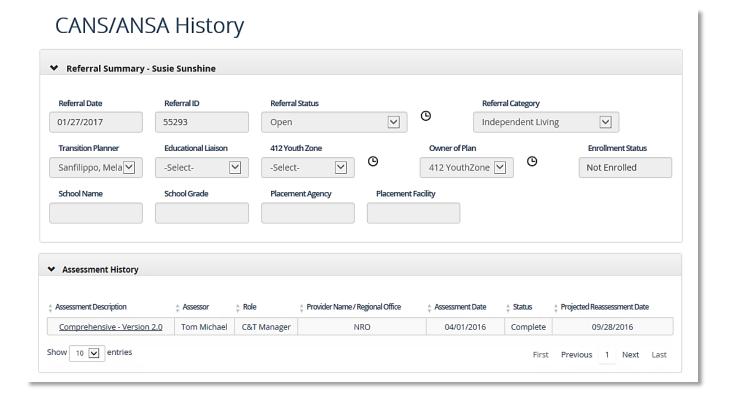




# CANS/ANSA History – IL Job Aid

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



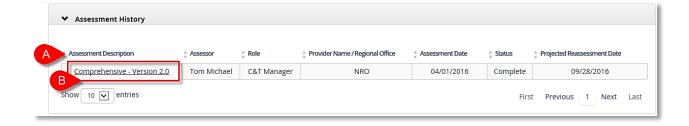
## Navigation

- 1. From the Dashboard : Locate the desired Referral and click on the Referral ID to bring the Referral into focus.
  - a. Click on the CANS/ANSA History tile.
- 2. 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.



- a. The Assessment History grid contains the following information:
  - i. Assessment Description
  - ii. *Assessor* name
  - iii. Role of the Assessor
  - iv. Provider Name/Regional Office of the Assessor
  - v. Assessment Date
  - vi. Status of the Assessment
  - vii. 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 <u>ServiceDesk@AlleghenyCounty.US</u> 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: <a href="http://s3.amazonaws.com/dhs-application-support/index.htm">http://s3.amazonaws.com/dhs-application-support/index.htm</a>