

Instructions on how to **Recertify on the Virginia Children’s Services Act (CSA) Child and Adolescent Needs and Strengths (CANS) Assessment 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 CSA mandatory uniform assessment. Parents of children served by CSA may also access this website to learn more about the CANS.

Go to www.tcomtraining.com and log in.

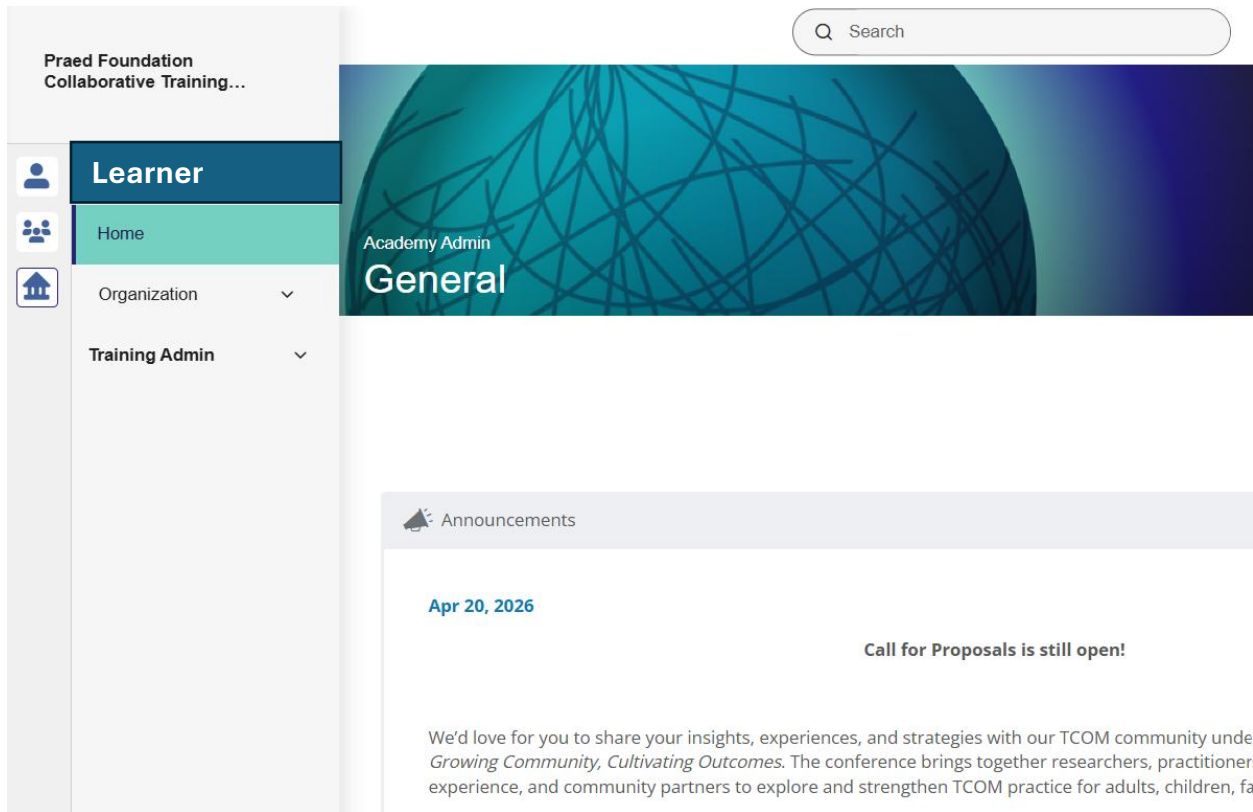
If you have forgotten your password, click on “forgot password?” You will receive two emails, one to confirm you requested to reset your password, and the second with a temporary password.

You will then be prompted to reset your password.

