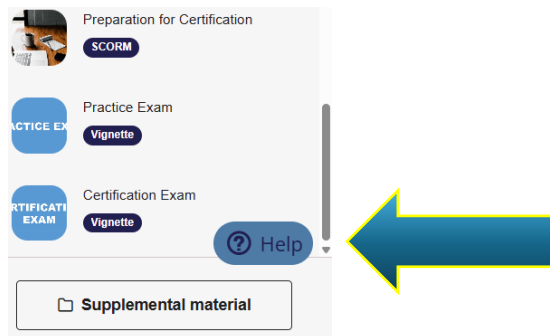


On the right hand side of the screen, you will see a listing of the course modules, including videos.

Click on each and view or read each module. There are quizzes interspersed in the modules to evaluate your knowledge of what you have just learned.

Each step provides instruction on the topic listed. When certifying for the first time, or re-taking the training, click on each step to access and complete that module. You must fully complete the training at least once before taking the certification test.

When you have completed all the modules, you'll see a "Practice Exam" button and a "Certification Exam" button at the bottom of the list. Click on "Vignette" under "Certification Exam" to start the test (next screenshot).



The *Virginia Item and Rating Definitions Manual* for the specific CANS version you have selected may be found under “Supplemental Material (above).” It is typically very helpful to have this document on hand when testing. The Manuals for all versions may also be found at www.csa.virginia.gov/CANS

Final Quiz 1 attempt

Certification Exam

Assumption:

When completing the vignettes, there is a vignette assumption. That is, when reading assume that a full assessment has been done and no mention means 'no evidence'. This is the standard quality assurance if it is not documented it does not exist assumption. What that means, then if there is no mention of a need, the rating should be a '0'. If there is no mention of a strength, then the rating should be a '3'. So, no mention of any suicidality would result in a rating of '0' on Suicide Risk. No mention of any talents or interests would result in a rating of '3' on Talents/Interests. Another way to think about it is that you start the assessment with all 0 ratings on the Needs and all 3 ratings on the Child/Youth Strength and then you look for evidence to adjust your scores accordingly using the action levels. Caregiver ratings use the Need action levels for the vignettes. Ordinarily certain items would have an N/A option (for example Job Functioning for an underage child, or Foster Caregiver for a child not in foster care). For the purposes of this test please rate such items as '0' for needs and as '3' for strengths. Good luck!



Be sure to read the Vignette Assumption as stated above, then click on “Take Vignette.”

Under the Vignette Assumption on the left hand side of the screen, you will see the “Story” or the specific situation you will rate as your certification exam.

On the right hand side of the screen, you will see the Domains and items in each for you to rate.

Life Functioning

0. No evidence of need. No action needed
1. Significant history or possible need that is not interfering with functioning. Watchful waiting/prevention/additional assessment
2. Need interferes with functioning. Action/intervention required
3. Need is dangerous or disabling. Immediate action/intensive action required

	0	1	2	3
1. Family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Living Situation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Sleep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Social Functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Sexual Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Recreational	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Developmental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Next section → [? Help](#)

When rating items in each Domain, be sure to use the “needs” or “strengths” scale as noted above the Domain.

For example, the “Life Functioning” Domain is rated on the “needs” scale, reflecting both the level of severity of the need and if/when action should be taken.

TIP: In the Life Functioning Domain, rate the “Independent Living” item as “0” for children under the age of 14.

Click on “Next section” to move to the next Domain, which is “Child Strengths.”

Child Strengths

0. Centerpiece strength. Central to planning
1. Strength present. Useful in planning
2. Identified strength. Build or develop strength
3. No strength identified. Strength creation or identification may be indicated

The “strengths” scale is used only for the Child Strengths/Resiliency Domain.

TIP: In the Child Strengths Domain, rate the “Vocational” item as “3” for children under the age of 14.

TIP: The item “Optimism” is not only related to a child’s outlook on life, but includes whether or not the child has plans for the future, such as what they want to be when they grow up.

TIP: The Caregiver Strengths and Needs Domain is rated using the “needs” scale.

