

# **Montana CANS System (MCS) User Guide: Accessing CANS Reports**

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## Purpose

The purpose of this manual is to walk you *step-by-step* through each of the screens and mouse-clicks necessary to access CANS-related reports in the Montana CANS System (MCS). This manual is meant as a beginning tool; over time you will learn features and tips that allow you to enter this information even more quickly. That's fantastic. Please share those with all of us (e-mail me at my address below and I'll be happy to send out your tip and those of others). In the meantime, here's a manual to get you on your way.

Best,

Robin Albee  
ralbee@mt.gov

The screenshot shows the Montana.gov ePass login page. The browser address bar displays <https://app.mt.gov/epass/Authn/selectIDP.html>. The page header includes the Montana.gov logo and navigation links for SERVICES, AGENCIES, LOGIN, and SEARCH. A banner image of a mountain landscape is visible. The main content area features a blue header with a lock icon and the text "Home » Welcome to ePass Montana". Below this, a sub-header states "ePass Montana is a convenient and secure way to access Montana government services." and there are links for "Instructions", "How Do I", and "Feedback". The page is divided into three login sections: "ePass Montana Login", "State Employee Login", and "Open ID Login". Each section has a "Hide" button. The "ePass Montana Login" section contains the text "Login with ePass Montana" and "Login with your ePass Montana account. If you do not have an account, you can create one here." with a "Login" button. The "State Employee Login" section contains the text "State Employee Login" and "Login with your state network account." with a "Login" button. The "Open ID Login" section contains the text "Login with OpenID" and "Login with an account you already have from an OpenID provider. Please select your account provider:". Two callout boxes provide instructions: the first points to the browser address bar, and the second points to the "Login" button in the ePass Montana section.

1. Start by entering the web address to ePass into the address bar of your Internet Explorer or Google Chrome web browser. Then press 'Enter.' The following page will open up.

2. Then click the 'Login' button to Login with ePass Montana.

The screenshot shows the 'ePass Montana Login' page. At the top, there is a blue header with a lock icon and the text 'Home » ePass Montana Login'. Below this, a sub-header reads 'ePass Montana provides access to all authorized eGovernment services'. On the right side of the header, there are three buttons: 'Instructions', 'How Do I', and 'Feedback'. The main content area is divided into two panels: 'Existing User' and 'New User'. The 'Existing User' panel contains two input fields for 'Username:' and 'Password:', a link for 'Forgot your Username or Password?', and a 'Login' button. The 'New User' panel contains the text 'Create an ePass Montana account by selecting the button below:' and a 'Create an Account' button. A 'Home' button is located at the bottom center of the page. Three callout boxes with numbered instructions are overlaid on the page: Box 1 points to the login form, Box 2 points to the 'Forgot your Username or Password?' link, and Box 3 points to the 'Create an Account' button.

**1.** Enter your ePass Username and Password. Then click 'Login.'

**2.** If you have forgotten your Username or Password, click on this link and follow the instructions to recover your Username or Password.

**3.** If you do not yet have an E-Pass account, click on this link and follow the instructions to create one.

The image shows a screenshot of the Montana.gov ePass Montana Dashboard. At the top left, the logo reads "MONTANA.GOV OFFICIAL STATE WEBSITE". The top right navigation bar includes "AGENCIES", "LOGIN", and a "SEARCH" field with a magnifying glass icon. The main header is a blue bar with a home icon, "Home > Welcome to the ePass Montana Dashboard", and a sub-header: "Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information." Below this are three buttons: "Instructions", "How Do I", and "Feedback".

The "Account Information" section is highlighted with a blue bar and a "Hide" button. It contains a "Welcome:" label with a dashed box around it, followed by "You Are Logged In With Your ePass Montana Account" and an orange "ePass Montana" button. Below are links for "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account".

The "Other Accounts" section includes "Login With And" and an "OpenID" button, followed by "Logout From All".

The "News and Information" section is also highlighted with a blue bar and a "Hide" button. It features two news items, both titled "ePass 2.0 Developer Toolkit has launched". The first item has a sub-headline "The ePass 2.0 Developer Toolkit site has launched at", and the second item has a sub-headline "ePass 2.0 is Live!!".

Two callout boxes are present: one pointing to the "Welcome:" label and another pointing to the "Hide" button in the "Account Information" section.

**1.** When you have successfully logged in, the system will welcome you to the site.

**2.** Click on the grey bar and pull it towards the bottom of the page.

## Your Services ⓘ

Edit

- DPHHS Cans Admin (UAT Montana) (ePass) ★
- DPHHS CANS MONTANA (ePass) ★
- DPHHS Cans Reports (UAT Montana) (ePass) ★
- File Transfer Service (ePass) ★

## Most Popular ⓘ

- State Job Application
- DPHHS Plan First
- Tank Helper
- Orion Data Portal

## Add a Service? ⓘ

Edit

- 9-1-1 Program Service
- AGR Versa Online
- AGR Versa Regulation
- AGR Versa:Regulation
- Animal Health Import Permitting
- Asbestos Accreditation
- Asbestos Permits
- BFI eLicense Intranet
- BFI eLicense Intranet v20130208
- BFI eLicense Online
- BFI eLicense Online v20130208
- Business Resource and Listing Update Tool
- Campaign Online Reporting System

When you scroll down, you will see this section of the webpage. Click on the third option, 'DPHHS CANS Reports.'



Reports

View Reports

- Finalized CANS Assessment Report
- CANS Summary Report
- Treatment Progress Report
- Clinical Formulation Report
- Youth Facesheet Report

A new screen will open up with the menu of CANS-based reports available to you. **You've successfully made it to the CANS reports!** Now let's walk through how to open and use them.....

IRONDATA  
Intelligent Case Manager

Reports

Reports

- View Reports
- Finalized CANS Assessment Report**
- CANS Summary Report
- Treatment Progress Report
- Clinical Formulation Report
- Youth Facesheet Report

Let's begin with the first listed report, the '**Finalized CANS Assessment Report.**' This is the assessment which you review with the caretaker and youth, in order to set Treatment Plan goals and, over time, determine progress you have made together.

The image shows a software interface for a 'Finalized CANS Assessment'. The main window has a title bar 'Finalized CANS Assessment' and a toolbar with icons for print, save, and other functions. Below the toolbar, it says 'Showing page 1 of'. A dialog box titled 'Parameter' is open in the foreground. The dialog box contains the text 'Parameters marked with \* are required.' and four parameters, each with a blue double-bracket icon to its left:

- 'Provider: \*' with a dropdown menu.
- 'Youth: \*' with a dropdown menu.
- 'Finalized Date: \*' with a dropdown menu.
- 'Include Domain Comments: \*' with radio buttons for 'Yes' and 'No' (the 'No' option is selected).

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. A black line points from the 'Provider: \*' dropdown menu to a text box in the lower-left corner of the slide.

When you choose the 'Finalized CANS Assessment Report,' a dialog box will appear. This box will let you set the parameters for which assessment(s) to look at, and what information to see. Let's begin with the first drop-down menu, under **'Provider.'**

**Finalized CANS Assessment**

Showing page 1 of

**Parameter**

Parameters marked with \* are required.

Provider: \*

Provider Agency XYZ

Finalized Date: \*

Include Domain Comments: \*

OK Cancel

The name of the provider(s) which you have permission to view will appear when you click on this menu. Select the provider agency in which your child/youth's record resides.

**Finalized CANS Assessment**

Showing page 1 of

**Parameter**

Parameters marked with \* are required.

Provider: \*  
Provider Agency XYZ

Youth: \*  
Lad, Dan  
duck, daffy  
Simpson, Bartholomew  
jones, john  
Johnson, Bob  
Jinks, Jay  
Owens, Trey  
Testaroo, Bob  
Campbell, Peter  
Mock, Cans  
Doe, Michael  
fudd, Alice  
Sample, Teddy  
james, bob  
Jones, Mickey  
Carlson, John  
Doe, Baby

OK Cancel

The name of the client(s) which you have permission to view will appear when you click on the 'Youth' menu. Select the child/youth's record which you need to view.

**Finalized CANS Assessment**

Showing page 1 of

**Parameter**

Parameters marked with \* are required.

{ Provider: \*  
Provider Agency XYZ

{ Youth: \*  
duck, daffy

{ Finalized Date: \*  
02/24/2014

Yes  
 No

OK Cancel

The 'Finalized Date' menu lists all of the dates in which a CANS Assessment was finalized for this client at this agency. Select the finalization date of the assessment which you wish to view.

**Finalized CANS Assessment**

Showing page 1 of

**Parameter**

Parameters marked with \* are required.

Provider: \*  
Provider Agency XYZ

Youth: \*  
duck, daffy

Finalized Date: \*  
02/24/2014

Include Domain Comments: \*  
 Yes  
 No

OK Cancel

1. You can choose whether you would like to see the domain-related comments in the report, or to suppress the comments. When you are reviewing the Assessment with the caregiver and youth, it is **often useful to see the comments to remind everyone why an item has been rated as a '2' or a '3.'** Click 'Yes' to do this.

2. When you have finished selecting your parameters, click '**OK.**'

The screenshot displays the IRONDATA Intelligent Case Manager Reports interface. The main window title is "Finalized CANS Assessment". The left sidebar shows a "Reports" section with a "View Reports" dropdown menu. The menu items are: "Finalized CANS Assessment Report", "CANS Summary Report", "Treatment Progress Report", and "Clinical Formulation Report". The main content area shows "Showing page 1 of" and a large empty space. A "Processing, please wait ..." dialog box is overlaid on the right side of the main content area. The dialog box contains a progress bar with 10 blue segments and a "Cancel" button. A callout box with a black border and white background points to the dialog box with the text "You will see a notice that the report is processing.....".

IRONDATA  
Intelligent Case Manager

Reports

Reports

View Reports

- Finalized CANS Assessment Report
- CANS Summary Report
- Treatment Progress Report
- Clinical Formulation Report

Finalized CANS Assessment

Showing page 1 of

Processing, please wait ...

Cancel

You will see a notice that the report is processing.....

**Finalized CANS Assessment**

Showing page 1 of 20

**Finalized CANS Assessment Report**

Child's Name : duck, daffy      Finalized Date : Feb 24, 2014  
 DOB : Feb 1, 2002      Provider : Provider Agency XYZ  
 Child Medicaid No. : 7000000000      LOC/Provider Type : PRTF  
 Assessment Type : Admission      Finalized By : Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences**

**Key for Traumatic/Adverse Childhood Experiences**

0 = No Evidence of any trauma of this type or ACE.  
 1 = A single incident or suspicion of the trauma or ACE.  
 2 = Child has experienced multiple incidents or moderate degree of this trauma or ACE.  
 3 = Child experienced repeated and severe incidents of trauma or ACE.

Items	Rating	Items	Rating
1. Sexual Abuse	2	8. School Violence	1
2. Physical Abuse	2		
3. Emotional Abuse	1		
4. Neglect	0		
5. Medical Trauma	0		
6. Witness to Family Violence	0		
7. Community Violence	0		

**Comments and supporting information for rating :**

comments

**1. Voila! Our assessment has shown up! Use the arrow buttons to navigate forward or backward in the Assessment.**

**2. We can also navigate to a specific page in the assessment by entering the page number in the 'Go to page:' box and clicking on the arrow which follows.**

**Finalized CANS Assessment**

Showing page 1 of 20 Go to page:  

### Finalized CANS Assessment Report

**Child's Name :** duck, daffy      **Finalized Date :** Feb 24, 2014  
**DOB :** Feb 1, 2002      **Provider :** Provider Agency XYZ  
**Child Medicaid No. :** 7000000000      **LOC/Provider Type :** PRTF  
**Assessment Type :** Admission      **Finalized By :** Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

**Key for Traumatic/Adverse Childhood Experiences:**  
0 = No Evidence of any trauma of this type.  
1 = A single incident or suspicion of this trauma or ACE  
2 = Child has experienced multiple incidents  
3 = Child experienced repeated and severe incidents

Items	Rating	Items	Rating
1. Sexual Abuse	0	12. Witness to Criminal Activity	0
2. Physical Abuse	0	13. Parental Criminal Behavior	0
3. Emotional Abuse	0	14. Disruption in Caregiving	0
4. Neglect	0		
5. Medical Trauma	0		
6. Witness to Family Violence	0		
7. Community Violence	0		

**Comments and supporting information for rating :**

Here we've entered '7' in the response box following the 'Go to page:' prompt. If we click on the green arrow, we'll jump forward to page 7 in the report.

**Finalized CANS Assessment**

Showing page 7 of 20 Go to page:

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Admission	Finalized By :	Stevens, Sherry Lynn

**Rating of Children Five Years Old and Younger**

**Rating of Children Five Years Old and Younger Domain:**

- 0 = No evidence or no reason to believe that the rated item requires any action.
- 1 = A need for watchful waiting, monitoring, or possibly preventive action.
- 2 = A need for action. Some strategy is needed to address the problem/need.
- 3 = A need for immediate or intensive action. This level indicates an immediate safety concern or a priority for intervention.

<b>Items</b>				
76. Motor				
77. Sensory				
78. Communication				
79. Failure to Thrive				
80. Feeding/Elimination				
81. Birth Weight				
82. Prenatal Care	N/A	90. Day Care/Preschool		N/A
83. Substance Exposure	N/A			

**Comments and supporting information for rating :**

...and here we are at page 7 in the report. To jump to another page, we can simply enter another page number and click again on the green arrow.

In the next few pages we'll take a look at a series of functions available for these reports. These functions are located in the toolbar near the top of the screen.



Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Admission	Finalized By :	Stevens, Sherry Lynn

1. Clicking on the first of these activates the Table of Contents. This feature lets us know if there are multiple assessments which were completed on the same date. This way we can select which of these assessments to view.

**Finalized CANS Assessment**

Showing page 1 of 20 Go to page:

1024033

1024

**Finalized CANS Assessment Report**

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Admission	Finalized By :	Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

**Key for Traumatic/Adverse Childhood Experiences:**

- 0 = No Evidence of any trauma of this type.
- 1 = A single incident or suspicion of this trauma or ACE.
- 2 = Child has experienced multiple incidents or moderate degree of this trauma or ACE.
- 3 = Child experienced repeated and severe incidents of trauma or ACE.

**Items**

1. Sexual Abuse
2. Physical Abuse
3. Emotional Abuse
4. Neglect
5. Medical Trauma
6. Witness to Violence
7. Community Violence

Activating the Table of Contents reveals that there were **two assessments finalized on the same date for this client**. Clicking on the number associated with the assessment allows one to jump to the start of this particular assessment. This is especially useful because when multiple assessments are completed on the same day, they are sequenced one after the other in the record. This may make it look like there is very one long assessment which has been completed, as opposed to two assessments which have been recorded with one following the other. For instance, in this case the second assessment completed on this date paginates on page 11 of the Report, following directly after the end of the first report (which finishes on page 10).

**Finalized CANS Assessment**

Show **Run report** of 20 Go to page:

- 1024033
- 1024341

**Finalized CANS Assessment Report**

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Admission	Finalized By :	Stevens, Sherry Lynn

Key for T

0 =

1 =

2 =

3 =

Items	Rating	Items	Rating
1. Sexual Abuse	2	8. School Violence	1
2. Physical Abuse	2	9. Natural/Manmade Disasters	0
3. Emotional Abuse	1	10. War Affected	0
4. Neglect	0	11. Terrorism Affected	0
5. Medical Trauma	0	12. Witness to Criminal Activity	0
6. Witness to Family Violence	0	13. Parental Criminal Behavior	0
7. Community Violence	0	14. Disruption in Caregiving	0

**Finalized CANS Assessment**

Showing page 11 of 20

Child's Name : duck, daffy  
 DOB : Feb 1, 2002  
 Child Medicaid No. : 7000000000  
 Assessment Type : Discharge

**Traumatic/Adverse Childhood Experiences**

**Key for Traumatic/Adverse Childhood Experiences**

0 = No Evidence of any trauma of this type.  
 1 = A single incident or suspicion of this trauma  
 2 = Child has experienced multiple incidents  
 3 = Child experienced repeated incidents

**Items**

1. Sexual Abuse
2. Physical Abuse
3. Emotional Abuse
4. Neglect
5. Medical Trauma
6. Witness to Family Violence
7. Community Violence

**Comments and supporting information for ratings**

comments

**Export Data**

Available result sets  
 tblChildInfo

Available Columns  
 CHILD\_ASSESSMENT\_ID  
 CM\_CASE\_ID  
 CREATE\_TIMESTAMP  
 LAST\_UPDATE\_TIMESTAMP  
 CHILD\_ASSESSMENT\_ENTRY\_D,  
 CHILD\_ASSESSMENT\_UPDATE\_I

Selected Columns

Other (If blank, use the local encoding)

Separator: Comma ( , )

Export column's data type  Export column as locale neutral

OK Cancel

The third function is the 'Export data' function. This allows you to extract critical information about a report and download it in a format which allows it to be used in statistical reports. This is a function primarily of interest to administrators and analysts.

**Finalized CANS Assessment**

Showing page 11 of 20

Child's Name : duck, daffy  
 DOB : Feb 1, 2002  
 Child Medicaid No. : 7000000000  
 Assessment Type : Discharge

**Traumatic/Adverse Childhood Experiences**

**Key for Traumatic/Adverse Childhood Experiences**

0 = No Evidence of any trauma of this type.  
 1 = A single incident or suspicion of this trauma  
 2 = Child has experienced multiple incidents of this trauma  
 3 = Child experienced repeated and severe incidents of this trauma

Items	Rating
1. Sexual Abuse	2
2. Physical Abuse	2
3. Emotional Abuse	1
4. Neglect	0
5. Medical Trauma	0
6. Witness to Family Violence	0
7. Community Violence	0

**Comments and supporting information for ratings**

comments

**Export Data**

Available result sets  
 tblChildInfo

Available Columns  
 CHILD\_ASSESSMENT\_ID  
 CM\_CASE\_ID  
 CREATE\_TIMESTAMP  
 LAST\_UPDATE\_TIMESTAMP  
 CHILD\_ASSESSMENT\_ENTRY\_ID  
 CHILD\_ASSESSMENT\_UPDATE\_ID  
 CHILD\_ASSESSMENT\_ENTERED\_DATE  
 ASSESSMENT\_STATUS\_ID  
 ASSESSMENT\_TYPE\_ID  
 LOC\_SVC\_TYPE\_ID

Selected Columns

Export format: CSV (\*.csv)

Output encoding:  UTF-8  
 Other (If blank, use the local encoding)

Separator: Comma ( , )

Export column's data type  Export column as locale neutral

OK Cancel

The 'Export Data' dialog box offers a series of options for determining the data structure and format for export. One can choose the data table / set, columns of interest, data format, encoding, and separator. This allows for easy import to leading database and data analysis programs (such as Microsoft Excel).