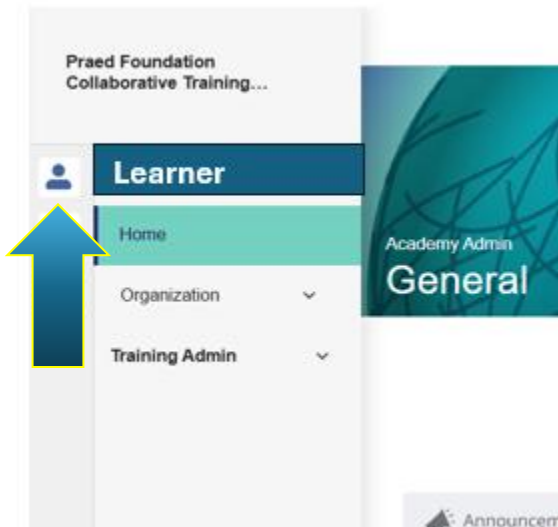
If you do not receive a response, or receive a message that your account has been deactivated, contact Praed site support at support@tcomtraining.com for assistance.

Once you log in you should be taken to the Home page (see next screenshot). However, you may land on “My Training” (see page 3 of this document) or “Bundled Courses” (see pages 3-4 of this document) depending on your previous activity on the site. Instructions on how to navigate from each to the certification exam are included.

If you land on the Home page, see next screenshot.



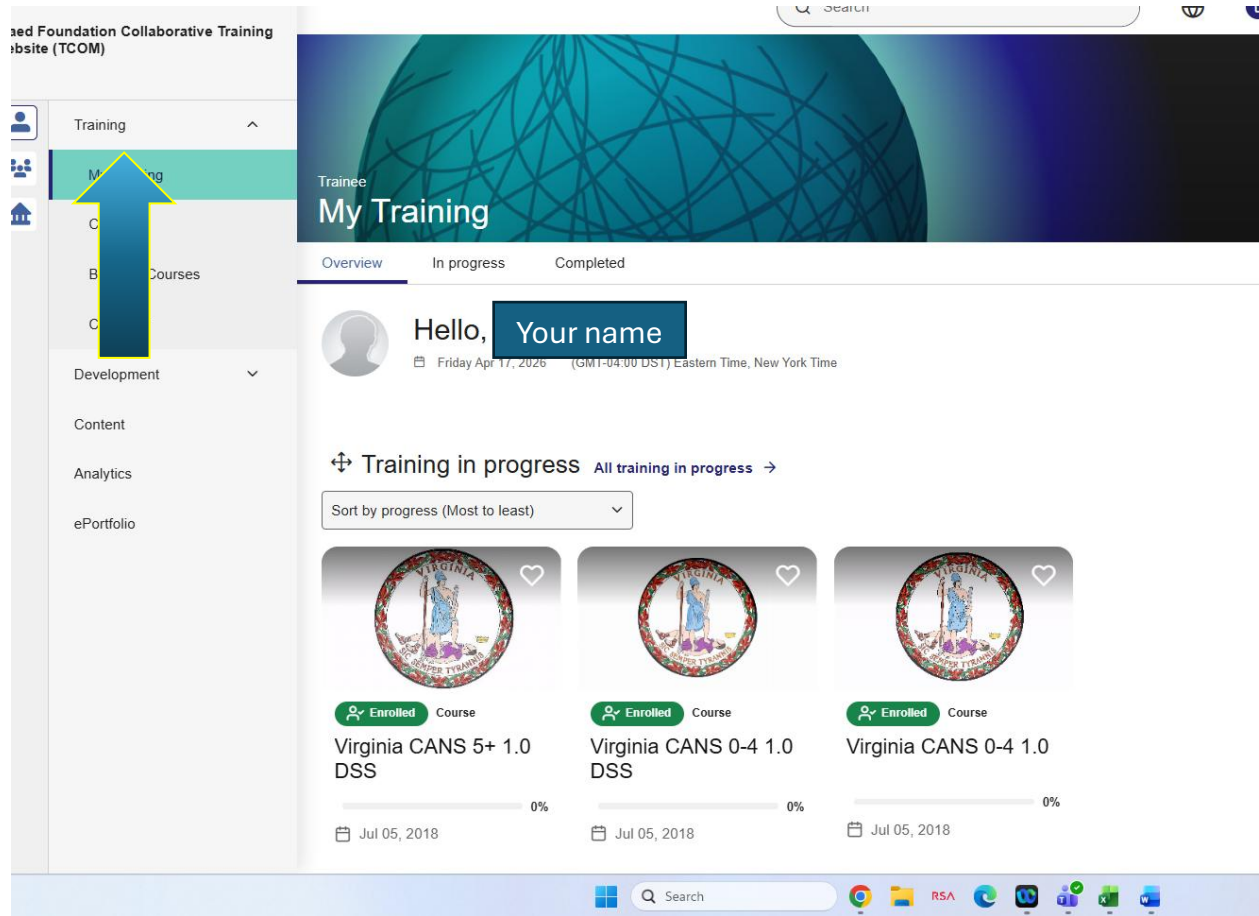
Click on the profile icon by the word “Learner” in the upper left hand corner of the screen.