Complete all sections and click on “Submit.”

If you do not pass the certification exam, you will see the below message with your score and the option to try again.



Unfortunately, you have not achieved sufficient reliability. Please review the course and try again.

When you're ready, continue to the next step of this course.

Your Score: **-0.25** ✗ Failed
Minimum passing score 0.70

[Exit vignette](#)

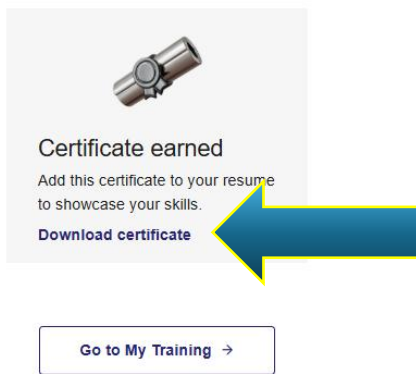


- If you pass you will see the below.



Course completed!

Take a moment to celebrate and reflect on your hard work. You earned it!



Certificate earned
Add this certificate to your resume to showcase your skills.
[Download certificate](#)

[Go to My Training →](#)

A notification card with a light gray background. At the top is a small icon of a rolled-up certificate. Below it, the text reads "Certificate earned" followed by "Add this certificate to your resume to showcase your skills." and a blue button labeled "Download certificate". A large blue arrow with a yellow outline points from the right towards the "Download certificate" button. Below the card is a button labeled "Go to My Training →".

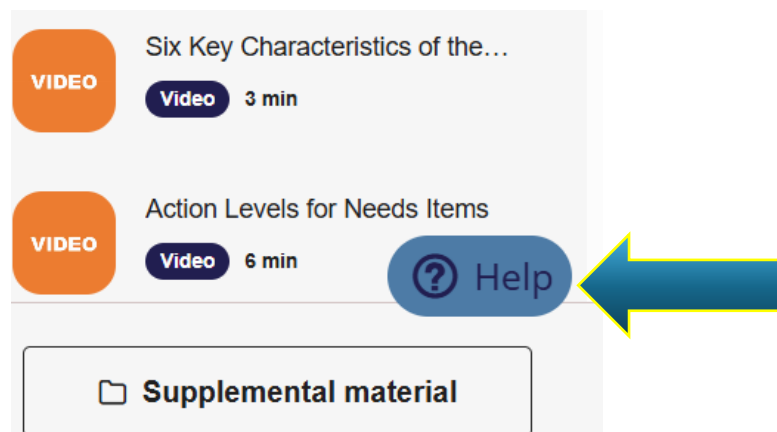
You may then access your certificate by clicking on “Download Certificate” (see arrow above) to save and print.

Please provide a copy of your certificate to your Local CANVaS Administrator along with a completed CANVaS account request form signed by you and your supervisor.

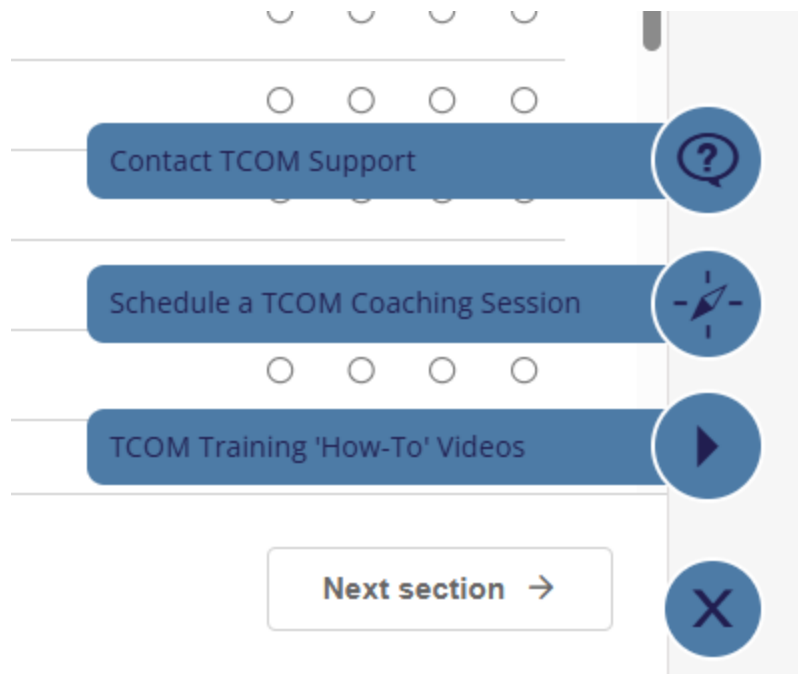
Please be reminded that testing must be completed individually by the user seeking certification. **Users may not share vignette answers.** Doing so may result in the lack of access to the Praed site and/or CANVaS.