**Finalized CANS Assessment**

Showing page 11 of 20 Go to page:

Child's Name :	duck, daffy	Finalized Date :	Feb 24, 2014
DOB :	Feb 1, 2002	Provider :	Provider Agency XYZ
Child Medicaid No. :	7000000000	LOC/Provider Type :	PRTF
Assessment Type :	Discharge	Finalized By :	Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

**Key for Traumatic/Adverse Childhood Experiences**

0 = No Evidence of any trauma of this type.  
 1 = A single incident or suspicion of this trauma  
 2 = Child has experienced multiple incidents of this trauma  
 3 = Child experienced repeated and severe incidents of this trauma

Items	Rating
1. Sexual Abuse	2
2. Physical Abuse	2
3. Emotional Abuse	1
4. Neglect	0
5. Medical Trauma	0
6. Witness to Family Violence	0
7. Community Violence	0

**Comments and supporting information for rating :**  
 comments

**Export Report**

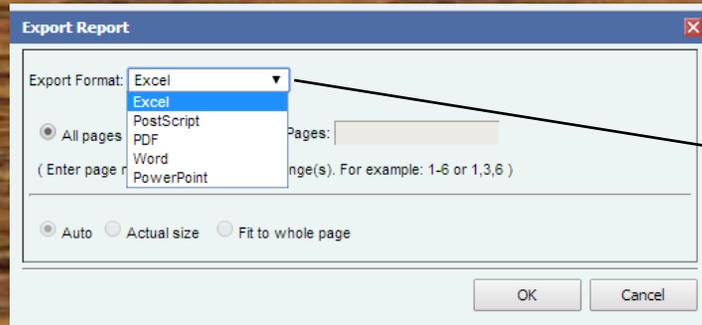
Export Format:

All pages
  Current page
  Pages:

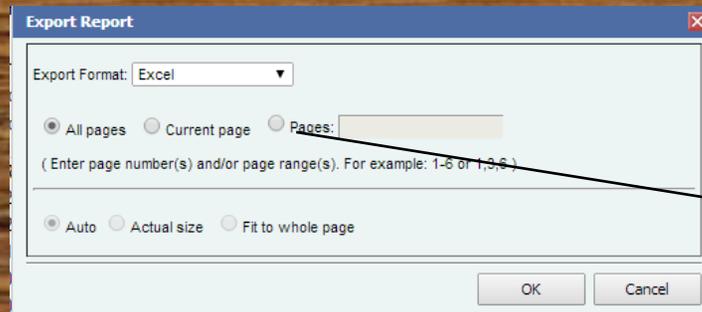
( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto
  Actual size
  Fit to whole page

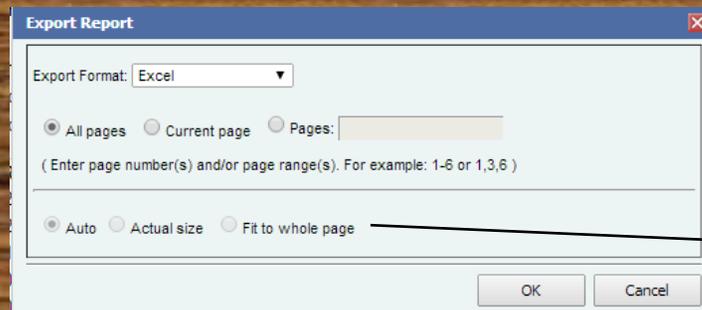
The fourth function is the 'Export Report' function. This allows you to save the report in any of a number of convenient formats for later access. Be sure that any storage of these reports is HIPAA-compliant, as these reports contain Protected Health Information for which you are responsible for safekeeping.



1. The 'Export Format' menu allows you to choose which file format in which to save the exported file.



2. The export page options include the ability to export all pages in the report, export the current page, or export select pages from a range which you specify.



3. The page sizing options allow you to size the report to different page formats. This has the most impact on how the report looks and prints.

Showing page 11 of 20

Child's Name : duck, daffy      Finalized Date : Feb 24, 2014  
 DOB : Feb 1, 2002      Provider : Provider Agency XYZ  
 Child Medicaid No. : 7000000000      LOC/Provider Type : PRTF  
 Assessment Type : Discharge      Finalized By : Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

Key for Traumatic/Adverse Childhood Experiences  
 0 = No Evidence of any trauma of this type.  
 1 = A single incident or suspicion of this trauma  
 2 = Child has experienced multiple incidents of this trauma  
 3 = Child experienced repeated and severe incidents of this trauma

Items	Rating
1. Sexual Abuse	2
2. Physical Abuse	2
3. Emotional Abuse	1
4. Neglect	0
5. Medical Trauma	0
6. Witness to Family Violence	0
7. Community Violence	0
13. Parental Criminal Behavior	0
14. Disruption in Caregiving	0

Comments and supporting information for rating :  
 comments

**Print Report**

Print Format

HTML  
 PDF Auto

All pages     Current page     Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

OK    Cancel

The next function in the toolbar is the 'Print Report' function. This allows you to print the report to a local printer.

Showing page 11 of 20

Child's Name : duck, daffy      Finalized Date : Feb 24, 2014  
 DOB : Feb 1, 2002      Provider : Provider Agency XYZ  
 Child Medicaid No. : 7000000000      LOC/Provider Type : PRTF  
 Assessment Type : Discharge      Finalized By : Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

**Key for Traumatic/Adverse Childhood Experiences**  
 0 = No Evidence of any trauma of this type.  
 1 = A single incident or suspicion of this trauma  
 2 = Child has experienced multiple incidents of this type  
 3 = Child experienced repeated and severe incidents of this type

**Items**

Items	R	R
1. Sexual Abuse	2	
2. Physical Abuse	2	
3. Emotional Abuse	1	
4. Neglect	0	
5. Medical Trauma	0	
6. Witness to Family Violence	0	13. Parental Criminal Behavior
7. Community Violence	0	14. Disruption in Caregiving
		0

**Comments and supporting information for rating :**  
 comments

**Print Report**

Print Format

HTML  
 PDF Auto

All pages    Current page    Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

OK   Cancel

The menu box gives you the choice of print format (HTML or .pdf) and the page range you want to print. Typically for reports, we choose the options that give the report the greatest readability, and which use only as much paper as we need. The .pdf option is usually the clearest, most readable format. Experiment with these options to determine what format best fits your uses.

**Finalized CANS Assessment**

Showing page 11 of 20

Child's Name : duck, daffy  
 DOB : Feb 1, 2002  
 Child Medicaid No. : 7000000000  
 Assessment Type : Discharge

Finalized Date : Feb 24, 2014

**Traumatic/Adverse Childhood Experiences**

**Key for Traumatic/Adverse Childhood Experiences**

- 0 = No Evidence of any trauma of this type.
- 1 = A single incident or suspicion of this trauma
- 2 = Child has experienced multiple incidents of this trauma
- 3 = Child experienced repeated and severe incidents of this trauma

**Items**

1. Sexual Abuse	2
2. Physical Abuse	2
3. Emotional Abuse	1
4. Neglect	0
5. Medical Trauma	0
6. Witness to Family Violence	0
7. Community Violence	0

**Comments and supporting information for rating**

comments

**Print report on the server**

Print the output document file on the server

Printer:

Status:

Model:

Description:

Please specify print settings

Number of copies:  Collate:

Duplex:

Mode:

Page size:

Print:  All pages

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

The final option on the tool menu is the 'Print Report on the Server' option. This allows you to choose the network printer and printing options which best fit your printing needs.

Print the output document file on the server

Printer:

Status:

Model:

Description:

Please specify print settings

Number of copies:  Collate:

Duplex:  Simplex  Horizontal  Vertical

Mode:  B&W  Color

Page size:

Print:  All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK

The 'Print Report on the Server' options are extensive. They allow you to select the appropriate printer from a list of networked printers, select the number of copies and if you wish to collate these copies, print two pages on a single sheet of paper (Duplex), print in color or black and white, pick your paper size, choose your page range, and choose your page format. **These options allow you to maximize the efficiency of the printing process, and may be particularly helpful when you have team meetings involving a child / youth and need to make multiple copies of the report.**

# CANS Summary Report

1. To choose the CANS Summary Report, click on the CANS Summary Report link.

2. The report Parameter box will open for you.

The screenshot displays a web application interface. On the left, a sidebar titled 'Reports' contains a list of report types: 'View Reports', 'Finalized CANS Assessment Report', 'CANS Summary Report' (highlighted in red), 'Treatment Progress Report', 'Clinical Formulation Report', and 'Youth Facesheet Report'. The main content area is titled 'MT CANS TREATMENT SUMMARY REPORT' and shows 'Showing page 1 of'. A 'Parameter' dialog box is open, containing the text 'Parameters marked with \* are required.' and three required fields: 'Provider: \*', 'Youth: \*', and 'Finalized Date: \*', each with a dropdown arrow. The dialog box has 'OK' and 'Cancel' buttons at the bottom. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with 'Done' and 'Internet | Protect' indicators.

MT CANS TREATMENT SUMMARY REPORT

Showing page 1 of

Parameter

Parameters marked with \* are required.

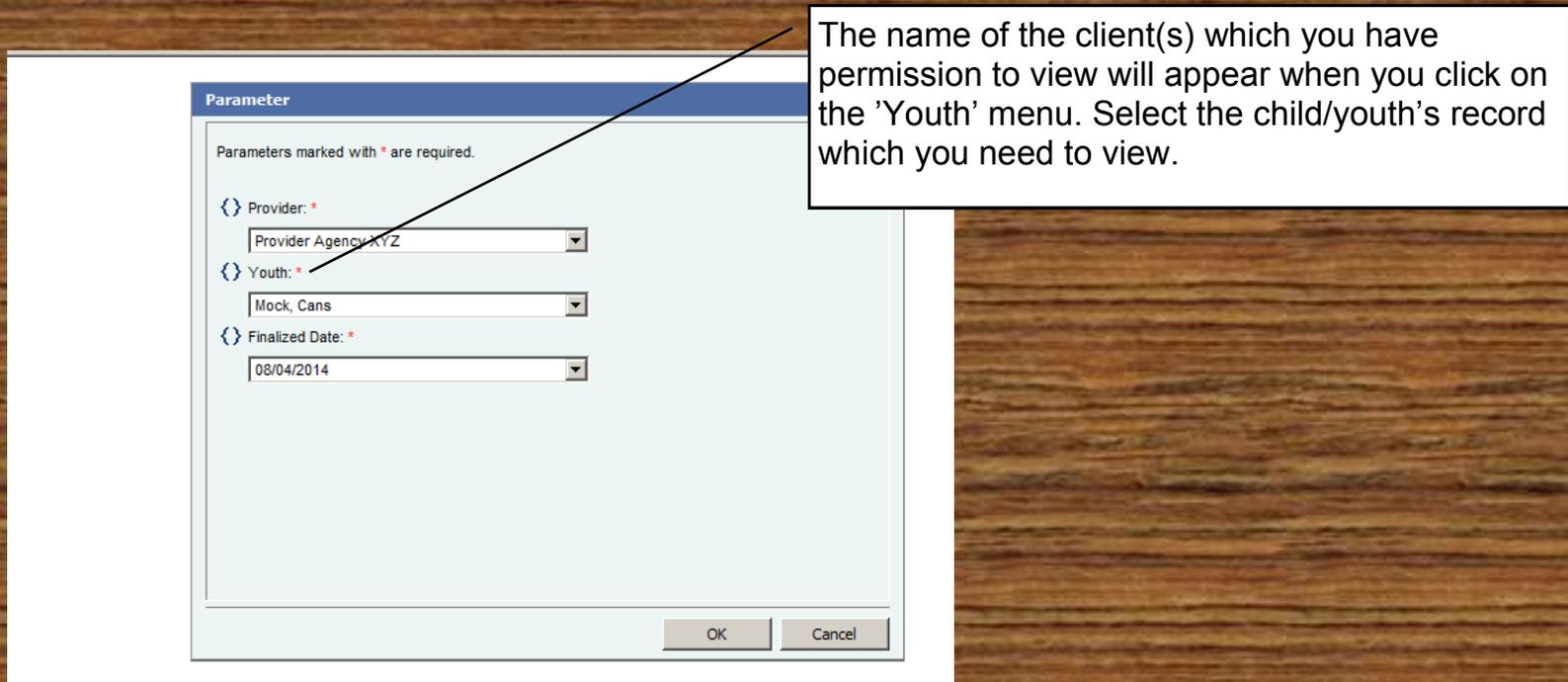
Provider: \*  
Provider Agency XYZ

Youth: \*  
Mock, Cans

Finalized Date: \*  
08/04/2014

Internet | Protected Mode: Off

As before, this dialog box will let you set the parameters for which report to look at, and what information to see. Begin with the first drop-down menu, '**Provider.**' Choose your provider name here.



The image shows a software dialog box titled "Parameter" with a blue header bar. Below the header, a message states "Parameters marked with \* are required." There are three required fields, each with a blue double-bracket icon to its left:

- Provider: \*** with a dropdown menu showing "Provider Agency XYZ".
- Youth: \*** with a dropdown menu showing "Mock, Cans".
- Finalized Date: \*** with a dropdown menu showing "08/04/2014".

At the bottom right of the dialog are "OK" and "Cancel" buttons. A white callout box with a black border and a black arrow pointing to the "Youth" dropdown contains the following text:

The name of the client(s) which you have permission to view will appear when you click on the 'Youth' menu. Select the child/youth's record which you need to view.

The 'Finalized Date' menu lists all of the dates in which a CANS Assessment was finalized for this client at this agency. Select the finalization date of the assessment which you wish to view.

Parameter

Parameters marked with \* are required.

{ } Provider: \*  
Provider Agency XYZ

{ } Youth: \*  
Mock, Cans

{ } Finalized Date: \*  
08/04/2014

OK Cancel

<b>MT CANS TREATMENT SUMMARY REPORT</b>	Child's Name :	Mock, Car
	Child Medicaid No. :	147587896
	DOB :	January 8,
	Finalized Date :	July 15, 20
	Provider :	Provider A
	LOC/Provider Type :	C SCT
Finalized By :	Stevens, S	
<b>Traumatic/Adverse Childhood Experiences Domain</b>		
Item :	Sexual Abuse	3
Item :	Medical Trauma	2
<b>Level of Trauma/Childhood Experiences :</b>		Serious
<b>Child Strengths - Assets</b>		
Item :	Interpersonal	0
Item :	Educational	0
Item :	Vocational	1
Item :	Coping/Savoring Skills	0
Item :	Resilience	1
Item :	Youth Involvement	1
Item :	Use of Free Time	1
<b>Child Strengths Building / Identification Areas</b>		

This report is often used in Treatment Planning. It summarizes each of the areas of Strength and Need, identifying needs for treatment planning, and strengths which are developed or could be developed. This summary sheet is often used with families as together you develop a story which organizes these needs and strengths and moves to setting goals and providing appropriate individualized supports to meet those goals.

MT CANS TREATMENT SUMMARY REPORT	
Showing page 2 of 2	
Item : Language	3
Item : Ritual	2
<b>Level of Problems(s) in Cultural Consideration :</b> Serious	
<b>Child Behavioral/Emotional Needs Domain</b>	
Item : Adjustment to Trauma	3
Item : Impulsivity	2
Item : Depression	2
Item : Anxiety	2
Item : Oppositional Behavior	2
Item : Attachment Difficulties	2
Item : Eating Disturbances	2
<b>Level of Child Behavioral/Emotional Needs :</b> Profound	
<b>Child Risk Behaviors Domain</b>	
<b>Level of Risk Behaviors :</b> None	
<b>Rating of Children Five Years Old and Younger</b>	
Item : Failure to Thrive	3

This report also provides a summary description of the intensity of treatment need by domain. This may help identify areas in which particularly intensive supports may be useful .

**MT CANS TREATMENT SUMMARY REPORT**

Showing page 1 of 4

<b>MT CANS TREATMENT SUMMARY REPORT</b>	Child's Name :	Mock, Cans
	Child Medicaid No. :	147587896
	DOB :	January 8, 2000
	Finalized Date :	July 14, 2014
	Provider :	Provider Agency XYZ
	LOC/Provider Type :	Other
	Finalized By :	Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

Item :	Medical Trauma	2
<b>Level of Trauma/Childhood Experiences :</b>		
<b>Child Strength</b>		
Item :	Family	0
Item :	Educational	1
Item :	Vocational	1
Item :	Resilience	1
Item :	Youth Involvement	1
Item :	Use of Free Time	1

Clicking on the first of these icons activates the Table of Contents. For the Treatment Summary Report, this feature just lists the pages in this report.

**MT CANS TREATMENT SUMMARY REPORT**

Showing page 1 of 2

**MT CANS TREATMENT SUMMARY REI** | Child's Name : Mock, Cans

Parameters marked with \* are required.

Provider: \*  
Provider Agency XYZ

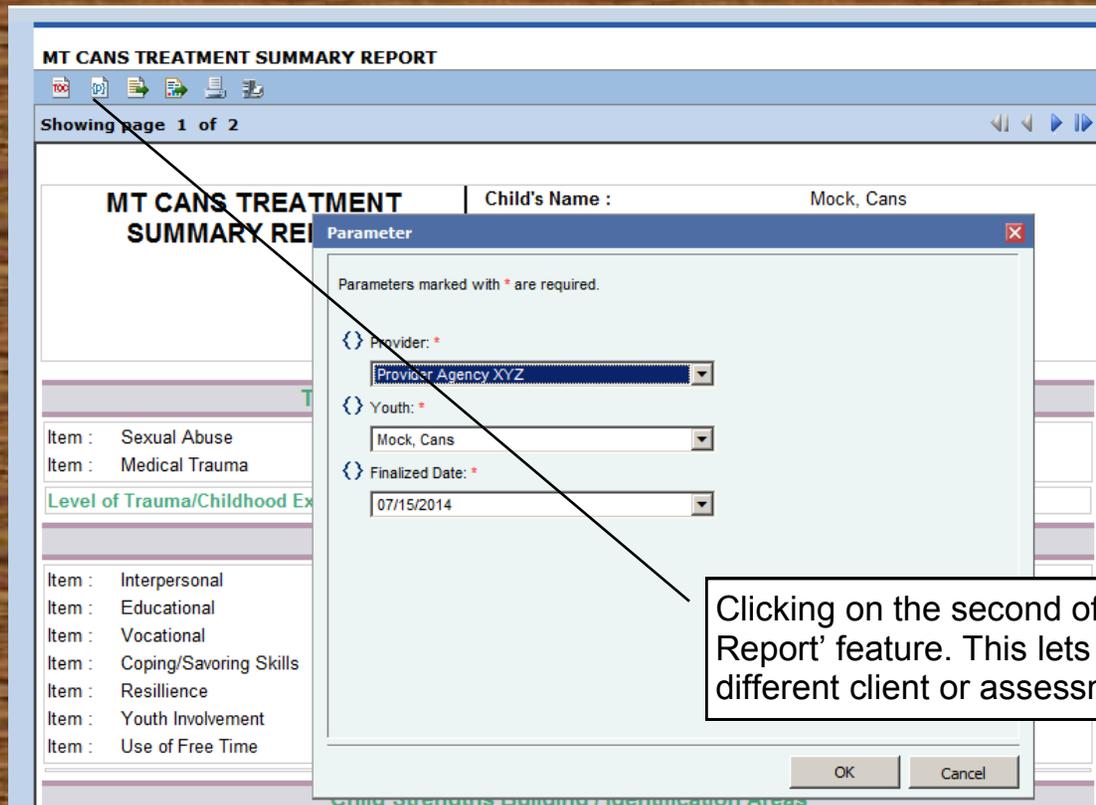
Youth: \*  
Mock, Cans

Finalized Date: \*  
07/15/2014

Item : Sexual Abuse  
Item : Medical Trauma  
Level of Trauma/Childhood Ex  
Item : Interpersonal  
Item : Educational  
Item : Vocational  
Item : Coping/Savoring Skills  
Item : Resilience  
Item : Youth Involvement  
Item : Use of Free Time

Child Strengths Building / Identification Areas

OK Cancel



Clicking on the second of these activates the 'Run Report' feature. This lets you run the same report for a different client or assessment.