Then click on “My Training” in the drop-down menu.

OR

When you log in, you may be taken directly to your “My Training” page (below).



OR

If you are taken to the “Bundled Courses” screen after logging in, (screenshot on next page), click on the words “Virginia Public” to reach the “My Training” page with all of the Virginia CSA courses.

Trainee

Bundled Courses

(GMT-0)

Search (minimum 3 characters)

Creation Date (Newest - Oldest)

Virginia, Public

This bundle is for Users who need to Certify in the TCOM Tools for the State of Virginia, Public

By Laura Mergen

4 | Category (1) | Apr 26, 2018

Purchased

More

Copyright © 2010-2026 Schoox - All rights reserved

Terms of Use and

Which will take you to the below page “My Training.”

Child Welfare Foundation Collaborative Training Website (TCOM)

Training

My Training

Catalog

Bundled Courses

Calendar

Development

Content

Analytics

ePortfolio

Trainee

My Training

Overview In progress Completed

Hello, **Your name**

Friday April 20, 2018 10:00 AM Eastern Daylight Time

Training in progress All training in progress →

Sort by progress (Most to least)

Course	Progress	Start Date
Virginia CANS 5+ 1.0 DSS	0%	Jul 05, 2018
Virginia CANS 0-4 1.0 DSS	0%	Jul 05, 2018
Virginia CANS 0-4 1.0	0%	Jul 05, 2018

