



CANS/ANSA History – IL Job Aid

The *CANS/ANSA History* screen allows the user to view the Summary report of CANS and/or ANSAs completed for the Youth within the last 8 months.

CANS/ANSA History

CANS/ANSA History

▼ Referral Summary - Susie Sunshine

Referral Date	Referral ID	Referral Status	Referral Category
01/27/2017	55293	Open	Independent Living
Transition Planner	Educational Liaison	412 Youth Zone	Owner of Plan
Sanfilippo, Mela	-Select-	-Select-	412 YouthZone
School Name	School Grade	Placement Agency	Enrollment Status
			Not Enrolled

▼ Assessment History

Assessment Description	Assessor	Role	Provider Name / Regional Office	Assessment Date	Status	Projected Reassessment Date
Comprehensive - Version 2.0	Tom Michael	C&T Manager	NRO	04/01/2016	Complete	09/28/2016

Show entries

First Previous **1** Next Last

Navigation

- From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **CANS/ANSA History** tile.
- The **Previous** and **Next** buttons at the bottom of the screen can be used to navigate up or down one screen within the Left Navigation tiles.



Assessment History

1. **Assessment History** : This pane contains a list of all the CANS or ANSAs that have been completed for the Youth within the last 8 months.

Assessment Description	Assessor	Role	Provider Name / Regional Office	Assessment Date	Status	Projected Reassessment Date
Comprehensive - Version 2.0	Tom Michael	C&T Manager	NRO	04/01/2016	Complete	09/28/2016

Show 10 entries First Previous 1 Next Last

- a. The *Assessment History* grid contains the following information:
- Assessment Description*
 - Assessor* name
 - Role* of the Assessor
 - Provider Name/Regional Office* of the Assessor
 - Assessment Date*
 - Status* of the Assessment
 - Projected Reassessment Date*
- b. To view the CANS or ANSA Summary Report click on the *Assessment Description* link of the desired Assessment. The Summary Report will then open in a new window in PDF format.

Important Reminder when previewing and printing:

Previews will open in a new window or tab. This window or tab may open in the background and may not be immediately visible. Close all other previews first.

Synergy is **NOT** compatible with Microsoft's Edge  browser.

Use either Internet Explorer  or Chrome .

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>