**MT CANS TREATMENT SUMMARY REPORT**

Showing page 1 of 2

**MT CANS TREATMENT SUMMARY REPORT**

Trauma

Item : Sexual Abuse  
Item : Medical Trauma

Level of Trauma/Childhood Experiences

Item : Interpersonal  
Item : Educational  
Item : Vocational  
Item : Coping/Savoring Skills  
Item : Resilience  
Item : Youth Involvement  
Item : Use of Free Time

**Export Data**

Available result sets  
tblChildInfo

Available Columns

- CHILD\_ASSESSMENT\_ID
- CM\_CASE\_ID
- CREATE\_TIMESTAMP
- LAST\_UPDATE\_TIMESTAMP
- CHILD\_ASSESSMENT\_ENTRY\_ID
- CHILD\_ASSESSMENT\_UPDATE\_ID
- CHILD\_ASSESSMENT\_ENTERED\_DATE
- ASSESSMENT\_STATUS\_ID
- ASSESSMENT\_TYPE\_ID
- LOC\_SVC\_TYPE\_ID

Selected Columns

Export format: CSV (\*.csv)

Output encoding:  UTF-8  
 Other

Separator: Comma (,)

Export column's data type  Export column as locale neutral

OK Cancel

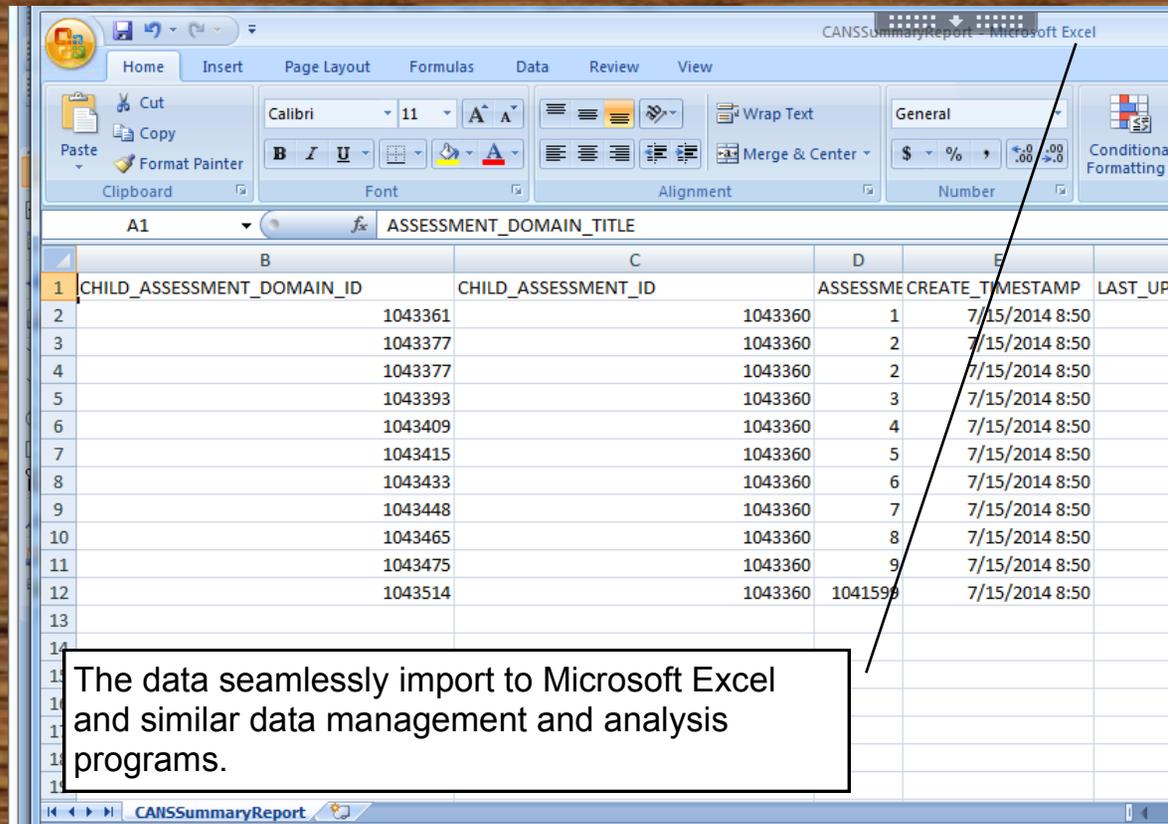
Child Strengths Building / Identification Areas

The 'Export Data' function allows one to select the data which will be imported into a data file. This feature is designed for data analysts.

MT CANS TREATMENT SUMMARY REPORT		Child's Name :		Mock, Cans
		Child Medicaid No. :		147587896
		DOB :		January 8, 2000
		Finalized Date :		July 15, 2014
		Provider :		Provider Agency XYZ
		LOC/Provider Type :		CSCT
		Finalized By :		Stevens, Sherry Lynn
Traumatic/Adverse Childhood Experiences Domain				
Item :	Sexual Abuse	3		
Item :	Medical Trauma	2		
Level of Trauma/Childhood Experiences :		Serious		
Child Strengths - Assets				
Item :	Interpersonal	0	Item :	Peer Influences 0
Item :	Educational	0		
Item :	Vocational	1		
Item :	Coping/Savoring Skills	0		
Item :	Resilience	1		
Item :	Youth Involvement	1		
Item :	Use of Free Time	1		
Child Strengths Building/Identification Areas				

Do you want to open or save **CANSSummaryReport.csv** (1.90 KB) from **jts-test.hhs.mt.gov**?

The resulting data file can be saved or opened. Be sure if you are saving these data that they are saved to an encrypted, HIPAA-compliant device.



The screenshot displays a Microsoft Excel spreadsheet titled "CANSSummaryReport - Microsoft Excel". The ribbon shows the "Home" tab with various formatting options. The data is organized in a table with the following columns:

	B	C	D	E	
1	CHILD_ASSESSMENT_DOMAIN_ID	CHILD_ASSESSMENT_ID	ASSESSMENT_CREATE_TIMESTAMP	LAST_UPDATED_TIMESTAMP	
2	1043361	1043360	1	7/15/2014 8:50	7/15/2014 8:50
3	1043377	1043360	2	7/15/2014 8:50	7/15/2014 8:50
4	1043377	1043360	2	7/15/2014 8:50	7/15/2014 8:50
5	1043393	1043360	3	7/15/2014 8:50	7/15/2014 8:50
6	1043409	1043360	4	7/15/2014 8:50	7/15/2014 8:50
7	1043415	1043360	5	7/15/2014 8:50	7/15/2014 8:50
8	1043433	1043360	6	7/15/2014 8:50	7/15/2014 8:50
9	1043448	1043360	7	7/15/2014 8:50	7/15/2014 8:50
10	1043465	1043360	8	7/15/2014 8:50	7/15/2014 8:50
11	1043475	1043360	9	7/15/2014 8:50	7/15/2014 8:50
12	1043514	1043360	1041596	7/15/2014 8:50	7/15/2014 8:50

The data seamlessly import to Microsoft Excel and similar data management and analysis programs.

**MT CANS TREATMENT SUMMARY REPORT**

Showing page 1 of 2

**MT CANS TREATMENT SUMMARY REPORT** Child's Name : Mock, Cans  
Child Medicaid No. : 147687896

**Export Report**

Export Format: PDF  
Excel  
PostScript  
PDF  
Word  
PowerPoint

All pages  
 (Enter page number) pages:   
 (Enter page number) page(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

Item : Sexual Abuse  
Item : Medical Trauma

**Level of Trauma/Childhood Experience**

Item : Interpersonal	0
Item : Educational	0
Item : Vocational	1
Item : Coping/Savoring Skills	0
Item : Resilience	1
Item : Youth Involvement	1

The 'Export Report' function allows one to export the report you see on your screen in a variety of different formats. The most printer-friendly of these is typically the .pdf format.

The formatting matters in that families may be confused by layouts which are not intuitive and easy to follow. Families already are navigating a new culture and language when talking to behavioral health professionals. Providing an easily-readable summary of your assessment can help alleviate their anxiety and improve collaboration.

**MT CANS TREATMENT SUMMARY REPORT**

Showing page 1 of 2

<b>MT CANS TREATMENT SUMMARY REPORT</b>	Child's Name :	Mock, Cans
	Child Medicaid No. :	147587896
	DOB :	January 8, 2000
	Finalized Date :	July 15, 2014
	Provider :	Provider Agency XYZ
	LOC/Provider Type :	CSCT
	Finalized By :	Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

Item :	Sexual Abuse	3
Item :	Medical Trauma	2

Level of Trauma/Childhood Experiences : **Serious**

**Child Strengths - Assets**

Item :	Interpersonal	0	Item :	Peer Influences	0
Item :	Educational	0			
Item :	Vocational	1			

Do you want to open or save **CANSSummaryReport.pdf** from **jts-test.hhs.mt.gov**?

When you save the report, be sure that it is saved on a HIPAA-compliant device.

CANSummaryReport.pdf - Adobe Reader

File Edit View Window Help

My Files 1 / 2 61.6%

Tools Sign Comment

Sign In

▼ Export PDF

Adobe ExportPDF  
Convert PDF files to Word or Excel online.

Select PDF File:  
CANSummaryReport.pdf  
1 file / 5 KB

Convert To:  
Microsoft Word (\*.docx)

Recognize Text in English(U.S.)  
Change

Convert

**MT CANS TREATMENT SUMMARY REPORT**

Child's Name : Mock, Cans  
 Child Medicaid No. : 147587898  
 DOB : January 8, 2000  
 Finalized Date : July 15, 2014  
 Provider : Provider Agency XYZ  
 LOC/Provider Type : CSCT  
 Finalized By : Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

Item : Sexual Abuse	3
Item : Medical Trauma	2

Level of Trauma/Childhood Experiences : Serious

**Child Strengths - Assets**

Item : Interpersonal	0	Item : Peer Influences	0
Item : Educational	0		
Item : Vocational	1		
Item : Coping/Savoring Skills	0		
Item : Resilience	1		
Item : Youth Involvement			
Item : Use of Free Time			

Item : Family 3  
 Item : Optimism 3  
 Item : Talents/Interests 2  
 Item : Spiritual/Religious 2  
 Item : Community Life 2  
 Item : Relationship Permanence 2

Level of Need for Strength Development : Profound

1043360

Here is the file opened as a.pdf. You can print, share, or save the file from here.

**MT CANS TREATMENT SUMMARY REPORT**

Showing page 1 of 2

**MT CANS TREATMENT SUMMARY REPORT**

Child's Name : Mock, Cans  
Child Medicaid No. : 147587896  
DOB : January 8, 2000

Item : Sexual Abuse  
Item : Medical Trauma  
Level of Trauma/Childh  
Item : Interpersonal  
Item : Educational 0  
Item : Vocational 1  
Item : Coping/Savoring Skills 0  
Item : Resilience 1

0

**Print Report**

Print Format

HTML  
 PDF Auto

All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

OK Cancel

The fifth option is the Print Report option. It allows you to select basic print parameters and print this report.

**MT CANS TREATMENT SUMMARY REPORT**

Showing page 1 of 2

<b>MT CANS TREATMENT SUMMARY REPORT</b>	Child's Name :	Mock, Cans
	Child Medicaid No. :	147587896
	DOB :	January 8, 2000
	Finalized Date :	July 15, 2014
	Provider :	Provider Agency XYZ
	LOC/Provider Type :	CSCT
	Finalized By :	Stevens, Sherry Lynn

**Traumatic/Adverse Childhood Experiences Domain**

Item :	Sexual Abuse	3
Item :	Medical Trauma	2

Level of Trauma/Childhood Experiences : **Serious**

**Child Strengths - Assets**

Item :	Interpersonal	0	Item :	Peer Influences	0
Item :	Educational	0			
Item :	Vocational	1			
Item :	Coping/Savoring Skills	0			
Item :	Resilience	1			
Item :	Youth Involvement	1			
Item :	Use of Free Time	1			

**Child Strengths Building / Identification**

Item :	Family	3
Item :	Optimism	3

The final option here is the function which allows you to print on the server.

**MT CANS TREATMENT SUMMARY REPORT**

Showing page 1 of 2

**MT CANS TREATMENT SUMMARY REPORT**

**Traumatic/Ad**

Item : Sexual Abuse  
Item : Medical Trauma

**Level of Trauma/Childhood Experiences :**

Item : Interpersonal  
Item : Educational  
Item : Vocational  
Item : Coping/Savoring Skills  
Item : Resilience  
Item : Youth Involvement  
Item : Use of Free Time

**Child Stre**

Item : Family

**Print report on the server**

Print the output document file on the server

Printer:

Status:  
Model:  
Description:

Please specify print settings

Number of copies:  Collate:

Duplex:  Simplex  Horizontal  Vertical

Mode:  B&W  Color

Page size:

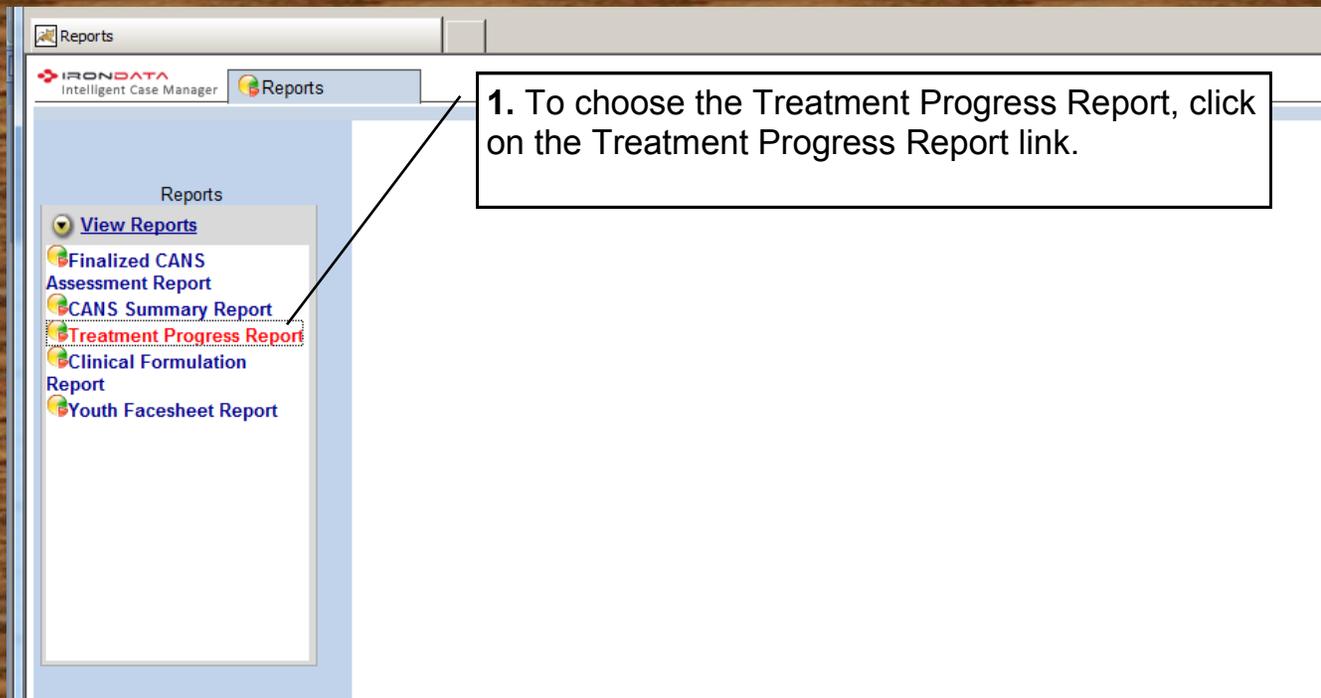
Print:  All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

The print parameters dialog box allows you to select the printer, number of copies, page range, fit to the paper, and similar specifications.

# **CANS Treatment Progress Report**



The screenshot shows the 'Reports' section of the IRONDATA Intelligent Case Manager. The left sidebar contains a 'Reports' menu with the following items: 'View Reports', 'Finalized CANS Assessment Report', 'CANS Summary Report', 'Treatment Progress Report', 'Clinical Formulation Report', and 'Youth Facesheet Report'. The 'Treatment Progress Report' is highlighted with a red border. A callout box with a black border and white background points to this link, containing the text: '1. To choose the Treatment Progress Report, click on the Treatment Progress Report link.'

1. To choose the Treatment Progress Report, click on the Treatment Progress Report link.

Treatment Progress Report

Showing page 1 of

Parameter

Parameters marked with \* are required.

Provider \*

Loc Type \*

CCU \*

Client \*

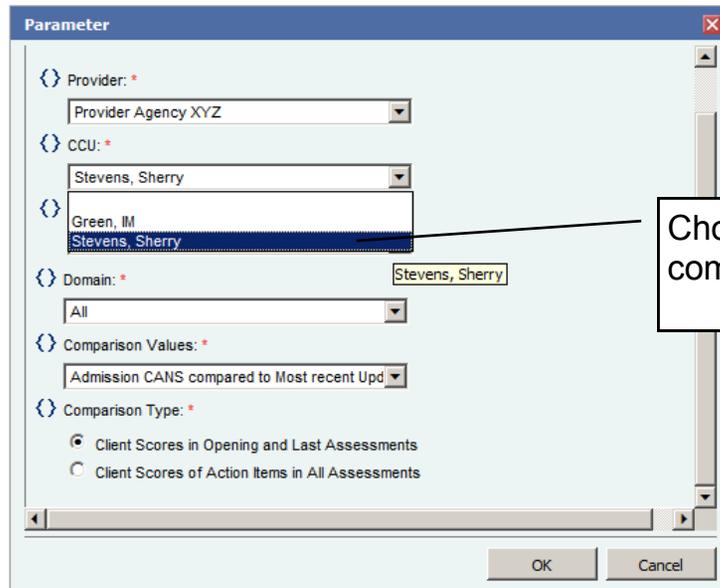
Domain \*

Comparison Values \*

Admission CANS compared to Most recent Upd

OK Cancel

The 'Parameters' dialog box will let you set the parameters for which Treatment Progress Report to look at, and what information to see. Begin with the first drop-down menu, 'Provider.' Your provider name will be here. Choose it.



The image shows a software dialog box titled "Parameter" with a close button (X) in the top right corner. The dialog contains several fields:

- Provider:** A dropdown menu with "Provider Agency XYZ" selected.
- CCU:** A dropdown menu with "Stevens, Sherry" selected.
- Domain:** A dropdown menu with "All" selected. To the right of this field is a text box containing "Stevens, Sherry".
- Comparison Values:** A dropdown menu with "Admission CANS compared to Most recent Upd" selected.
- Comparison Type:** Two radio button options:
  - Client Scores in Opening and Last Assessments
  - Client Scores of Action Items in All Assessments

At the bottom of the dialog are "OK" and "Cancel" buttons. A callout box with a black border and white background points to the CCU dropdown menu. The callout contains the text: "Choose the certified CANS user who completed the assessments."

Choose the certified CANS user who completed the assessments.

Treatment Progress Report

Showing page 1 of

Parameter

Provider: \*  
Provider Agency XYZ

CCU: \*  
Stevens, Sherry

Client: \*  
Mock, Cans

- Jones, Mickey
- Harbaugh, Pete U
- Owens, Trey
- Doe, Michael
- Campbell, Peter M
- Imogen, Asher
- jones, john
- james, bob
- Flintstone, BamBam Fred
- Simpson, Bartholomew H
- Mock, Cans
- Lad, Dan
- Johnson, Bob
- Jinks, Jay
- duck, daffy
- fudd, Alice

OK Cancel

The name of the client(s) which you have permission to view will appear when you click on the 'Client' menu. Select the child/youth's record which you need to view.

Treatment Progress Report

Showing page 1 of

Parameter

Provider: \*  
Provider Agency XYZ

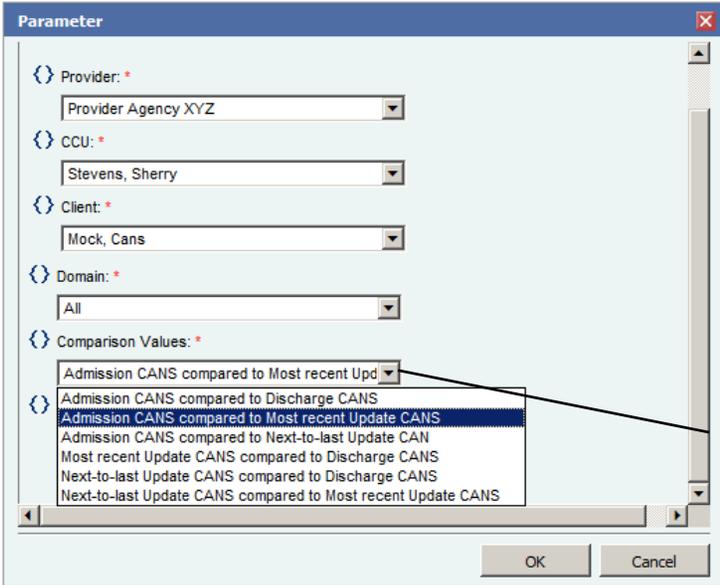
CCU: \*  
Stevens, Sherry

Client: \*  
Mock, Cans

Domain: \*  
All

- All
- Traumatic/Adverse Childhood Experiences Domain
- Test Domain
- Child Strengths Domain
- Life Functioning Domain
- Cultural Considerations Domain
- Child Behavioral/Emotional Needs Domain
- Child Risk Behaviors Domain
- Rating of Children Five Years Old and Younger
- Transition to Adulthood Domain
- Caregiver Resources and Needs Domain

The 'Domain' menu allows you to choose whether you will compare a single or multiple domains over time in this report. Each domain on the CANS assessment is represented in the menu.