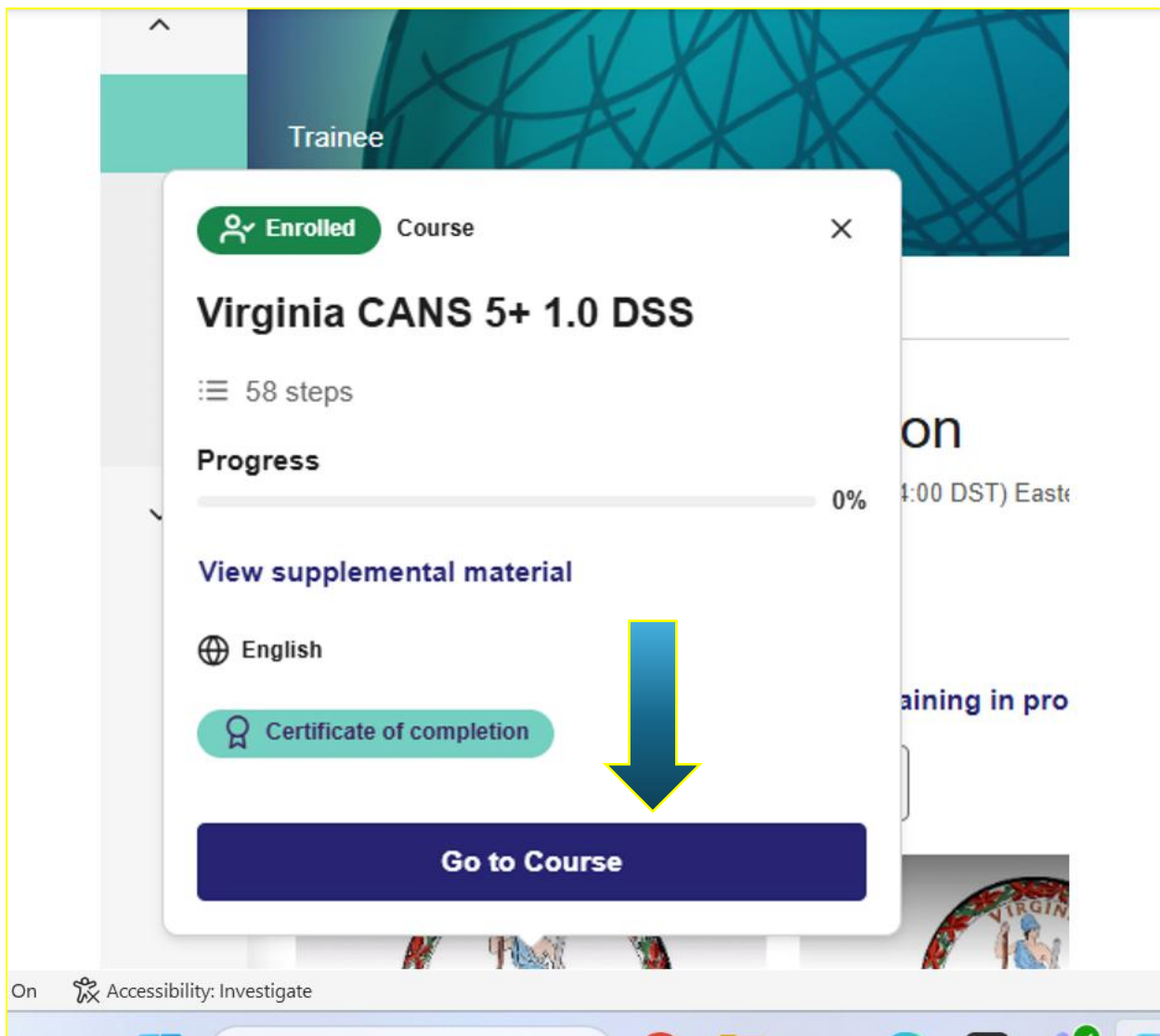
Windows Search

You should now be on the “My Training” screen with the four VA courses. Click on the version of CANS (each version is in a box with the state seal) on which you need to recertify. If you are a local DSS employee select one of the DSS versions. If you are a CSB, CSU, or public school employee select one of the Standard (non-DSS) versions. Many users test on the CANS Ages 5+ (to 21) as children served by CSA are often in this age group. Certification on only one version is needed, unless your local CSA policy requires both.

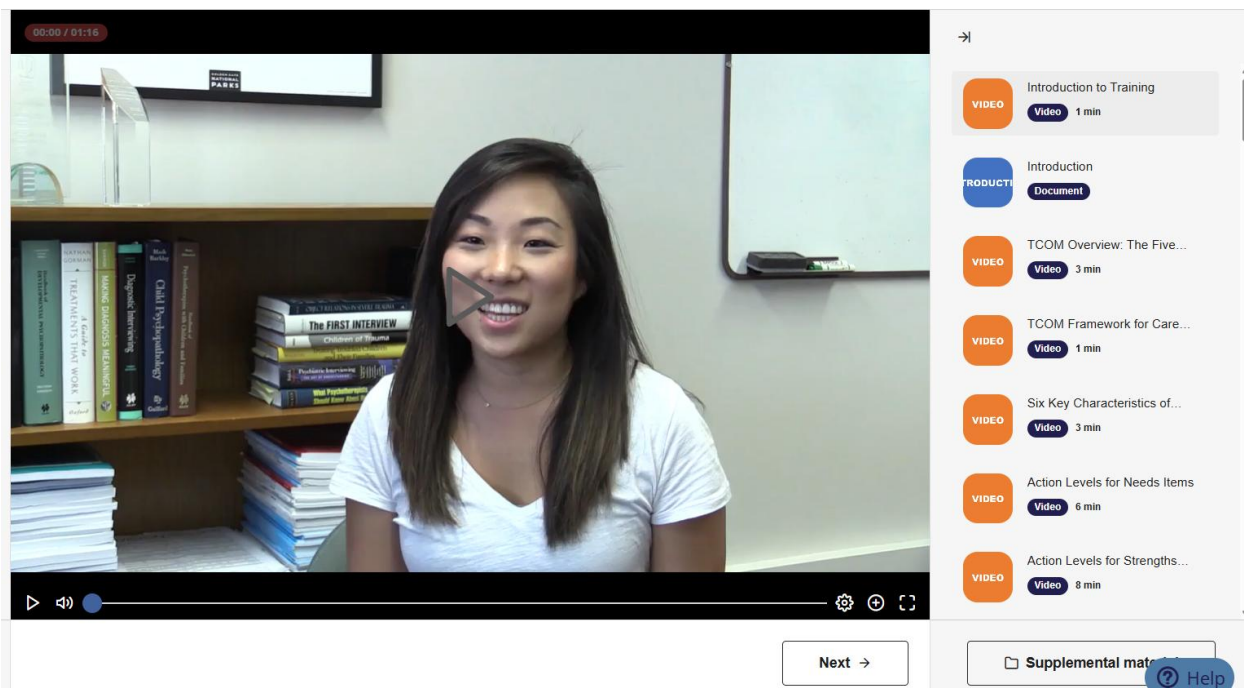
Mouse over the box with the course you wish to take.