TIP: CANS Certification must be renewed annually.

Site support may be reached at any time on the site by clicking on the “Need help? Contact Us” on the login page or by clicking on the blue “Help” button in the lower right hand corner of the screen on any page of the website.



The screenshot displays a user interface with two video thumbnails. The first video is titled "Six Key Characteristics of the..." and is 3 minutes long. The second video is titled "Action Levels for Needs Items" and is 6 minutes long. To the right of the second video is a blue button with a question mark icon and the text "Help", which is highlighted by a large blue arrow with a yellow outline. Below the videos is a button labeled "Supplemental material" with a folder icon.



Clicking on the top bar “Contact TCOM Support” will provide a message box. Your name and email address should pre-populate.

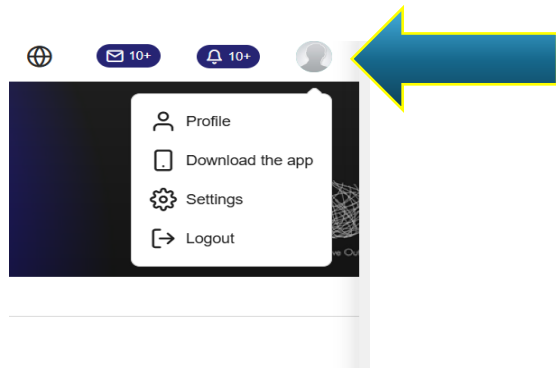
A message form with the following fields and elements:

- Name: Input field with "John Smith" pre-filled.
- Email address: Input field with "Enter email" placeholder.
- Subject: Dropdown menu with "Question" selected.
- Course Name (if applicable): Input field with "Enter course name" placeholder.
- Message: Large text area.
- Upload Attachment: Button with a paperclip icon.
- I'm not a robot: reCAPTCHA checkbox.
- Send Message: Button.

Complete the form and click on “Send Message.” Praed site support typically responds within 24 hours.

Site support may also be accessed at support@tcomtraining.com

To log off the site, click on your personal profile picture icon in the upper **right** of the screen and then select “Logout.”