The screenshot shows a 'Parameter' dialog box with the following fields and options:

- Provider: \*  
Provider Agency XYZ
- CCU: \*  
Stevens, Sherry
- Client: \*  
Mock, Cans
- Domain: \*  
All
- Comparison Values: \*  
Admission CANS compared to Most recent Upd  
Admission CANS compared to Discharge CANS  
Admission CANS compared to Most recent Update CANS  
Admission CANS compared to Next-to-last Update CAN  
Most recent Update CANS compared to Discharge CANS  
Next-to-last Update CANS compared to Discharge CANS  
Next-to-last Update CANS compared to Most recent Update CANS

The 'Comparison Values' dropdown menu is open, showing a list of options. The option 'Admission CANS compared to Most recent Update CANS' is currently selected. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

The 'Comparison Values' menu allows you to define which sets of assessments will be compared. Because this report looks at change over time, at least two assessments are always involved.

Parameter

Provider: \*  
Provider Agency XYZ

CCU: \*  
Stevens, Sherry

Client: \*  
Mock, Cans

Domain: \*  
All

Comparison Values: \*  
Admission CANS compared to Most recent Upd

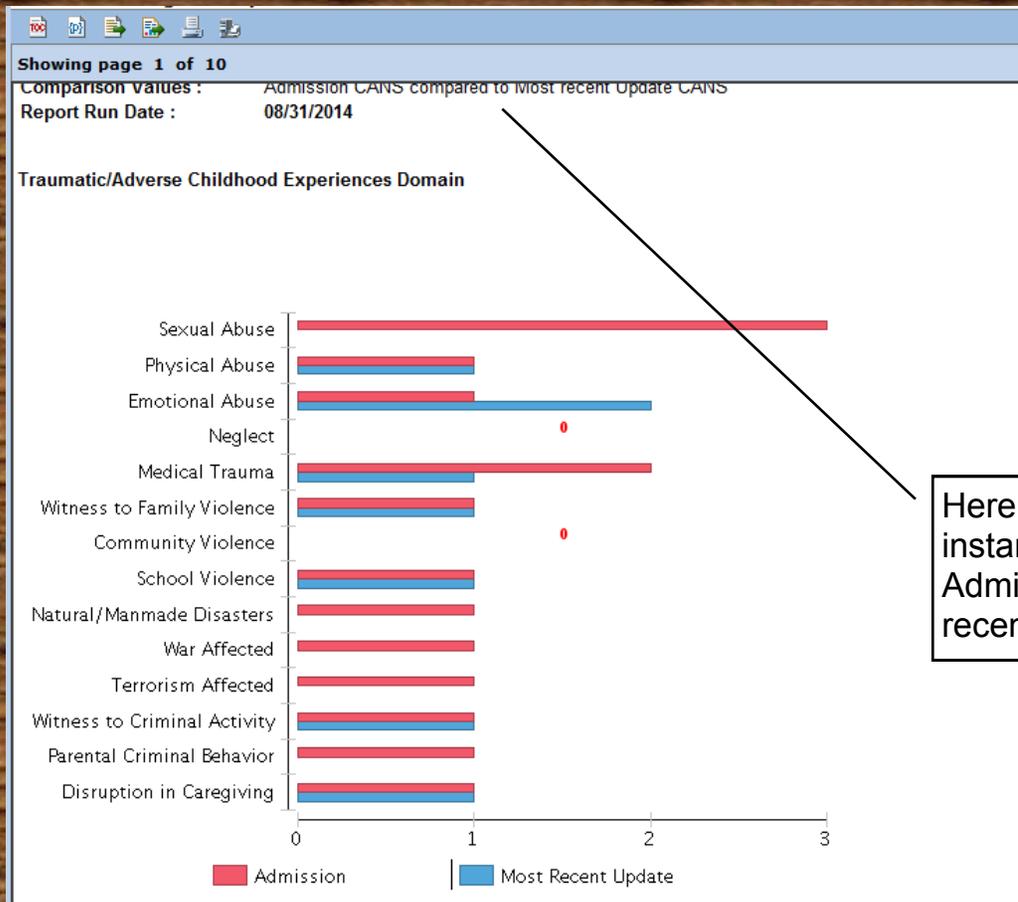
Comparison Type: \*

Client Scores in Opening and Last Assessments

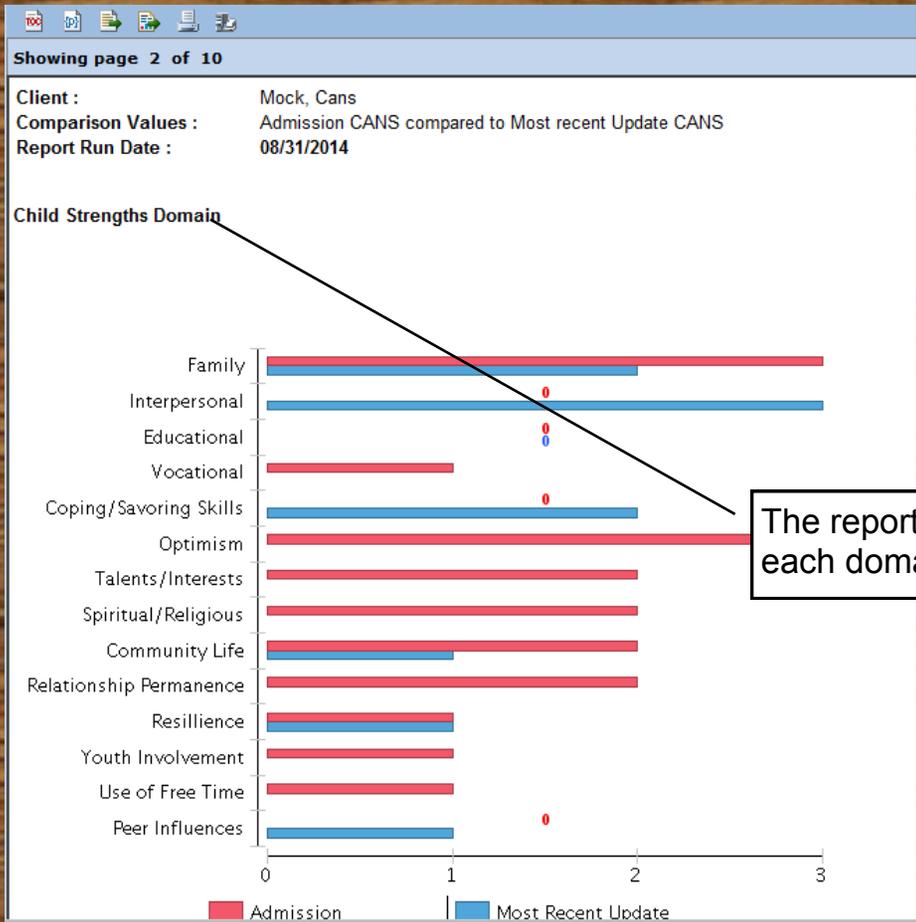
Client Scores of Action Items in All Assessments

OK Cancel

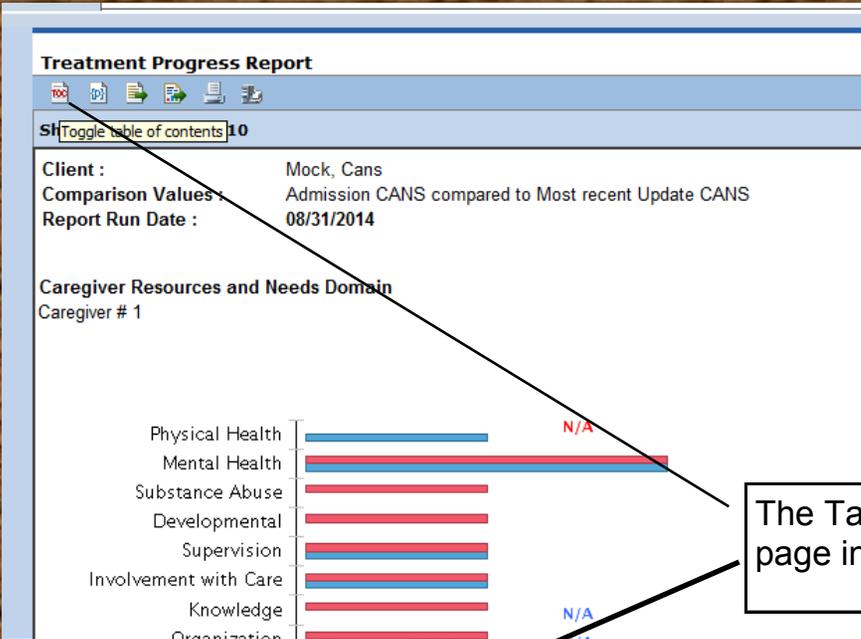
The Comparison Type option allows for one to choose to see scores compared across two assessments or across *all* assessments. This is helpful in understanding trajectories of change when you have completed more than two CANS during treatment.



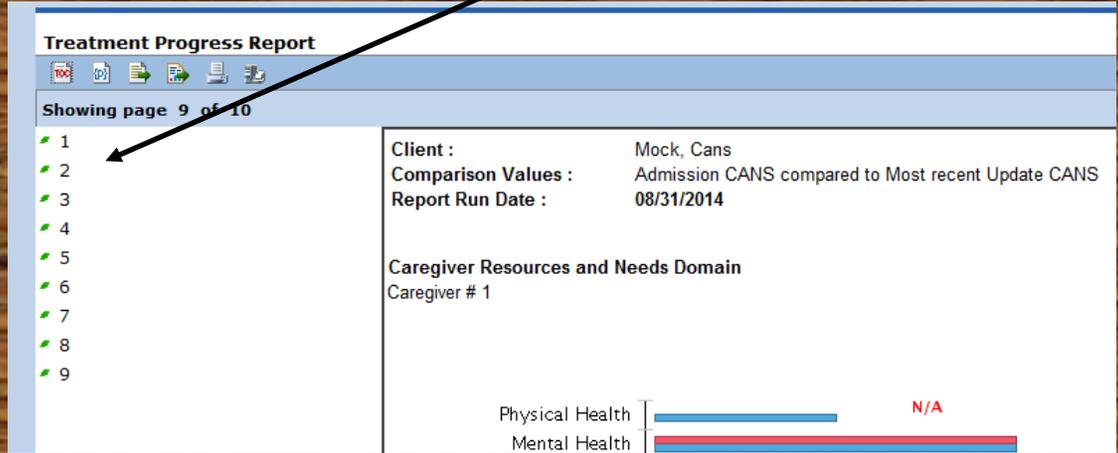
Here is an example of the report, in this instance comparing the CANS ratings at Admission to the CANS ratings on the most recent CANS.



The report provides these comparisons by item across each domain.



The Table of Contents icon provides a listing of each page in the report, when clicked.



**Treatment Progress Report**

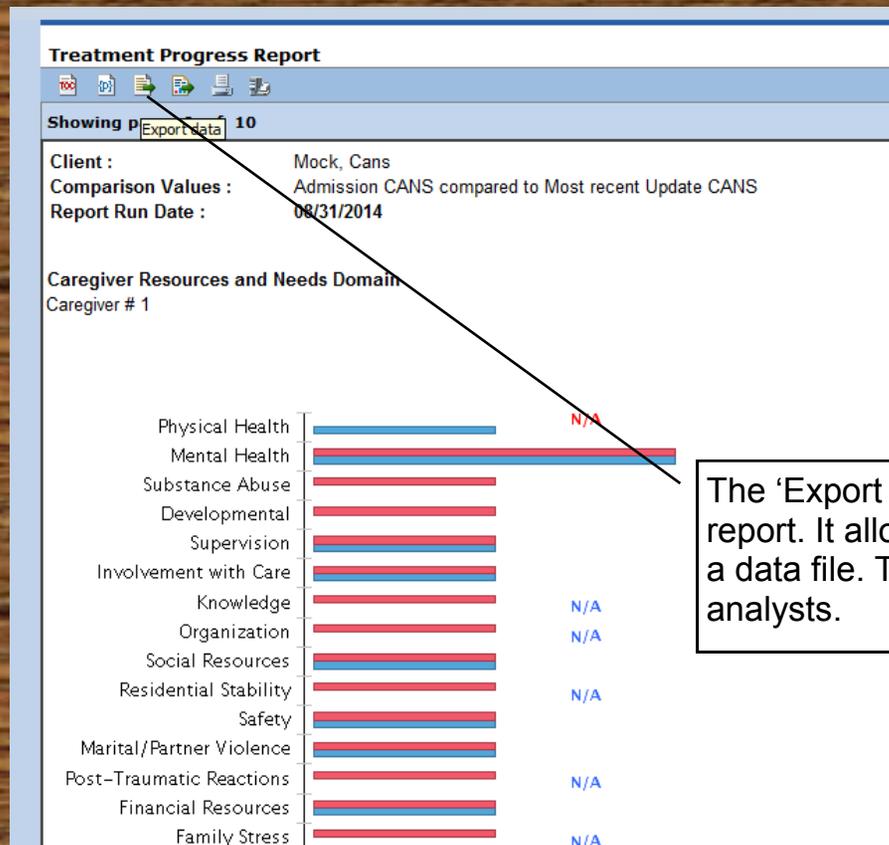
Showing page 9 of 10

Client : Mock, Cans  
Comparison Values : Admission CANS compared to Most recent Update CANS  
Report Run Date : 08/31/2014

Caregiver Resources and Needs Domain  
Caregiver # 1

Physical Health |  N/A  
Mental Health | 

Clicking on the second icon will bring up a dialog box which will allow you to run the same report again, but with different parameters entered. This is useful if you need to quickly run this same report for a different Youth.



The 'Export Data' function is also available for this report. It allows you to select the data for import into a data file. This feature is designed for data analysts.

**Treatment Progress Report**

Showing page 9 of 10

Client : Mock, Cans  
 Comparison Values : Admission CANS o  
 Report Run Date : 08/31/2014

**Caregiver Resources and Needs Domain**  
 Caregiver # 1

Physical Health	
Mental Health	
Substance Abuse	
Developmental	
Supervision	
Involvement with Care	
Knowledge	
Organization	
Social Resources	
Residential Stability	
Safety	
Marital/Partner Violence	
Post-Traumatic Reactions	
Financial Resources	
Family Stress	

**Export Data**

Available result sets  
 ELEMENT\_731

Available Columns  
 clientName

Selected Columns

Export format: CSV (\*.csv)

Output encoding:  UTF-8  
 Other (If blank, use the local encoding)

Separator: Comma (,)

Export column's data type  Exp

The 'Export Data' dialog box offers a series of options for determining the data structure and format for export., organized by a 'result set' which is typically a series of items from a source table. One can choose the data table / set, columns of interest, data format, encoding, and separator. This allows for data import to database and data analysis programs.

**Treatment Progress Report**

Showing page 9 of 10

Client : Mock, Cans  
Comparison Values : Admission CANS  
Report Run Date : 08/31/2014

Caregiver Resources and Needs Domain  
Caregiver # 1

Physical Health	
Mental Health	
Substance Abuse	
Developmental	
Supervision	
Involvement with Care	
Knowledge	
Organization	
Social Resources	
Residential Stability	
Safety	
Marital/Partner Violence	
Post-Traumatic Reactions	
Financial Resources	
Family Stress	

**Export Data**

Available result sets  
ELEMENT\_706\_1

Available Columns

Selected Columns  
firstRating  
ratingType  
assessmentItemDescr  
secondRating  
itemid  
assessmentDomainId  
domainTitle  
assmntSectId

Export format: CSV(\*.csv)

Output encoding:  UTF-8  
 Other (if blank, use the local encoding)

Separator: Comma ( , )

Export column's data type  Export column as locale neutral

OK Cancel

Once selected, these items can then be exported.

TreatmentProgressReport - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Conditional Formatting

A1 firstRating

	A	B	C	D	E	F	G	H	I	J	K
1	firstRating	ratingType	assessment	secondRa	itemId	assessment	domainTit	assmntSecId			
2	5		Peer Influ	1	28	2	Child Stre	2			
3	1		Use of Free Time		27	2	Child Stre	2			
4	1		Youth Involvement		26	2	Child Stre	2			
5	1		Resilienc	1	25	2	Child Stre	2			
6	2		Relationship Permar		24	2	Child Stre	2			
7	2		Communi	1	23	2	Child Stre	2			
8	2		Spiritual/Religious		22	2	Child Stre	2			
9	2		Talents/Interests		21	2	Child Stre	2			
10	3		Optimism		20	2	Child Stre	2			
11	5		Coping/Sa	2	19	2	Child Stre	2			
12	1		Vocational		18	2	Child Stre	2			
13	5		Education	5	17	2	Child Stre	2			
14	5		Interperso	3	16	2	Child Stre	2			
15	3		Family	2	15	2	Child Stre	2			
16											
17											

Once successfully exported, these data can be analyzed directly or imported into another program for analysis.

**Treatment Progress Report**

Showing page: Export report

Client : Mock, Cans  
 Comparison Values : Admission CANS compared to Most recent Update CANS  
 Report Run Date : 08/31/2014

**Caregiver Resources and Needs Domain**  
 Caregiver # 1

Physical Health		
Mental Health		
Substance Abuse		
Developmental		
Supervision		
Involvement with Care		
Knowledge		
Organization		
Social Resources		
Residential Stability		N/A
Safety		
Marital/Partner Violence		
Post-Traumatic Reactions		N/A
Financial Resources		
Family Stress		
Accessibility to Child Care		N/A

**Export Report**

Export Format: Excel

All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

The 'Export Report' function allows you to export the current report to an external file. The 'Export Format' menu allows you to choose which file format in which to save the exported file. The export page options include exporting all pages in the report, exporting the current page, or exporting select pages from a range of your choosing. The page sizing options allow you to size the report to different page formats, affecting how the report looks and prints.

**Treatment Progress Report**

Showing page 9 of 10

Client : Mock, Cans  
Comparison Values : Admission CANS compared to Most recent Update CANS  
Report Run Date : 08/31/2014

**Caregiver Resources and Needs Domain**  
Caregiver # 1

Physical Health	
Mental Health	
Substance Abuse	
Developmental	
Supervision	
Involvement with Care	
Knowledge	
Organization	
Social Resources	
Residential Stability	N/A

**Export Report**

Export Format: Excel

- Excel
- PostScript
- PDF
- Word
- PowerPoint

All pages  
( Enter page n range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

Choose your export format.

Manager Reports Hel

### Treatment Progress Report

Showing page 9 of 10 Go to page: [ ]

Client : Mock, Cans  
Comparison Values : Admission CANS compared to Most recent Update CANS  
Report Run Date : 08/31/2014

Caregiver Resources and Needs Domain  
Caregiver # 1

Physical Health	[Bar]	N/A
Mental Health	[Bar]	
Substance Abuse	[Bar]	
Developmental	[Bar]	
Supervision	[Bar]	
Involvement with Care	[Bar]	
Knowledge	[Bar]	N/A
Organization	[Bar]	N/A

Do you want to open or save **TreatmentProgressReport.pdf** from **jts-test.hhs.mt.gov**?    x

Choose whether to open or save the report.