Click on “Quick View” and see the next screenshot.

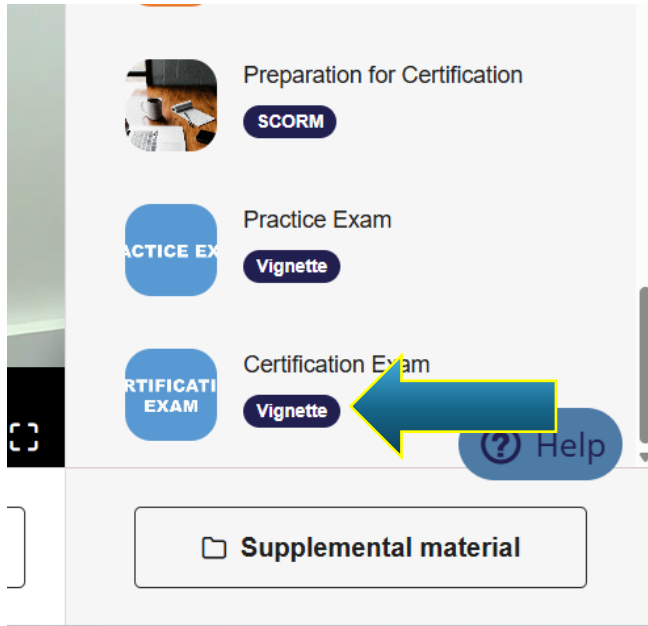
Then select “Go to Course.”



That will take you to a page with a video and the course modules (or “steps”) listed on the right hand side of the screen.



Scroll all the way down to through the list on the right until you see “Certification Exam” in blue (see screenshot on next page). Users only have to complete the training once, but must recertify by taking the test yearly.



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

Click on “Vignette” (screenshot with arrow on page 7 above) to start the test. Be sure to read the “Vignette Assumption” (next).

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!

Retake vignette

Select “Take Vignette” or “Retake Vignette” depending on your current certification status.

Under the vignette assumption on the left hand side of the screen, you will see the “Story” which is 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 Domain for you to rate (below).

Life Functioning		0	1	2	3
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					
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"/>

Select the ratings you think are most appropriate for each item.

When rating each Domain, be sure to use the “needs” or “strengths” scale as noted at the top of the page.

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

Click on “Next section” to move to the following Domain which is Child Strengths/Resilience. This Domain is the only one rated with the “Strengths” scale, reflecting the level of the strength and if/when action should be taken.

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 Caregiver Strengths and Needs Domain is rated on the “needs” scale.

Complete the course and “submit.”

- If you do not pass the certification exam, the screen will display the below.



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

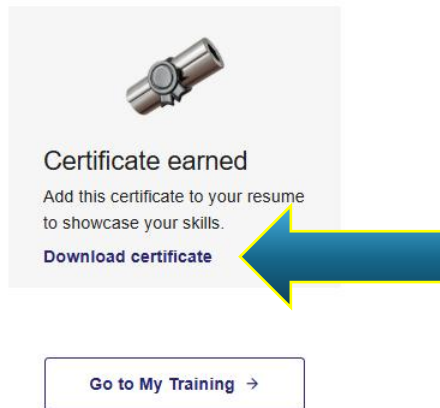
[Exit vignette](#)

- If you pass, you will see the below. You may then access your certificate.