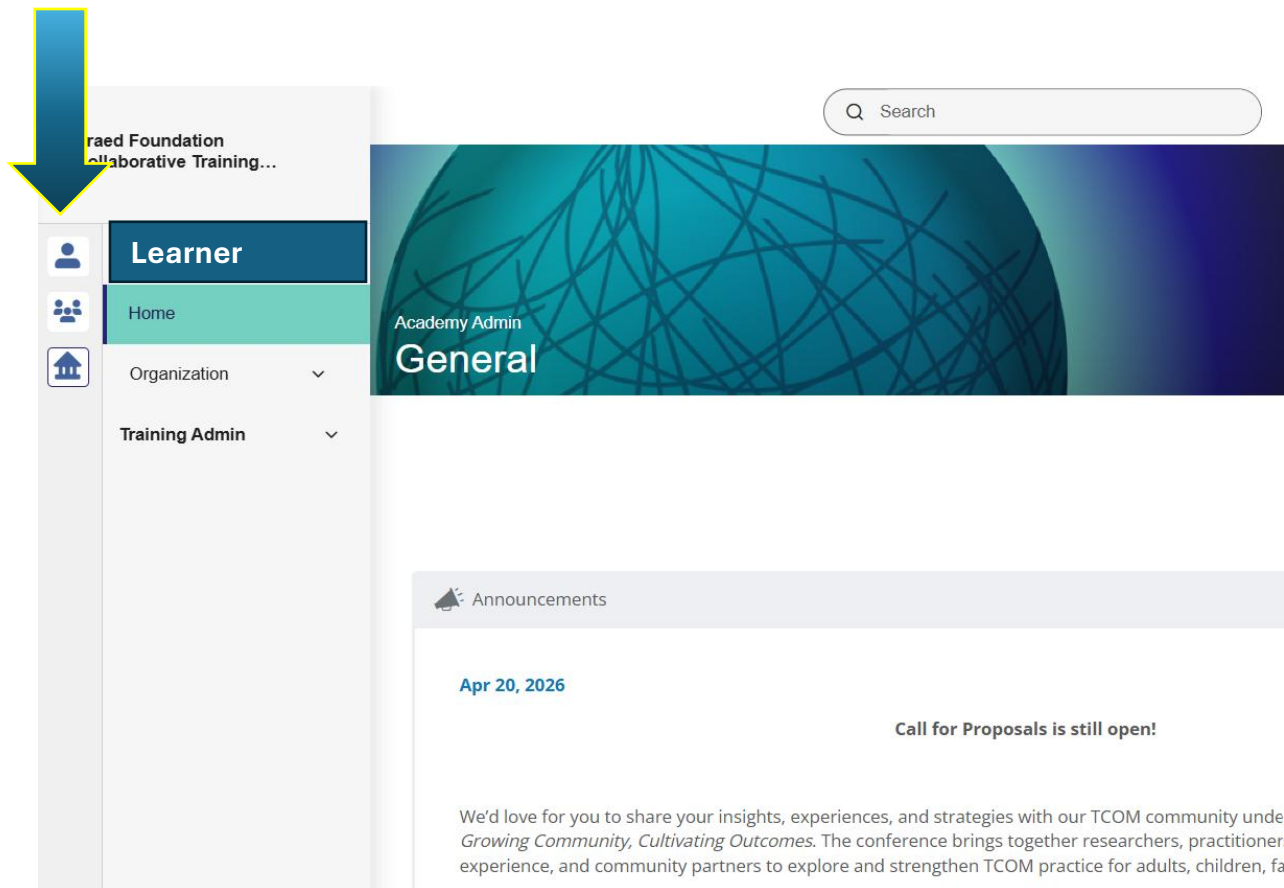


THE END! UNLESS...

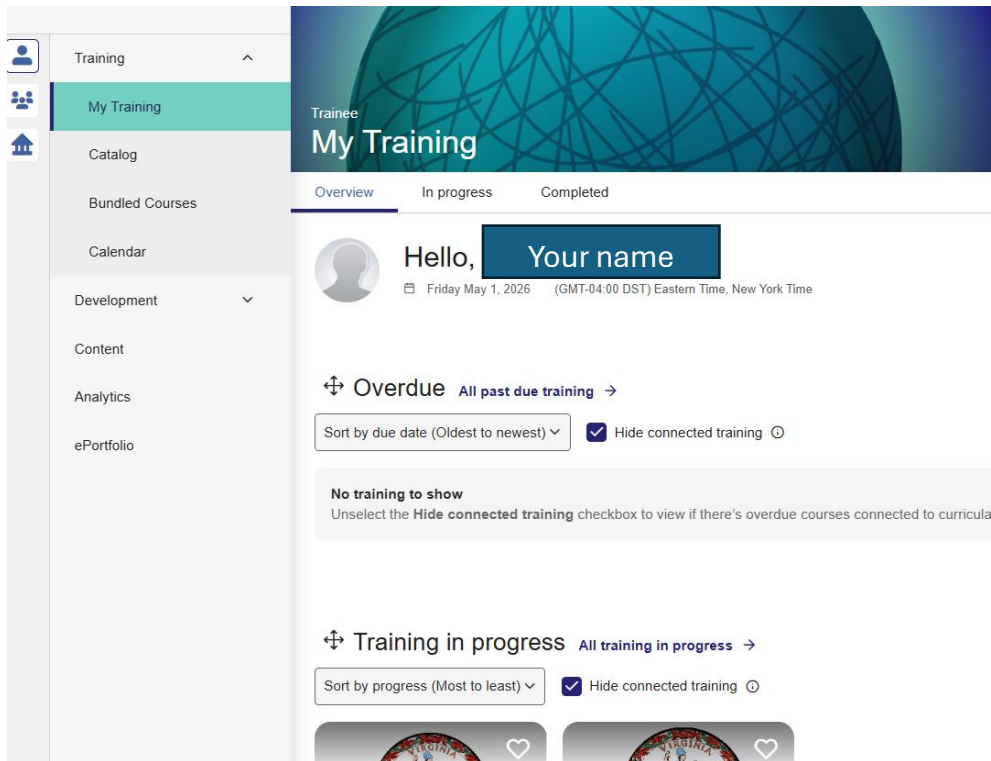
Following on the next page (page 15) are instructions for new users who were NOT directed to the “Bundled Courses” screen after logging in, but who landed on the Home page or the “My Training” page.