The screenshot shows a PDF viewer window with a menu bar (File, Edit, View, Window, Help) and a toolbar. On the left, there is a 'Bookmarks' pane with a list of 9 items. The main content area displays a 'Treatment Progress Report' with the following details:

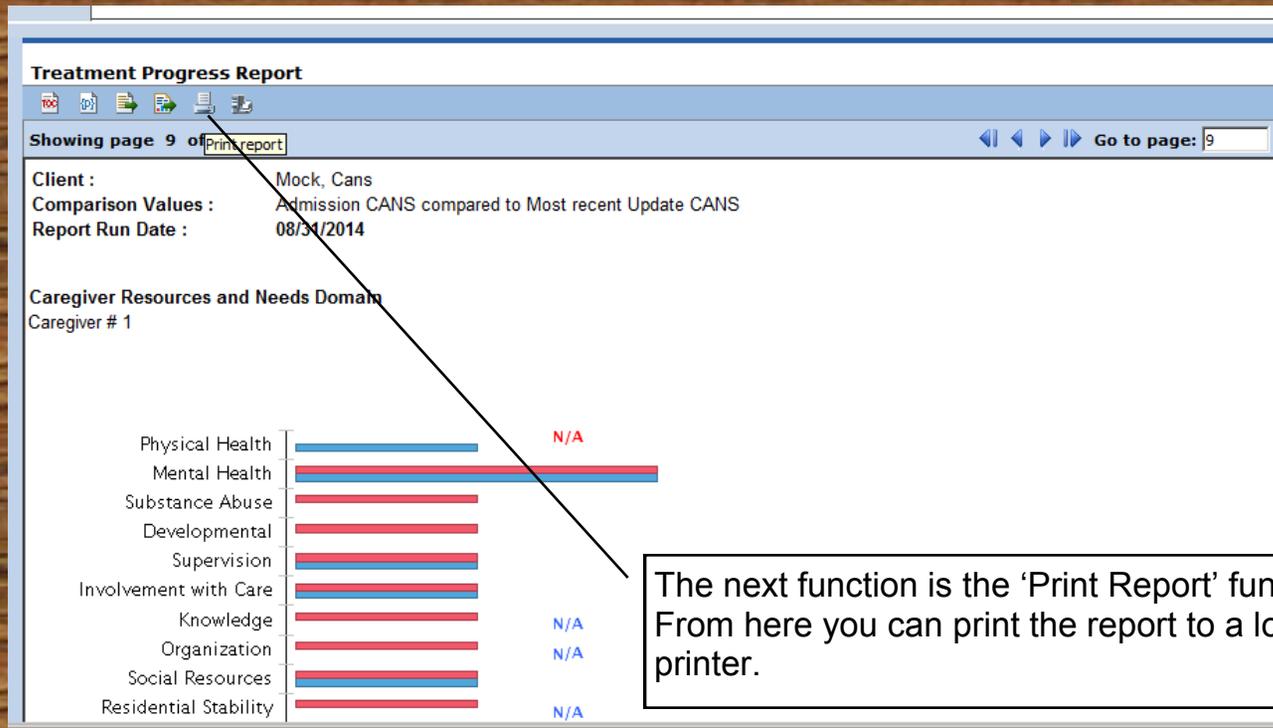
- Finalized Date :** 2014-01-23
- Provider Agency Name :** Provider Agency XYZ
- LOC / Service Type :** PRTF
- DOB :** 2000-01-08
- Client :** Mock, Cans
- Comparison Values :** Admission CANS
- Report Run Date :** 08/31/2014
- Finalized By :** Sherry Stevens
- Client Name :** Mock, Cans
- Medicaid No. :** 147587896

Below the text is a section titled 'Traumatic/Adverse Childhood Experiences' with a horizontal bar chart. The chart compares two data series (blue and red) across 14 categories. The categories and their approximate values are:

Category	Blue Series	Red Series
Sexual Abuse	10	10
Physical Abuse	5	5
Emotional Abuse	5	5
Neglect	0	0
Medical Trauma	5	5
Witness to Family Violence	5	5
Community Violence	0	0
School Violence	5	5
Natural/Manmade Disasters	5	5
War Affected	5	5
Terrorism Affected	5	5
Witness to Criminal Activity	5	5
Parental Criminal Behavior	5	5
Disruption in Caregiving	5	5

The Windows taskbar at the bottom shows the Start button and several application icons, including a PDF viewer.

This .pdf allows us to easily see and communicate progress with caregivers, youth, and professionals.



**Treatment Progress Report**

Showing page 9 of 10

Client : Mock, Cans  
Comparison Values : Admission CANS compared to Most recent Update CANS  
Report Run Date : 08/31/2014

Caregiver Resources and Needs  
Caregiver # 1

Physical Health  
Mental Health  
Substance Abuse  
Developmental  
Supervision  
Involvement with Care  
Knowledge  
Organization  
Social Resources  
Residential Stability

Knowledge N/A  
Organization N/A  
Social Resources  
Residential Stability N/A

**Print Report**

Print Format

HTML  
 PDF Auto

All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

OK Cancel

Choose the print option which works best for you.  
Then click 'OK.'

Windows Internet Explorer

Treatment Progress Report - Windows Internet Explorer

https://jts-test.hhs.mt.gov:8445/cansreports/output?\_report=TreatmentProgressReport.rptdesign&&\_format=html&\_pageoverflow=0&\_overwrite=false

### Treatment Progress Report

Finalized Date : 2014-01-23      Finalized By : Sherry Stevens  
 Provider Agency Name : Provider Agency XYZ      Client Name : Mock, Cans  
 LOC / Service Type : PRTF      Medicaid No. : 147587896  
 DOB : 2000-01-08  
 Client : Mock, Cans  
 Comparison Values : Admission CANS compared to Most recent Update CANS  
 Report Run Date : 08/31/2014

#### Traumatic/Adverse Childhood Experiences Domain

Domain	Red Bar Score	Blue Bar Score
Sexual Abuse	10	10
Physical Abuse	3	3
Emotional Abuse	3	5
Neglect	0	0
Medical Trauma	10	3
Witness to Family Violence	3	3
Community Violence	0	0
School Violence	3	3
Natural/Manmade Disasters	3	3
War Affected	3	3
Terrorism Affected	3	3
Witness to Criminal Activity	3	3

Family Stress: 3 (Red), 3 (Blue)  
 Accessibility to Child Care: 3 (Red), 3 (Blue)

N/A

**Print**

General Options

Select Printer

- Add Printer
- Fax - HP Officejet Pro 8600 (Network) (from OWNER-PC) in session 3
- HP Officejet Pro 8600 (Network) (from OWNER-PC) in session 3**

Status: Ready       Print to file      Preferences

Location:

Comment: Auto Created Client Printer OWNER-PC      Find Printer...

Page Range

All       Selection       Current Page

Pages: 1

Enter either a single page number or a single page range. For example, 5-12

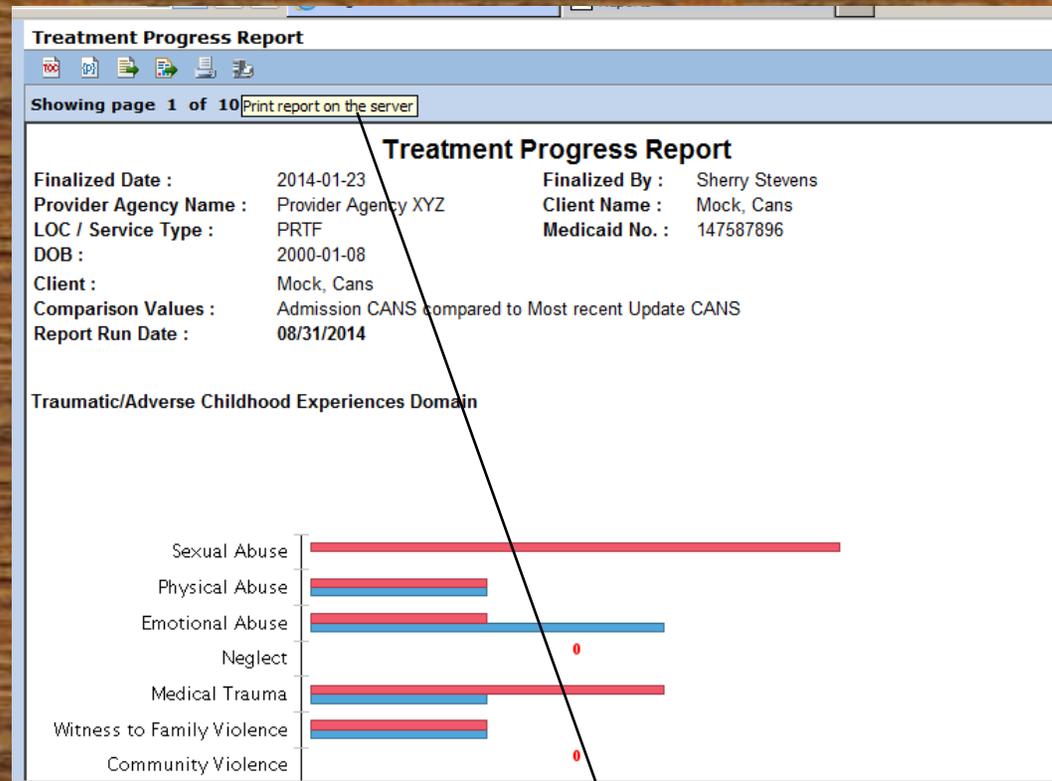
Number of copies: 1

Collate

1 2 3      1 2 3

Print      Cancel      Apply

The Print dialog box will open, from which you can print the report. In the .pdf format, you also have the option to save the report.



The last function in the toolbar is the 'Print Report on the Server' function, which allows you to print the report to your networked printer, if you have one.

8445/cansreports mt.gov - Montana's Official Stat... Reports

### Treatment Progress Report

Showing page 1 of 10 Go to page: [ ]

**Finalized Date :** 2014-01-23  
**Provider Agency Name :** Provider Agency X  
**LOC / Service Type :** PRTF  
**DOB :** 2000-01-08  
**Client :** Mock, Cans  
**Comparison Values :** Admission CANS c  
**Report Run Date :** 08/31/2014

#### Treatment Progress Report

**Print report on the server**

Print the output document file on the server

Printer: [ ]  
 Status:  
 Model:  
 Description:

Please specify print settings

Number of copies: [ ] Collate:   
 Duplex:  Simplex  Horizontal  Vertical  
 Mode:  B&W  Color  
 Page size: [ ]

Print:  All pages  Current page  Pages: [ ]  
 ( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

**Traumatic/Adverse Childhood Experiences Data**

Sexual Abuse	[ ]
Physical Abuse	[ ]
Emotional Abuse	[ ]
Neglect	[ ]
Medical Trauma	[ ]
Witness to Family Violence	[ ]
Community Violence	[ ]
School Violence	[ ]
Natural/Manmade Disasters	[ ]
War Affected	[ ]
Terrorism Affected	[ ]
Witness to Criminal Activity	[ ]

3:22 PM 8/31/2014

The print parameters dialog box allows you to select the printer, number of copies, page range, fit to the paper, and similar specifications.

# **CANS Clinical Formulation Report**

1. To choose the Clinical Formulation Report, click on the Clinical Formulation Report link.

Parameter

Parameters marked with \* are required.

Provider: \*  
Hospital 1

LOC: \*  
All

Comparison Values: \*  
Admission CANS compared to Most recent Upd

Date From: \*  
[Empty field]

Date To: \*  
[Empty field]

OK Cancel

2. The 'Parameter' dialog box will open. Begin with the first drop-down menu, 'Provider.' Choose your provider name here.

**Clinical Formulation Report**

Showing page 1 of

Parameter

Parameters marked with \* are required.

Provider: \*  
Provider Agency XYZ

LOC: \*  
All  
All  
1915i  
Bridge Waiver  
CSCT  
PRTF  
Other

Date To: \*

Because this report is designed to be used by providers and state administrators to provide comparisons at the agency level, both Provider and Level of Care must be specified.

**Clinical Formulation Report**

Showing page 1 of

Parameter

Parameters marked with \* are required.

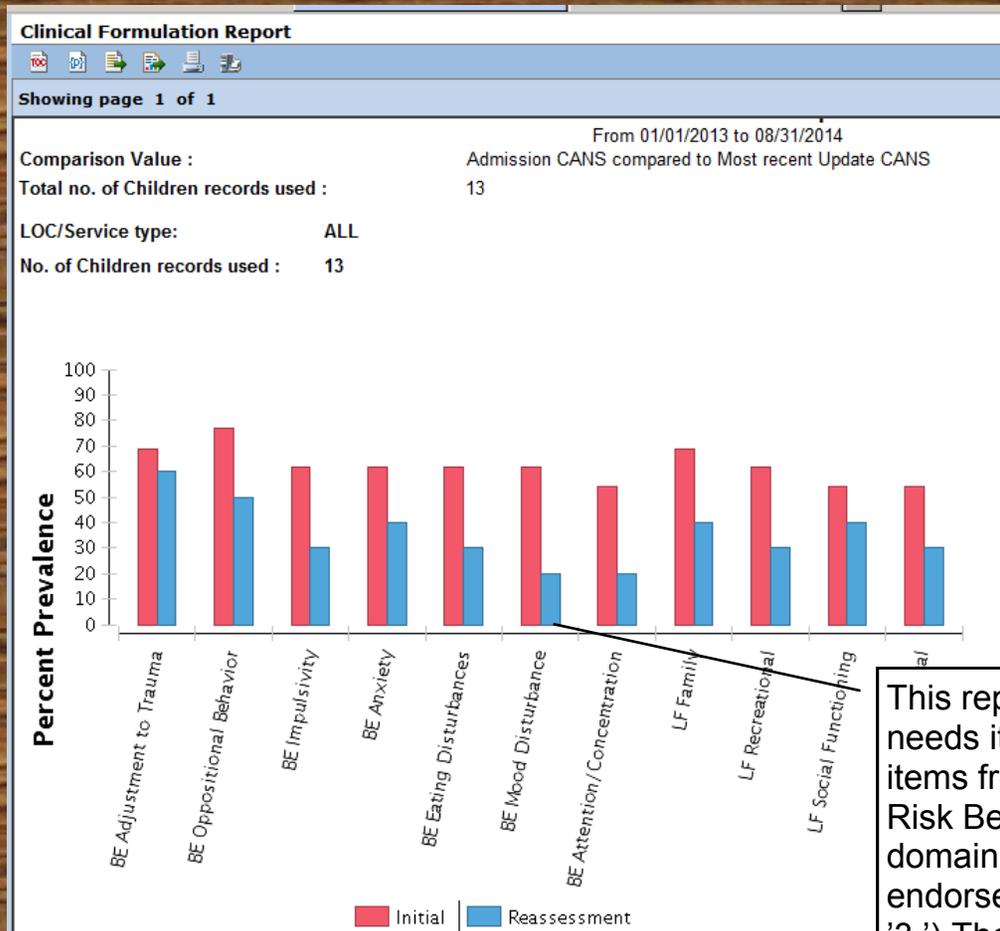
{ Provider: \*  
Provider Agency XYZ

{ LOC: \*  
1915i

{ Comparison Values: \*  
Admission CANS compared to Most recent Update CANS  
Admission CANS compared to Discharge CANS  
Admission CANS compared to Next-to-last Update CANS  
Most recent Update CANS compared to Discharge CANS  
Next-to-last Update CANS compared to Discharge CANS  
Next-to-last Update CANS compared to Most recent Update CANS

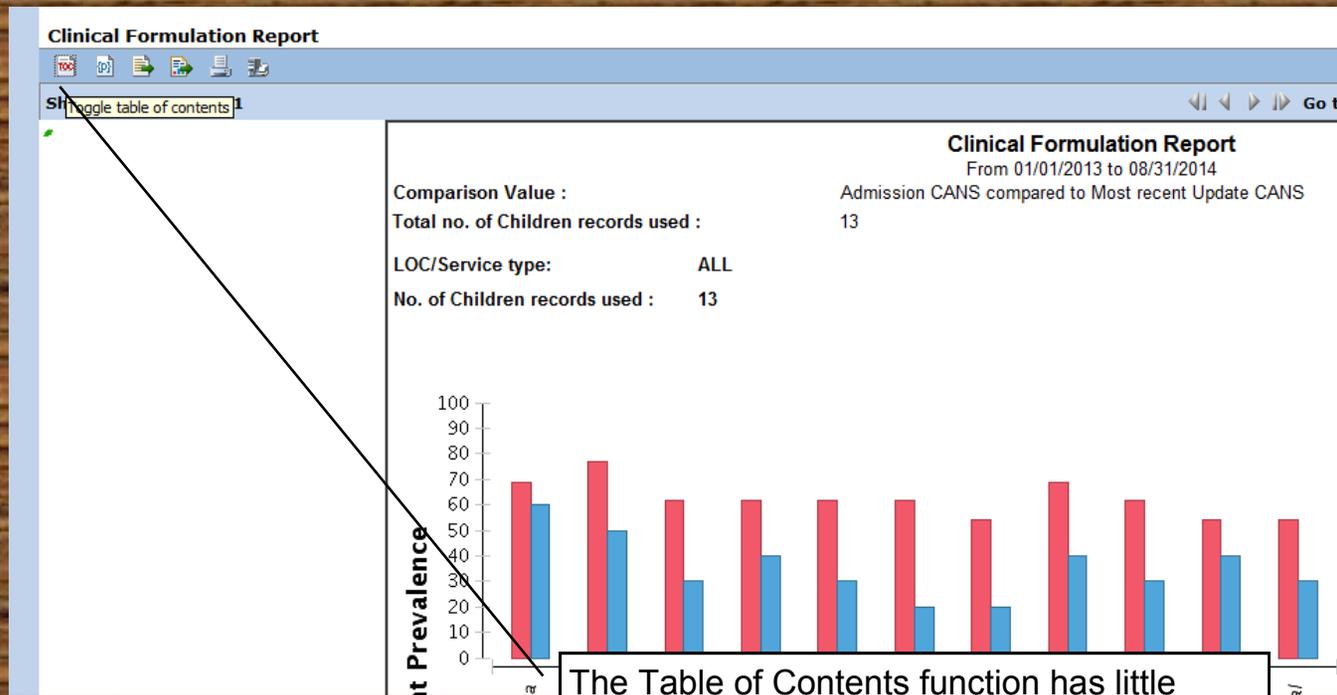
OK Cancel

The two assessment points for comparison are defined in this drop-down menu.

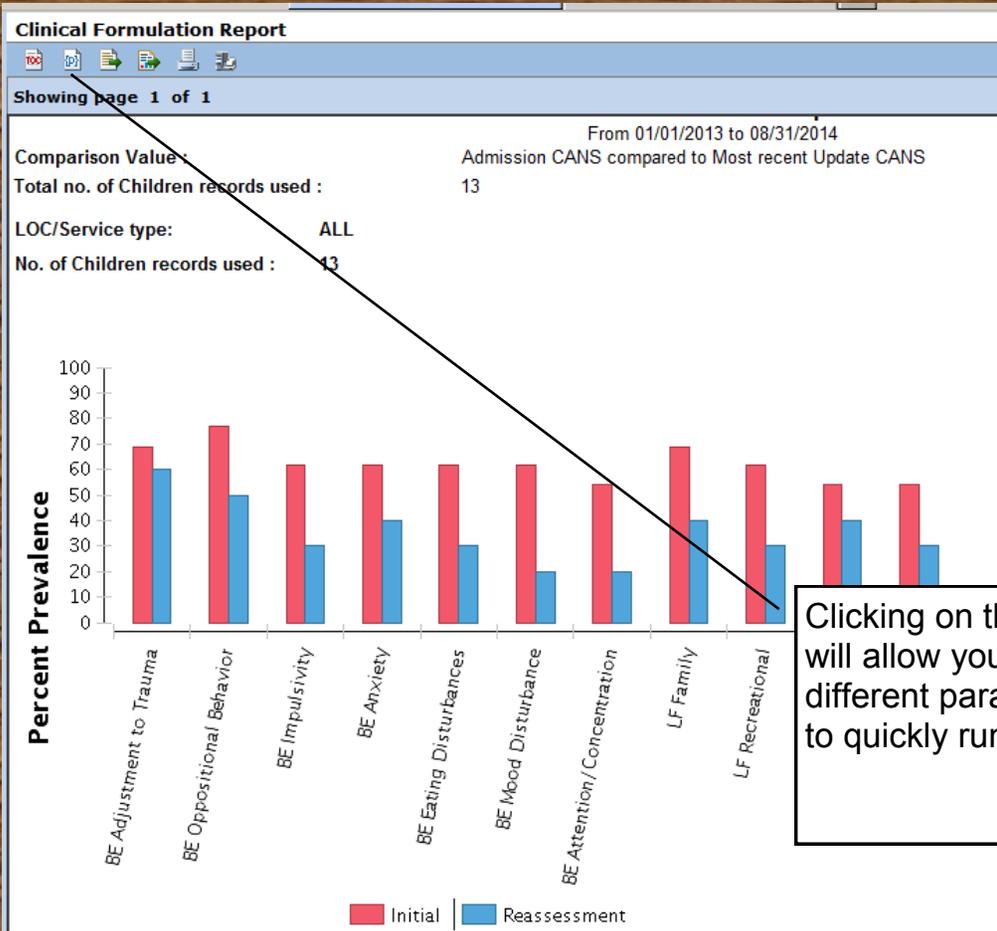


This report allows for comparison of the top ten needs items across time. These include need items from the Behavioral and Emotional Needs, Risk Behaviors, and Impact on Functioning domains. Items are included if they are frequently endorsed as needing treatment (rated as a '2' or a '3.')