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](#)

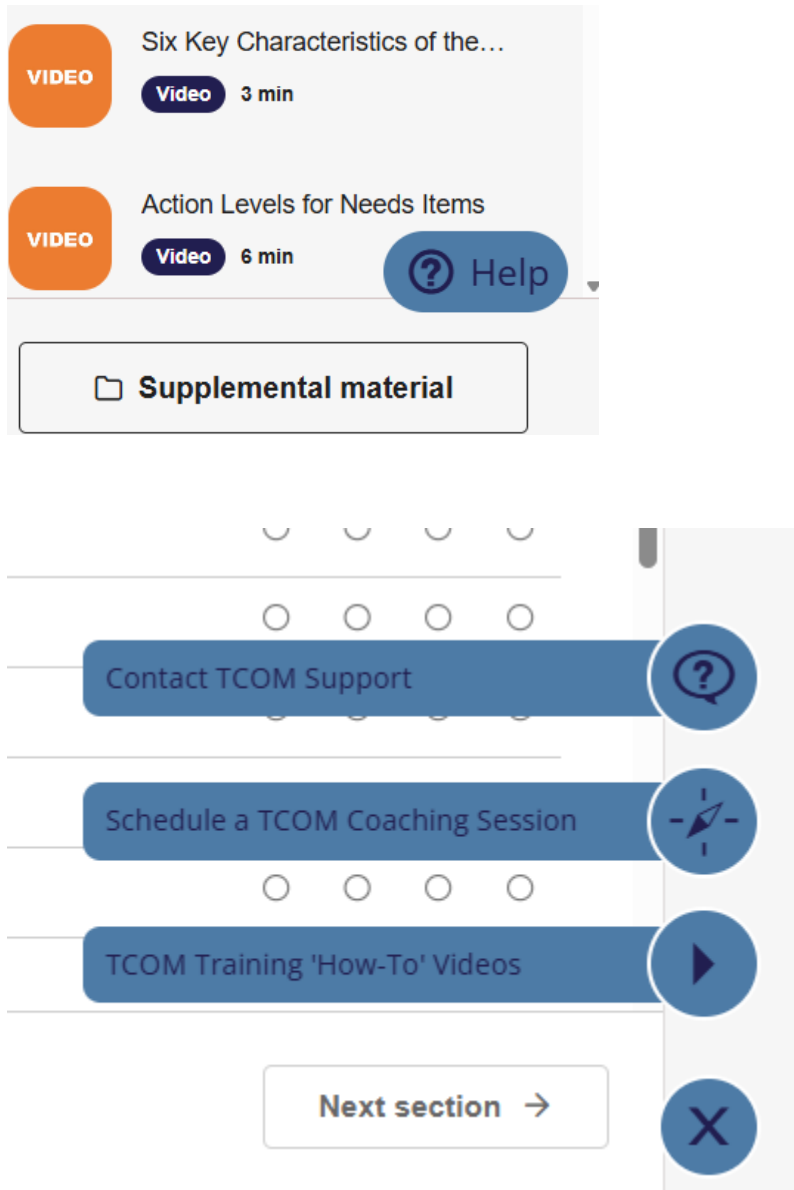
[Go to My Training →](#)

A blue arrow points from the 'Download certificate' link to the right.

Your CANVaS account will be updated electronically with your recertification information the morning following recertification. You do not need to submit the new certificate for the update to occur.

If you need to complete a CANS right away, you may download your certificate (see above) and send your new certificate to the CANVaS Help Desk at canvas@rcrtechnology.com with a request for Help Desk staff to manually update your certification status in CANVaS. The Help Desk will verify the certification and update your account if appropriate. The Help Desk may also be reached at csa.canvassupport@csa.virginia.gov or 1-877-727-8329.

Praed site support may be reached at any time by emailing support@tcomtraining.com or clicking on the “Need help? Contact Us” on the log-in page or by clicking on the blue “Help” button in the lower right hand corner of the screen on any page of the Praed CANS training/certification website.



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

A screenshot of a contact form. The form has a close button (X) in the top right corner. The fields are: Name (with "John Smith" entered), Email address (with "Enter email" placeholder), Subject (with "Question" selected in a dropdown), Course Name (if applicable) (with "Enter course name" placeholder), and Message (a large text area). Below the message field is a blue "Upload Attachment" button. At the bottom, there is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo, and a grey "Send Message" button.

Praed site support responds within 24 hours.

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

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