If you landed on the Home page or the “My Training” page after logging in, please follow the below instructions.

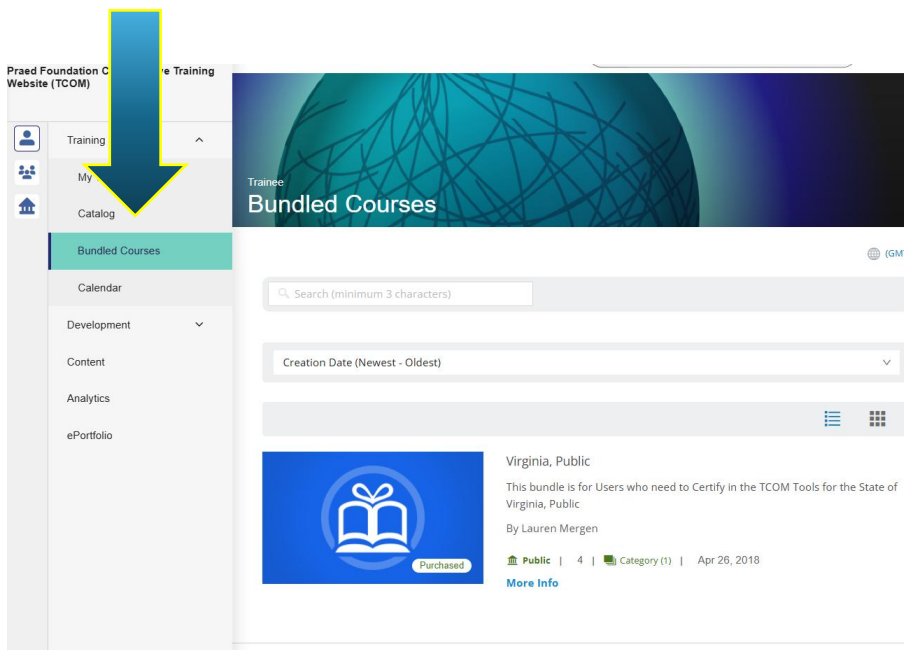
If on the Home page, click on the personal profile icon next to the word “Learner” in the upper left of the screen. See following screenshot.