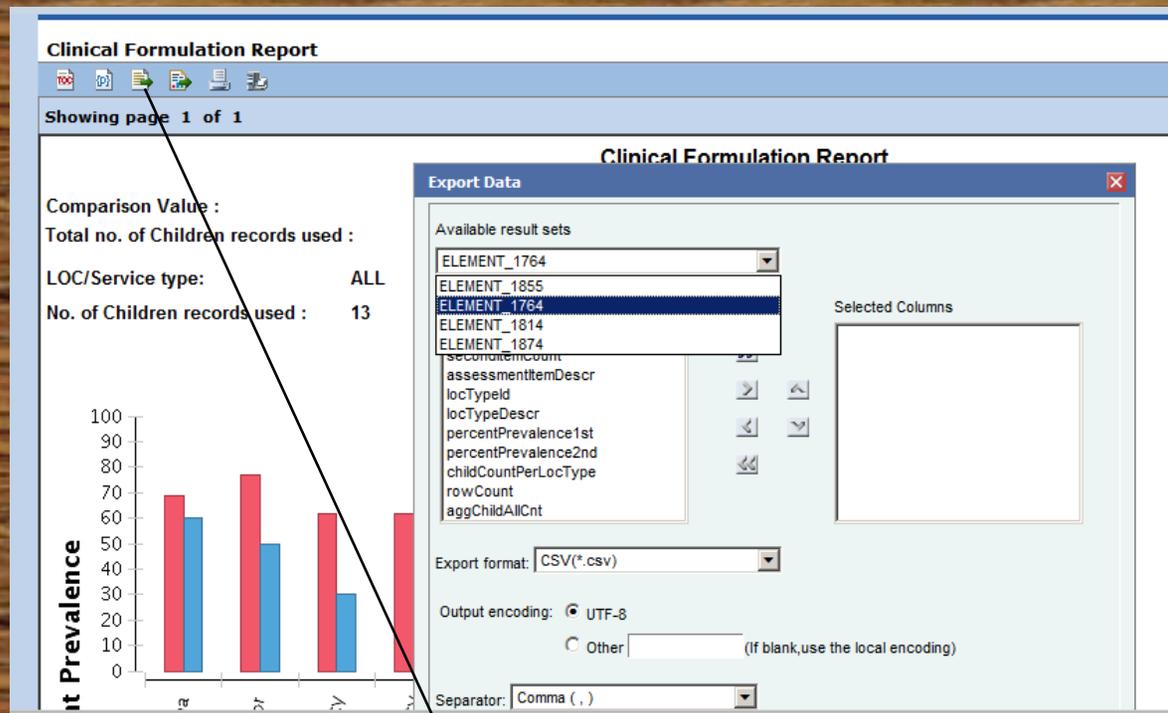
The bars represent the percentage of clients with the item rated as a '2' or a '3' at entry and the comparison point.



The Table of Contents function has little practical value for this report, as the report is only one page long.



Clicking on this icon will bring up the dialog box which will allow you to run the same report again, but with different parameters entered. This is useful if you need to quickly run this same report for a different time frame



The 'Export Data' function is also available for this report. It allows you to select the data for import into a data file. This feature is primarily of interest to data analysts.

**Clinical Formulation Report**

Showing page 1 of 1

Comparison Value :  
 Total no. of Children records used :  
 LOC/Service type: ALL  
 No. of Children records used : 13

Category	Red Bar (%)	Blue Bar (%)
Trauma	~68	~60
Behavioral	~75	~50
Impulsivity	~62	~30
Anxiety	~62	~40

**Export Data**

Available result sets  
 ELEMENT\_1764

Available Columns

Selected Columns

- firstItemCount
- secondItemCount
- assessmentItemDescr
- locTypeId
- locTypeDescr
- percentPrevalence1st
- percentPrevalence2nd
- childCountPerLocType
- rowCount
- aggChildAllCnt

Export format: CSV(\*.csv)

Output encoding:  UTF-8  
 Other (if blank, use the local encoding)

Separator: Comma ( , )

Export column's data type  Export column as locale neutral

OK Cancel

OK

Here a number of items ('Columns') in the report have been selected for data export.

### Clinical Formulation Report

Showing page 1 of 1

#### Clinical Formulation Report

From 01/01/2013 to 08/31/2014

Comparison Value : Admission CANS compared to Most recent Update CANS

Total no. of Children records used : 13

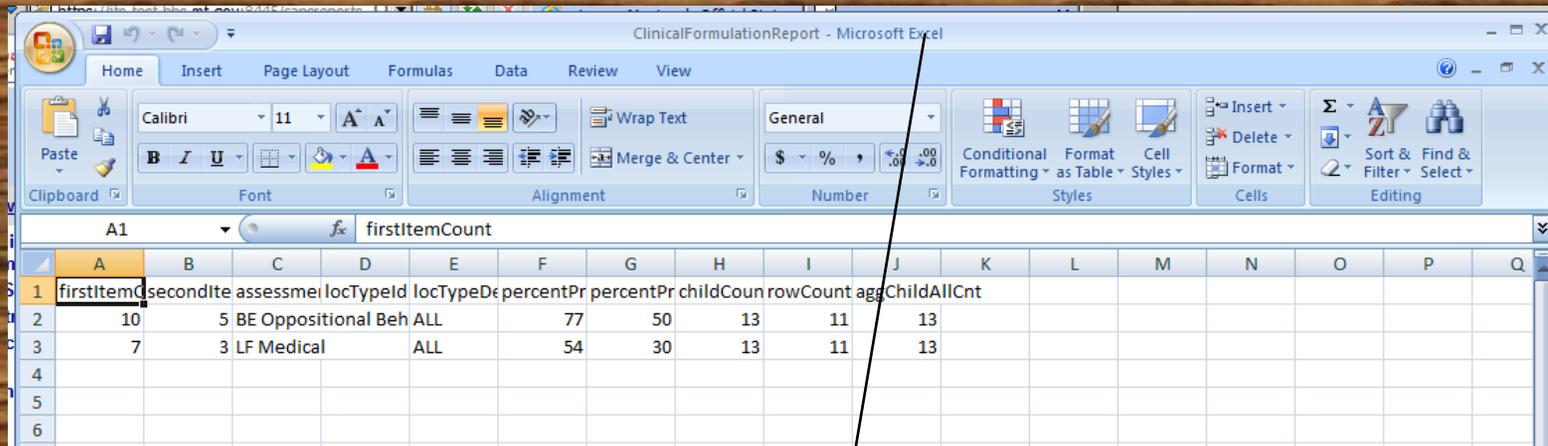
LOC/Service type: ALL

No. of Children records used : 13

Category	Red Bar (%)	Blue Bar (%)
Exposure to Trauma	68	60
Emotional Behavior	75	50
External Impulsivity	60	30
SE Anxiety	60	40
Disturbances	60	30
Disturbance	60	20
Concentration	55	20
LF Family	68	40
Recreational	60	30
Functioning	55	40
LF Medical	15	15

The data file can now be saved in the format which you selected, or previewed.

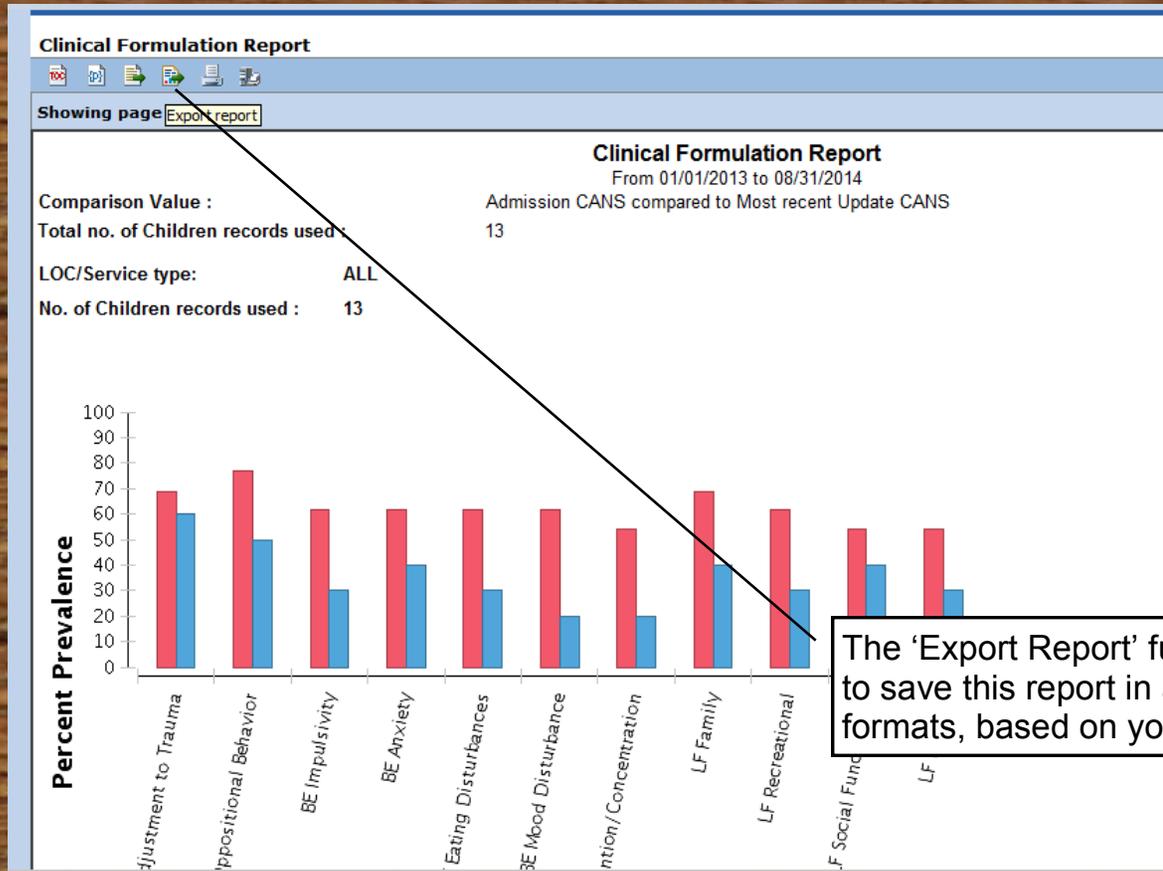
Do you want to open or save **ClinicalFormulationReport.csv** (250 bytes) from **jts-test.hhs.mt.gov**?

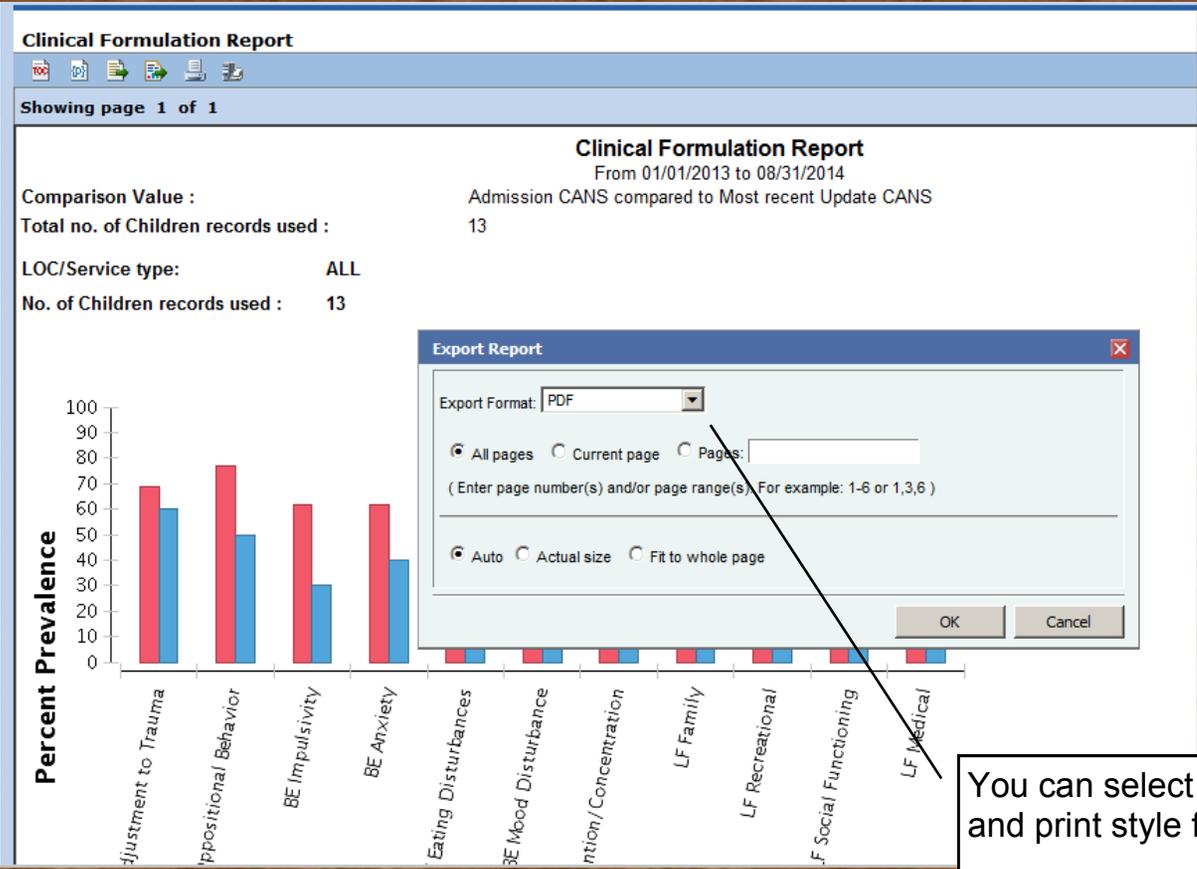


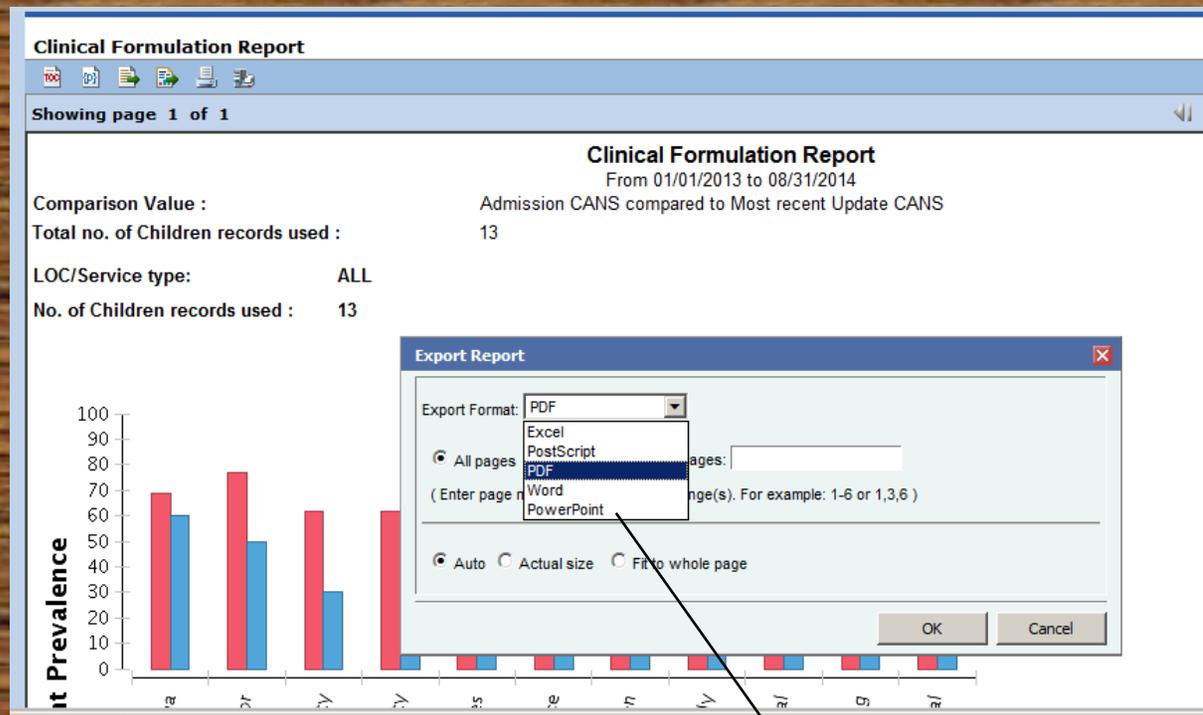
The screenshot shows a Microsoft Excel spreadsheet titled "ClinicalFormulationReport - Microsoft Excel". The ribbon is set to "Home" with the "Formulas" tab selected. The active cell is A1, containing the formula "firstItemCount". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	firstItemC	secondite	assessment	locType	locTypeDe	percentPr	percentPr	childCoun	rowCount	aggChild	AllCnt						
2	10	5	BE	Oppositional Beh	ALL	77	50	13	11	13							
3	7	3	LF	Medical	ALL	54	30	13	11	13							
4																	
5																	
6																	

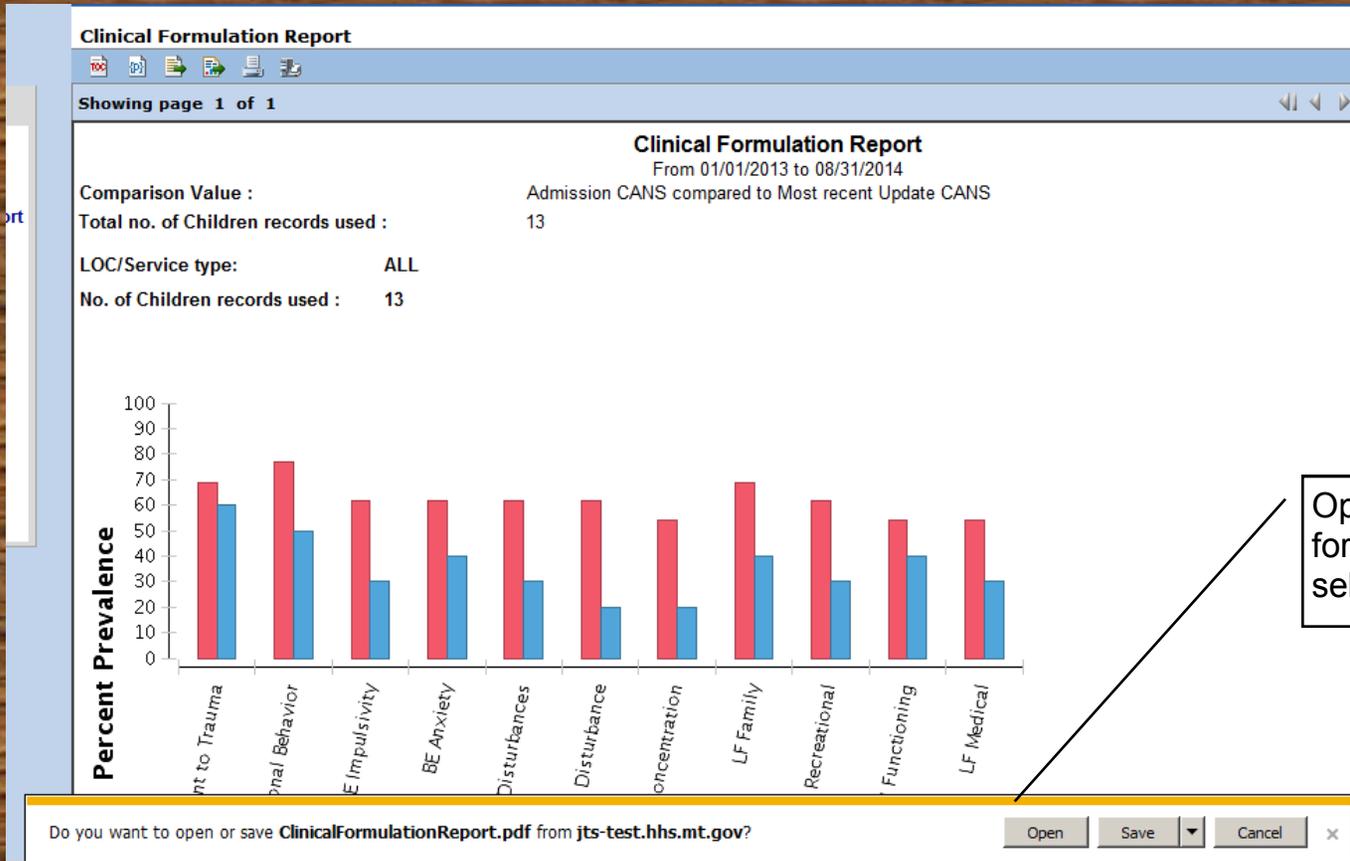
The data import to Microsoft Excel or other data management or data analysis programs.



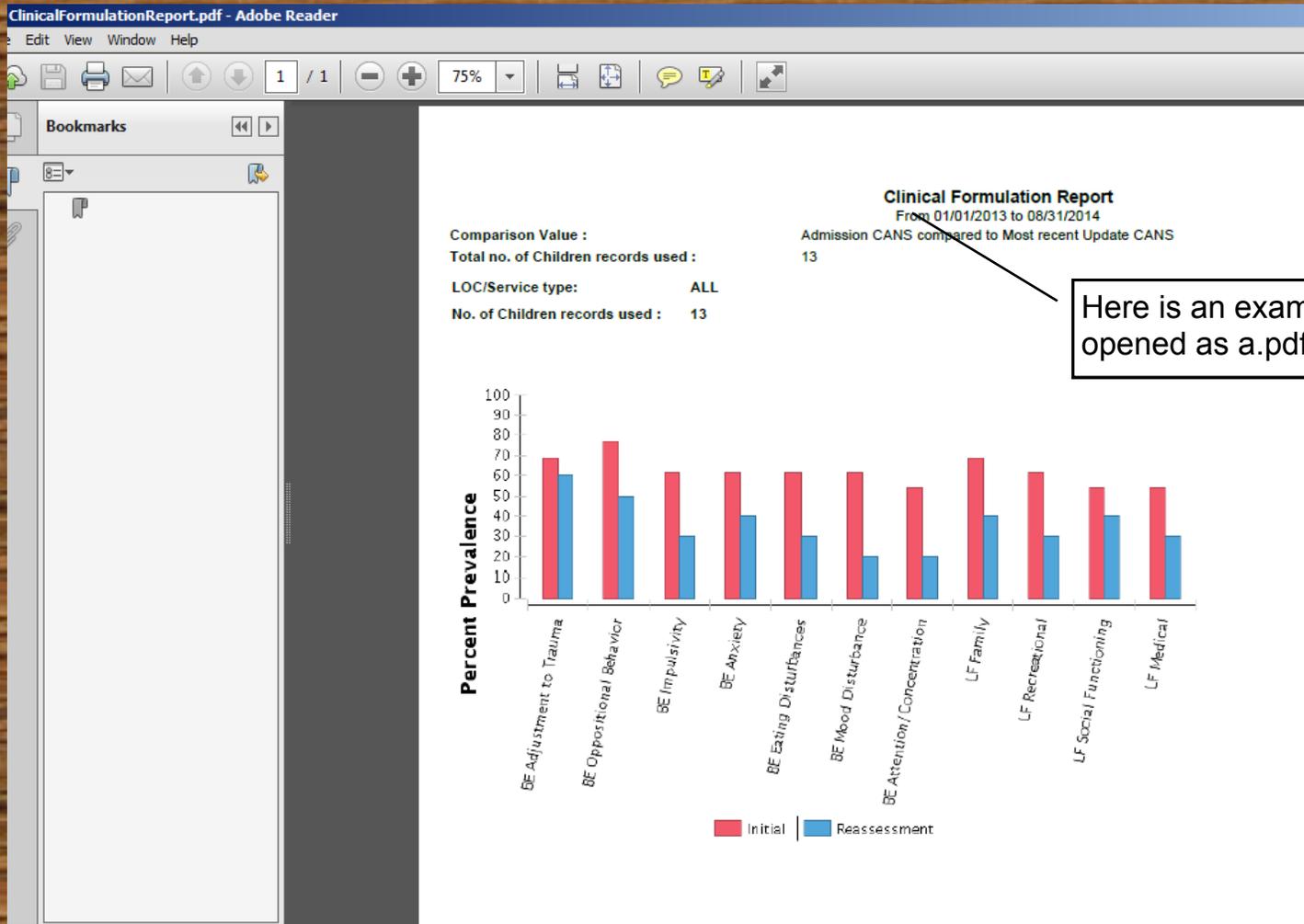


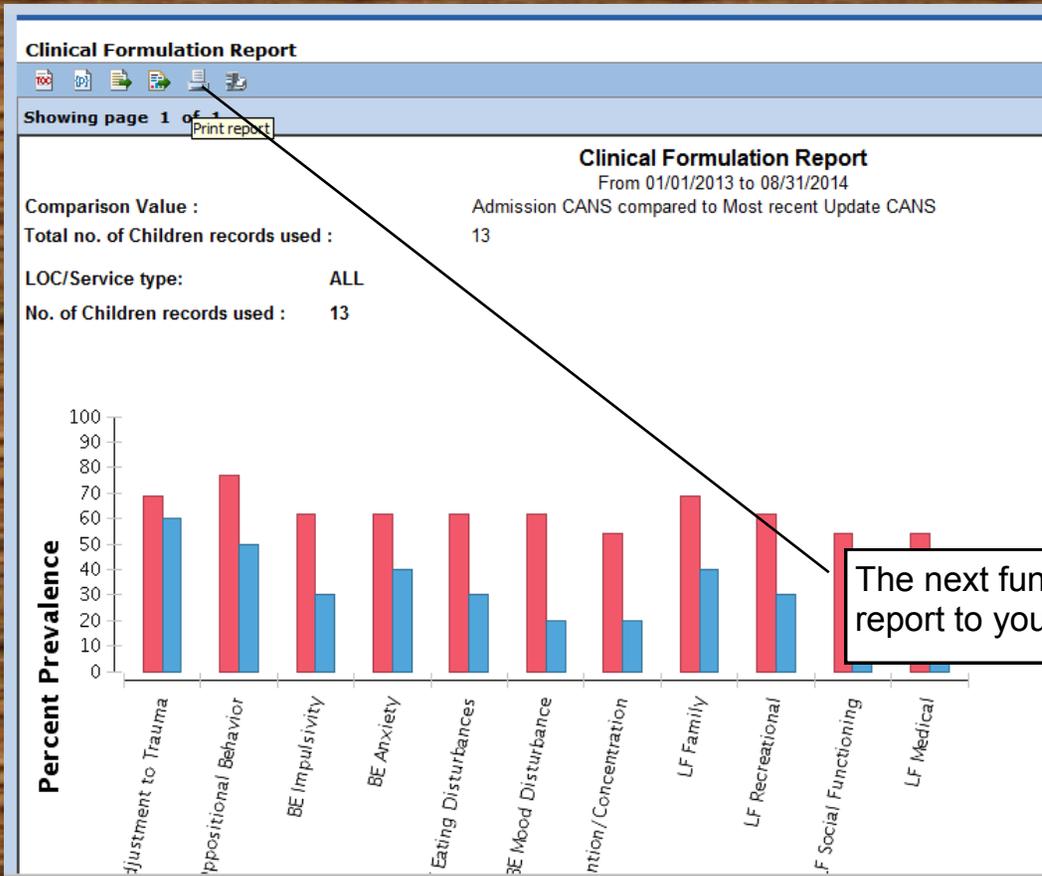


Experiment with these to see what best suits your needs. Each format provide a different advantage, and may be most useful in a specific context (pdfs when people are looking over the report, PowerPoint when presenting to a large group, Word if text needs to be added, etc)

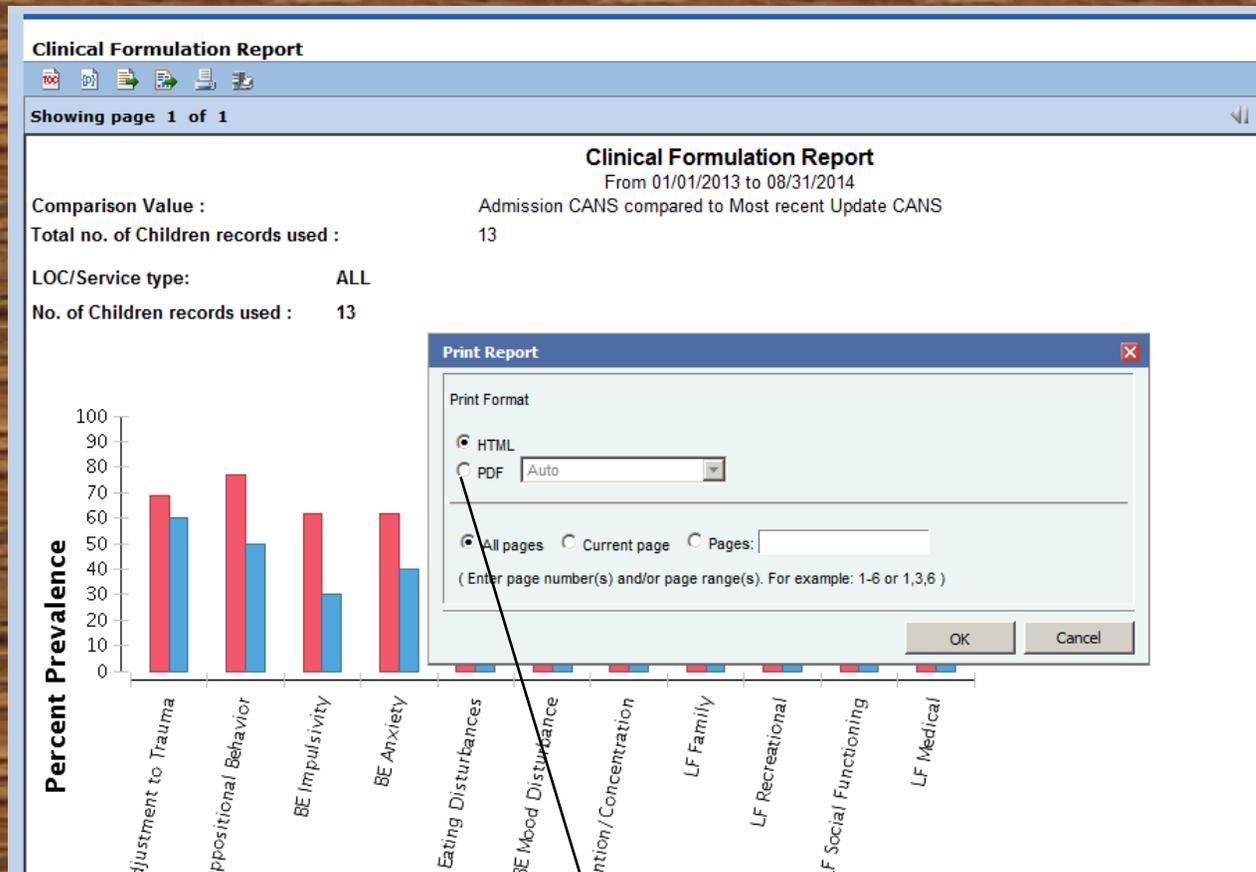


Open or save in the format you have selected.

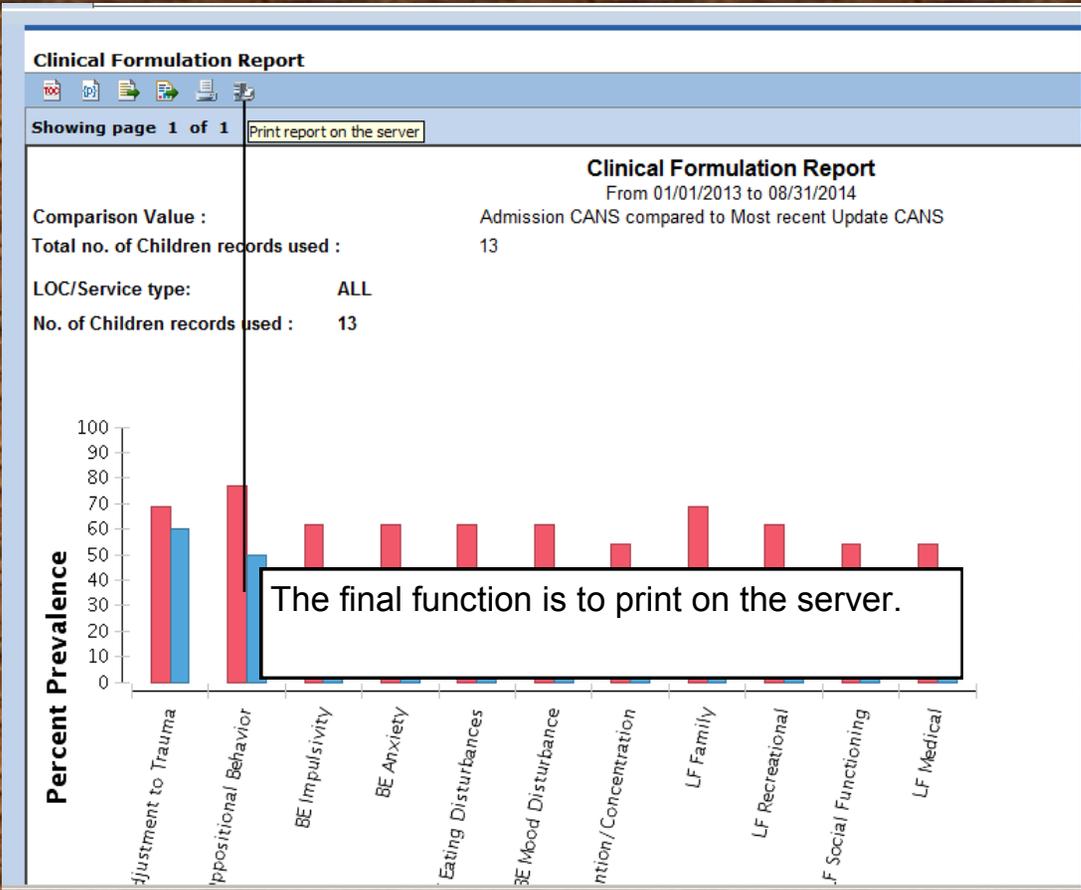


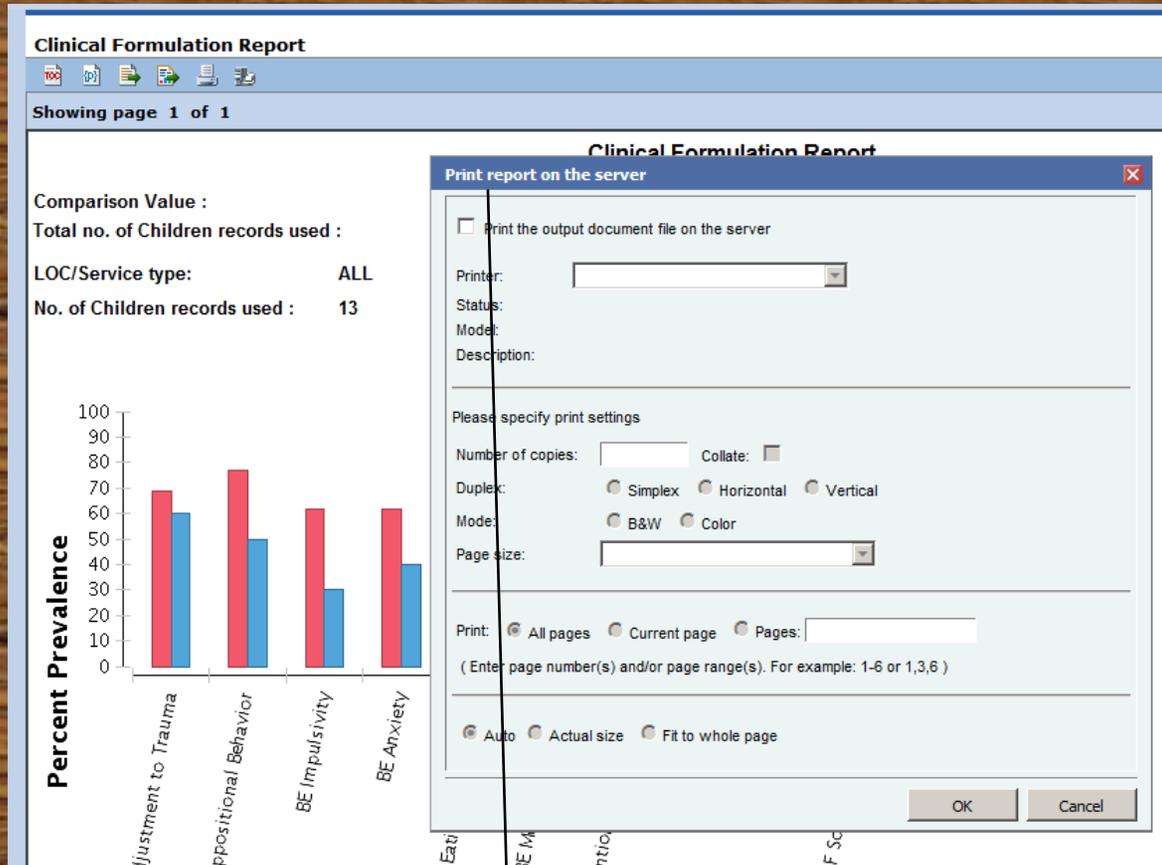


The next function in the toolbar allows you to print the report to your local printer.



Choose the print options which works best for you, and then click on 'OK.' The .pdf format allows you to save or print from the next screen.





The print parameters dialog box allows you to select the specifications for the print job you are about to send to the networked printer.

# **CANS Youth Facesheet Report**

The screenshot displays the IRONDATA Intelligent Case Manager Reports interface. On the left, a sidebar titled "Reports" contains a "View Reports" section with a list of report types: "Finalized CANS Assessment Report", "CANS Summary Report", "Treatment Progress Report", "Clinical Formulation Report", and "Youth Facesheet Report". The "Youth Facesheet Report" is highlighted. A callout box with a black border and white background points to this link, containing the text: "1. To choose the Youth Facesheet Report, click on the Youth Facesheet Report link." The main content area shows the "Youth Face Sheet Report" page, which includes a toolbar with icons for print, save, and other actions, and a status bar indicating "Showing page 1 of". A "Parameter" dialog box is open in the foreground, titled "Parameter" with a close button (X). It contains the instruction "Parameters marked with \* are required." and three required fields: "Provider: \*" (a dropdown menu), "Youth: \*" (a text input field), and "Assessment Date: \*" (a date input field). At the bottom of the dialog are "OK" and "Cancel" buttons.

IRONDATA  
Intelligent Case Manager Reports

Reports

View Reports

- Finalized CANS Assessment Report
- CANS Summary Report
- Treatment Progress Report
- Clinical Formulation Report
- Youth Facesheet Report**

Youth Face Sheet Report

Showing page 1 of

Parameter

Parameters marked with \* are required.

Provider: \*

Youth: \*

Assessment Date: \*

OK Cancel

**Youth Face Sheet Report**

Showing page 1 of

**Parameter**

Parameters marked with \* are required.