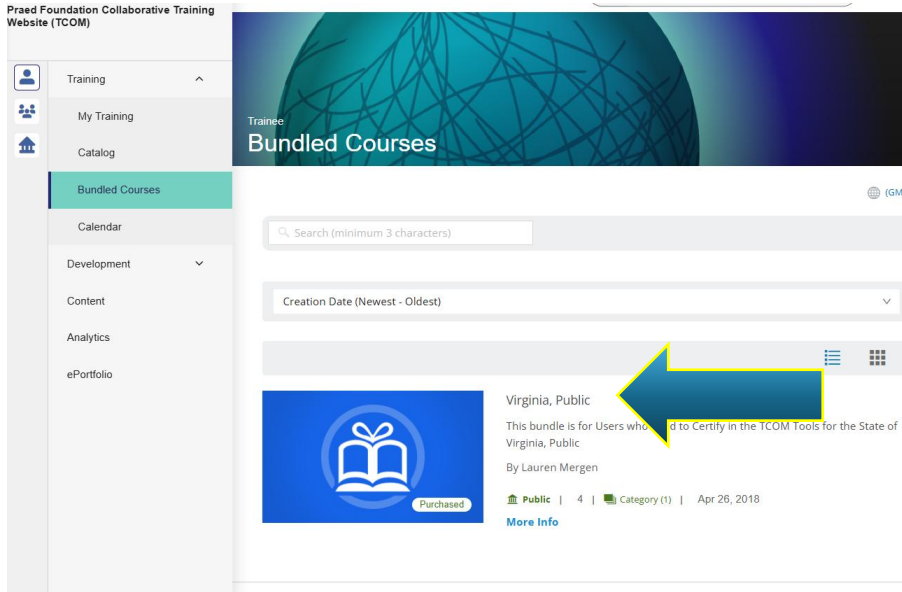
You will next see the “My Training” screen. **If you landed directly on the “My Training” page after logging in, follow these instructions as well.** (see screenshot on next page).



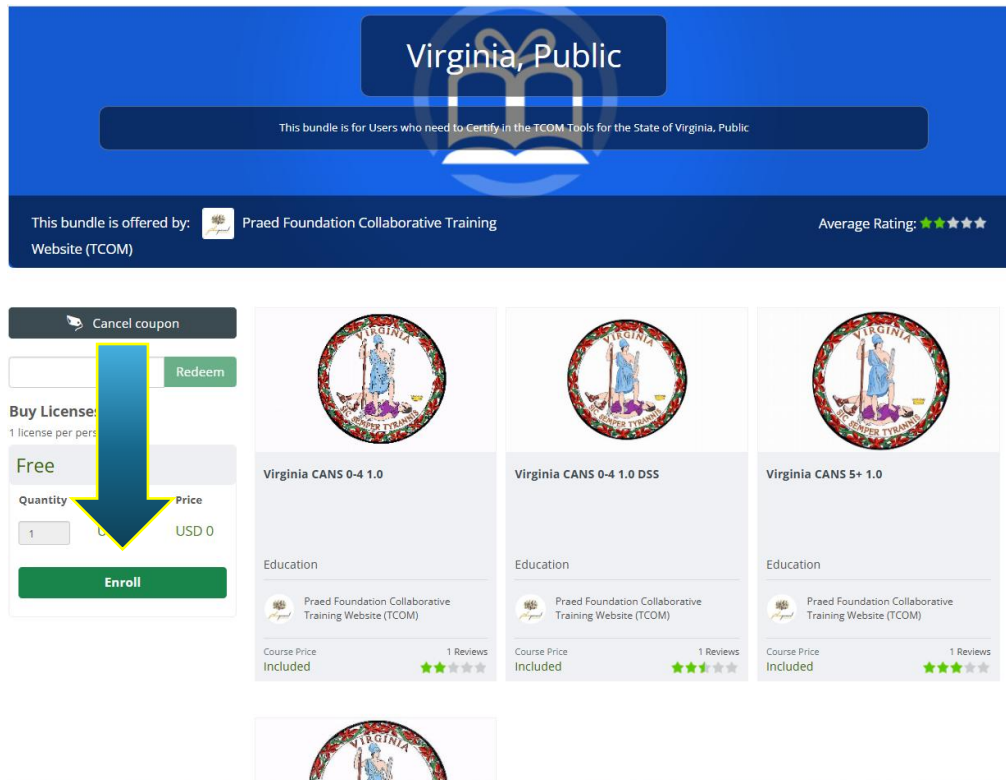
In the drop down box, select “Bundled Courses” (below screenshot).



Then click on the words “Virginia Public.”



Click on the green “Enroll” button on the next screen.



Once enrolled in the four Virginia courses, **go to page 6** of these instructions and follow through to the end on page 14.