Provider: \*

- Hospital 1
- Clinic 1
- Hospital 2
- Clinic 2
- Hospital 3
- Clinic 3
- CMHB
- EAP Inc
- Test Mental Health Ctr\_April 08, 2014
- Test Provider\_PRTF A
- Test Provider\_PRTF B
- Test Provider\_PRTF C
- Test Provider\_PRTF D
- Provider Agency XYZ
- Test 1915i\_Provider B
- Test 1915i\_Provider C
- Test 1915i\_Provider D
- COLLABORATIVE IMPLEMENTATION SOLUTIONS

OK Cancel

1. The 'Parameters' dialog box will let you set the parameters for which Youth Face Sheet Report to look at, and what information to see. Begin with the first drop-down menu, '**Provider.**' Choose your provider name here.

**Youth Face Sheet Report**

Showing page 1 of

**Parameter**

Parameters marked with \* are required.

Provider: \*  
Provider Agency XYZ

Youth: \*  
[Empty dropdown]

[Dropdown menu open showing list of names]

- Jones, Mickey
- Harbaugh, Pete U
- Owens, Trey
- Doe, Michael
- Campbell, Peter M
- Imogen, Asher
- jones, john
- james, bob
- Flintstone, BamBam Fred
- Simpson, Bartholomew H
- Mock, Cans
- Lad, Dan
- Johnson, Bob
- Jinks, Jay
- duck, daffy
- fudd, Alice

OK Cancel

1. The name of the client(s) which you have permission to view will appear when you click on the 'Client' menu. Select the child/youth's record which you need to view.

**Youth Face Sheet Report**

Showing page 1 of

**Parameter**

Parameters marked with \* are required.

Provider: \*  
Provider Agency XYZ

Youth: \*  
Mock, Cans

Assessment Date: \*  
[Empty]

OK Cancel

Now you can select the assessment based on the date that it was finalized.

Youth Face Sheet Report

Showing page 1 of

Parameter

Parameters marked with \* are required.

Provider: \*  
Provider Agency XYZ

Youth: \*  
Mock, Cans

Assessment Date: \*  
07/23/2014

OK Cancel

Select the Assessment and then click on 'OK.'

## Youth Face Sheet Report



Showing page 1 of 1

## Youth Face Sheet Report

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First : Cans Middle :

SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

**Custody**

Custody Type : Mother

**Custody Address**

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

**Parent or Legal Guardian**

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

Here's the report! Now we have a series of functions we can use with this report.

**Youth Face Sheet Report**

Showing page 1 of 1 Go to page: [ ] [ ] [ ] [ ]

**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First : Cans Middle :  
 SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896  
 DOB : 01/08/2000 Gender : F  
 Race : White  
 Is this person of Hispanic, Latino or Spanish origin? No

**Custody**

Custody Type : Mother

**Custody Address**

Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK State : MA  
 Phone :

**Parent or Legal Guardian**

Last Name: Mock First : Mother  
 Relationship :  
 Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK State : MA ZIP Code : 02056  
 Phone :

**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

Because this is a one-page report, the Table of Contents function serves little purpose for this report.

**Youth Face Sheet Report**

Show [Run report](#) 1 of 1

**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First : Cans Middle :  
 SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896  
 DOB : 01/08/2000 Gender : F  
 Race : White  
 Is this person of Hispanic, Latino or Spanish origin? No

**Custody**

Custody Type : Mother

**Custody Address**

Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK State : MA ZIP Code :  
 Phone :

**Parent or Legal Guardian**

Last Name: Mock First : Mother Middle :  
 Relationship :  
 Street 1 : 123 Main St  
 Street 2 :

The 'Run Report' function will allow you to run this report using different parameters (Provider, Youth, Assessment Date).

**Youth Face Sheet Report**

Showing page 1 of 1

**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First : Cans Middle :  
 SSN: \*\*\*\*7854 Medicaid No : \*\*\*\*7896  
 DOB : 01/08/2000 Gender : F  
 Race : White  
 Is this person of Hispanic, Latino or Spanish origin? No

**Custody**

Custody Type : Mother

**Custody Address**

Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK State : MA ZIP Code : 02056  
 Phone :

**Parent or Legal Guardian**

Last Name: Mock First : Mother Middle :  
 Relationship :  
 Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK State : MA ZIP Code : 02056  
 Phone :

**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 Jay Helena, MT, 59601	

The 'Export Data' function is available for the Youth Face Sheet Report. It allows you to select specific data elements for import into a data file. This feature is primarily of interest to data analysts.

**Youth Face Sheet Report**

Showing page 1 of 1

**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission: 1015756  
**Youth Facesheet** 1015756  
 Date Created : 01/23/2014

**Youth Information**  
 Last Name: Mock  
 SSN: \*\*\*\*\*7854  
 DOB : 01/08/2000  
 Race : White  
 Is this person of Hispanic, Latino or Spanish origin:

**Custody**  
 Custody Type : Mother

**Custody Address**  
 Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK  
 Phone :

**Parent or Legal Guardian**  
 Last Name: Mock  
 Relationship :  
 Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK  
 Phone :

**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship
mock, father null	Father

1232 Day, Helena, MT, 59601

**Export Data**

Available result sets  
 ELEMENT\_408

Available Columns  
 youthCalcAge

Selected Columns

Export format: CSV (\*.csv)

Output encoding:  UTF-8  
 Other (If blank, use the local encoding)

Separator: Comma (,)

Export column's data type  Export column as locale neutral

OK Cancel

Data elements ('Columns') can be selected from the underlying tables in the relational database to be included in a data file for later statistical analysis.

**Youth Face Sheet Report**

Showing page 1 of 1

**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First : Cans Middle :  
 SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896  
 DOB : 01/08/2000 Gender : F  
 Race : White  
 Is this person of Hispanic, Latino or Spanish origin? No

Street 2 :  
 City : NORFOLK State : MA ZIP Code : 02056  
 Phone :

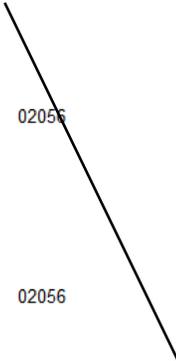
**Parent or Legal Guardian**

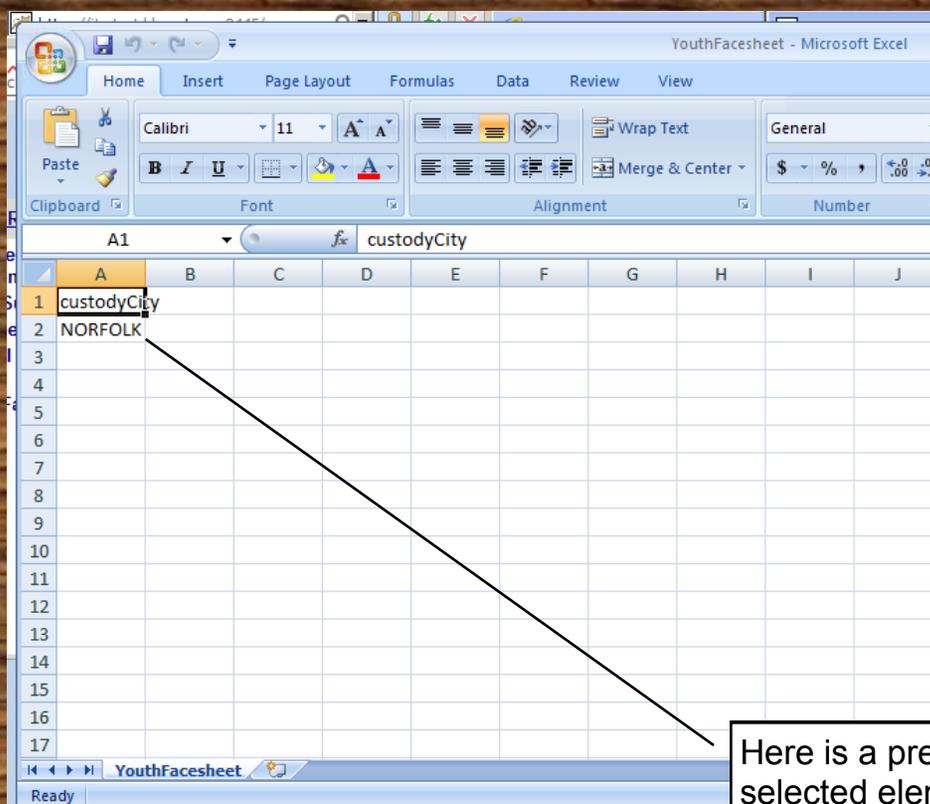
Last Name: Mock First : Mother Middle :  
 Relationship :  
 Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK State : MA ZIP Code : 02056  
 Phone :

**Other Parent / Legal Guardian**

Do you want to open or save YouthFacesheet.csv (20 bytes) from jts-test.hhs.mt.gov? Open Save Cancel

This new data table can then be opened (for preview) or saved.





The screenshot shows the Microsoft Excel interface with the 'YouthFacesheet' workbook open. The 'Home' tab is active, and the ribbon shows options for Clipboard, Font, Alignment, and Number. The active cell is A1, containing the text 'custodyCity'. Below it, in cell A2, is the text 'NORFOLK'. The spreadsheet grid shows columns A through J and rows 1 through 17. A black arrow points from the text 'NORFOLK' in cell A2 to a text box on the right.

	A	B	C	D	E	F	G	H	I	J
1	custodyCity									
2	NORFOLK									
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										

Here is a preview of the data table with a single selected element. It has been imported into Microsoft Excel and can be saved and edited as desired.

**Youth Face Sheet Report**

Showing page 1 of 1

**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First : Cans Middle :  
 SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896  
 DOB : 01/08/2000  
 Race : White

Is this person of Hispanic, Latino or Spanish origin

**Custody**

Custody Type : Mother

**Custody Address**

Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK  
 Phone :

**Parent or Legal Guardian**

Last Name: Mock  
 Relationship :  
 Street 1 : 123  
 Street 2 :  
 City : NOR  
 Phone :

**Other Parent / Legal Guardian**  
 Parent or Legal Guardian  
 mock, father null

**Export Report**

Export Format: Excel

All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

Clicking this icon allows you to export a copy of the report, in the format you desire. This is useful when you need to keep a copy of the report in another location. Be sure, if you are saving this exported report, that the location it is stored in is encrypted consistent with HIPAA privacy standards and the policy of the state of Montana.

**Youth Face Sheet Report**

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**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756  
Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**  
Last Name: Mock First : Cans Middle :  
SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896  
DOB : 01/08/2000  
Race : White

Is this person of Hispanic, Latino or Spanish origin

**Custody**  
Custody Type : Mother

**Custody Address**  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK  
Phone :

**Parent or Legal Guardian**  
Last Name: Mock  
Relationship :  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK State : MA ZIP Code : 02056

**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship	Address
mock, father null	Father	1232 day Helena, MT, 5960

**Export Report**

Export Format: Excel  
Excel  
PostScript  
PDF  
Word  
PowerPoint

All pages pages:   
( Enter page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

You can choose the file type in which to save the file. The .pdf format is easiest for viewing and printing. The Word format is easiest for any editing. However, any editing done outside of the online system will not show up or be recorded online.

**Youth Face Sheet Report**

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**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First : Cans Middle :  
 SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896  
 DOB : 01/08/2000 Gender : F  
 Race : White  
 Is this person of Hispanic, Latino or Spanish origin? No

**Custody**

Custody Type : Mother

**Custody Address**

Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK State : MA ZIP Code : 02056  
 Phone :

**Parent or Legal Guardian**

Last Name: Mock First : Mother Middle :  
 Relationship :  
 Street 1 : 123 Main St  
 Street 2 :  
 City : NORFOLK State : MA ZIP Code : 02056  
 Phone :

**Other Parent / Legal Guardian**

Do you want to open or save YouthFacesheet.pdf from jts-test.hhs.mt.gov?

Open Save Cancel x

These controls allow you to preview (Open) or save the file in the format you have selected.

**Youth Face Sheet Report**

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Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First : Cans Middle :

SSN: \*\*\*\*7854 Medicaid No : \*\*\*\*7896

DOB : 01/08/2000 Gender : F

Race : White

Is this person of Hispanic, Latino or Spanish origin? No

**Custody**

Custody Type : Mother

**Custody Address**

Street 1 : 123 Main St

Street 2 :

City : NORFOLK State : MA ZIP Code : 02056

Phone :

**Parent or Legal Guardian**

Last Name: Mock First : Mother Middle :

Relationship :

Street 1 : 123 Main St

Street 2 :

City : NORFOLK

Phone :

**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

Here is an example of a .pdf preview of the Youth Face Sheet Report. You'll notice that the formatting is clear and easily readable.

**Youth Face Sheet Report**

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**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756  
Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**  
Last Name: Mock First : Cans Middle :  
SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896  
DOB : 01/08/2000  
Race : White  
Is this person of Hispanic, Latino or Spanish origin

**Custody**  
Custody Type : Mother

**Custody Address**  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK  
Phone :

**Parent or Legal Guardian**  
Last Name: Mock  
Relationship :  
Street 1 : 123 Main St  
Street 2 :  
City :  
Phone :

**Other Parent / Legal**

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

**Print Report**

Print Format

HTML  
 PDF

All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

OK Cancel

This function allows you to print the report to your local printer.

**Youth Face Sheet Report**

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**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756

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DOB : 01/08/2000  
Race : White

Is this person of Hispanic, Latino or Spanish origin

**Custody**

Custody Type : Mother

**Custody Address**

Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK  
Phone :

**Parent or Legal Guardian**

Last Name: Mock  
Relationship :  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK State : MA ZIP Code : 02056  
Phone :

**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

**Print Report**

Print Format

HTML

PDF Auto

All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

OK Cancel

Choose the appropriate format for printing. The .pdf format usually produces the most visually understandable reports.

**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet** 1015756  
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Is this person of Hispanic, Latino or Spanish origin? No

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Custody Type : Mother  
**Custody Address**  
Street 1 : 123 Main St  
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**Parent or Legal Guardian**  
Last Name: Mock First: Mother Middle :  
Relationship :  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK State : MA ZIP Code : 02056  
Phone :

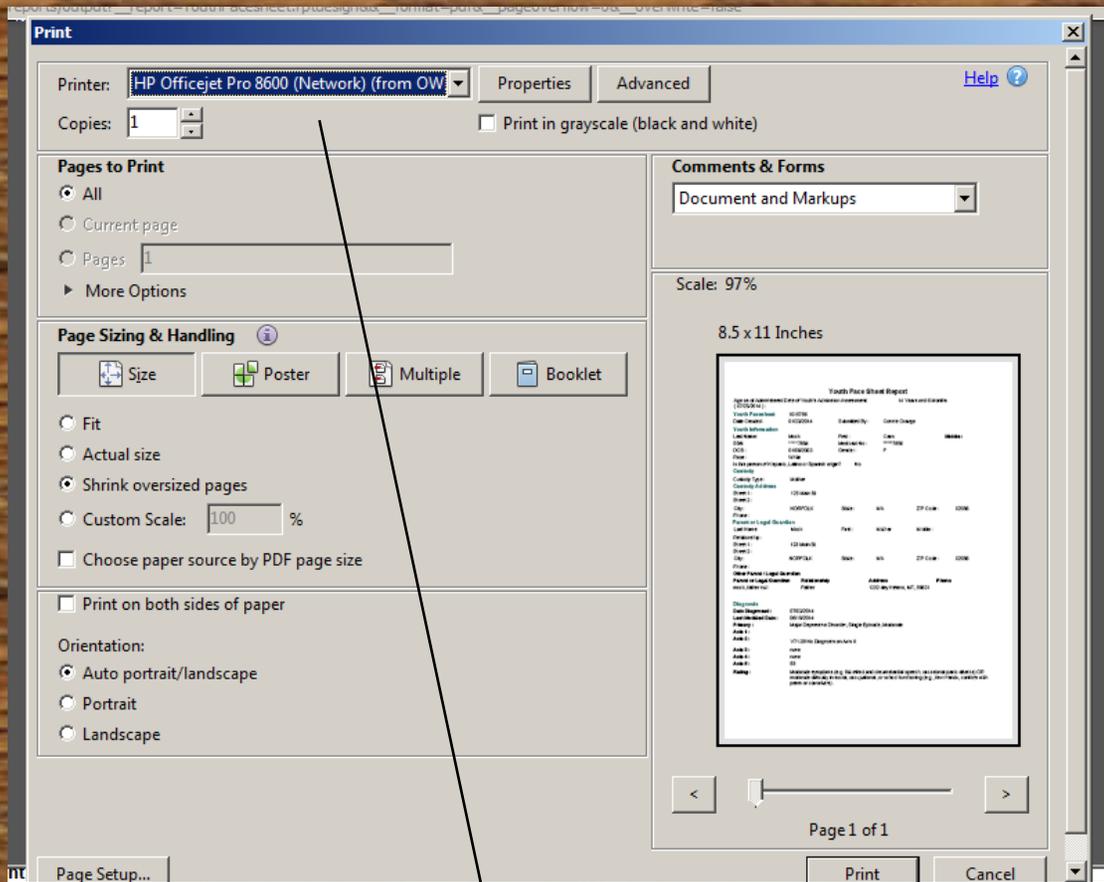
**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 day Helena, MT, 59601	

**Diagnosis**  
Date Diagnosed : 07/02/2014  
Last Modified Date : 06/11/2014  
Primary : M, 1, 1, Moderate  
Axis 1 :  
Axis 2 : V71.09 No Diagnosis on Axis II

*Note: A toolbar is visible at the bottom of the form area, containing icons for back, forward, search, and print.*

The .pdf format allows you to save or print from this screen.



Simply choose your printer and print options and print.

**Youth Face Sheet Report**

Showing page 1 of 1 [Print report on the server](#)

**Youth Face Sheet Report**

Age as of Administered Date of Youth's Admission Assessment ( 07/23/2014 ) : 14 Years and 6 Months

**Youth Facesheet**  
1015756

Date Created : 01/23/2014 Submitted By : Connie Orange

**Youth Information**

Last Name: Mock First: Cans Middle:   
SSN: \*\*\*\*\*7854 Medicaid No : \*\*\*\*\*7896   
DOB : 01/08/2000 Gender : F   
Race : White   
Is this person of Hispanic, Latino or Spanish origin? No

**Custody**  
Custody Type : Mother

**Custody Address**  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK State : MA ZIP Code : 02056  
Phone :

**Parent or Legal Guardian**  
Last Name: Mock First: Mother Middle:   
Relationship :  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK State : MA ZIP Code : 02056  
Phone :

**Other Parent / Legal Guardian**

Parent or Legal Guardian	Relationship	Address	Phone
mock, father null	Father	1232 daw Helena, MT, 59601	

The final function is to print the report on the server.

**Youth Face Sheet Report**

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Age as of Administered Date of Youth's Admission: 1015756  
**Youth Facesheet** 1015756  
Date Created : 01/23/2014

**Youth Information**  
Last Name: Mock  
SSN: \*\*\*\*\*7854  
DOB : 01/08/2000  
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Is this person of Hispanic, Latino or Spanish origin:

**Custody**  
Custody Type : Mother

**Custody Address**  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK  
Phone :

**Parent or Legal Guardian**  
Last Name: Mock  
Relationship :  
Street 1 : 123 Main St  
Street 2 :  
City : NORFOLK  
Phone :

**Other Parent / Legal Guardian**  
Parent or Legal Guardian Relationship  
mock, father null Father

**Print report on the server**

Print the output document file on the server

Printer: [Dropdown]  
Status:  
Model:  
Description:

Please specify print settings

Number of copies: [Input] Collate:

Duplex:  Simplex  Horizontal  Vertical  
Mode:  B&W  Color  
Page size: [Dropdown]

Print:  All pages  Current page  Pages: [Input]  
( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

The print parameters dialog box allows you to select important parameters such as the printer, the number of copies, duplex, page range, fit to the paper, and other specifications.

# CONGRATULATIONS!

You've completed the Guide to Reports.

For additional assistance regarding the CANS Reports, please contact:

**Robin Albee**  
**ralbee@mt.gov**