

# **READINESS FOR REUNIFICATION AND COMPARE REPORTS**

- ▶ The user will select Reports, which will provide a list of available reports. The user will then select *Readiness for Reunification & Permanency Worksheet*.
- ▶ The application will provide a search screen to enable the user to identify the child to be the subject of the *Worksheet*. This screen will be similar in both appearance and functionality to search screens used in other CANS related applications. An example follows.

## CANS Search

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Please search for a client by entering either the CYCIS ID or the Last Name and/or First Name and then clicking "Search". When searching by name, the default search is a Soundex search. This means that when you search by first and/or last name, the results will be items that sound similar. For example, if you type in James for last name, the search results will include James, Jones and Janes.

If you do not want the Soundex feature, you can do an exact search, by clicking on the "Return Only Exact Matches" checkbox. This will only return search results that exactly matched what you typed in.

Please note that this search tool is not case sensitive.

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CYCIS ID:

Last Name:

AND/OR First Name:

Return Only Exact Matches: ☐

- ▶ A search will yield only cases that the user is authorized to view. For example, search results for a caseworker will only present assigned cases.
- ▶ Selection of a child will bring the user to a screen titled Setup for Readiness for Reunification Report on which the user will identify the type of caregiver to be the secondary subject of the Report. A mockup follows.

## Set Up for Readiness for Reunification and Permanency Worksheet

Select the relationship to the child of the caregiver to be the subject of this Readiness for Reunification and Permanency Worksheet. Then, click OK.

**Relationship to Child:**

▼

Adoptive Father  
Adoptive Mother  
Biological Father  
Biological Mother

OK

- ▶ Note that the options for relationship to the child are much more limited than available on a CANS. Rationale for the restriction is that a Readiness for Reunification & Permanency Worksheet will only be generated for a parent and only when the permanency goal is return to home.
- ▶ When the user selects and OKs a relationship, the Setup screen will expand to include names of all individuals recorded in the selected relationship on the last five CANS for the child. If none of the CANS to be used in the Worksheet have any caregiver in the relationship selected, the user will be informed of this fact.
- ▶ A mockup of the expanded Set Up screen follows.

## Set Up for Readiness for Reunification and Permanency Worksheet

Select the relationship to the child of the caregiver to be the subject of this Readiness for Reunification and Permanency Worksheet. Then, click OK.

Relationship to Child:

OK

All names identified with the relationship you selected from the most recent CANS (up to a maximum of five) are listed. Check all names that apply to the individual that you want to be the subject of this Readiness for Reunification and Permanency Worksheet. When you finish, click on Run Report.

John Jones ☒

Jon Jones ☒

John Jones ☒

Johnney Jones ☒

John Smith ☐

Run  
Report

- ▶ The user will check all names that should be included for the Permanency Report. The goal is to select a single individual. Selection is required, because names may be entered slightly differently on different CANS.
- ▶ When the user clicks on Run Report, the application will first check to ensure that none of the five most recent CANS has more than one of the selected names. If two or more of the selected names are present on a single CANS, the application will provide an error message explaining the problem and suggesting that the user review individual CANS. This condition is likely to be rare.

# CANS Compare Report Procedure

- 1) Log into CWS-CANS as a caseworker.
- 2) Select the case you wish to work with by clicking on the CYCIS ID for that case.

**CWS CANS - Caseworker - Homepage - Windows Internet Explorer provided by State of Illinois - DCFS**

https://testing.illinoisoutcomes.dcf.illinois.gov/cws/caseworker\_home.html

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**IDCFS CANS CWS** Logged on: Javonna Smith  
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### Caseworker Homepage

#### Children Assigned to You

The table below lists the children currently assigned to you, and their most recent CANS.

- Click on the child's CYCIS ID to view detailed CANS history and options for that child.
- Click on the CANS Date to view the most recent CANS.
- Click on a column to sort the list by the data in that column.

Name	CYCIS ID	Last CANS	Status	Assessor	CANS Date	Next ACR	ACR Code
Avinger Russell, Iris	<a href="#">U3830203</a>	RTOS	Completed	Metivier, Rose	<a href="#">07/12/2013</a>	March	0309
Clayton, Shakur	<a href="#">S5600904</a>	CWS	Approved	Smith, Javonna	<a href="#">09/20/2013</a>	March	0309
Cooper, Brandon	<a href="#">U3590103</a>	CWS	Approved	Smith, Javonna	<a href="#">09/20/2013</a>	March	0309
Gary, Myles	<a href="#">Q0429903</a>	RTOS	Completed	Inman, Donna	<a href="#">09/20/2013</a>	May	0511
Henderson, Brian	<a href="#">F8829902</a>	CWS	Approved	Smith, Javonna	<a href="#">09/20/2013</a>	March	0309
Johnson, Treasure	<a href="#">R6590009</a>	CWS	Approved	Smith, Javonna	<a href="#">09/20/2013</a>	March	0309
Lee, Adrian	<a href="#">R6590007</a>	CWS	Approved	Smith, Javonna	<a href="#">09/20/2013</a>	March	0309
Lee, Jaheim	<a href="#">R6590005</a>	CWS	Approved	Smith, Javonna	<a href="#">09/20/2013</a>	March	0309
Lee, Kania	<a href="#">R6590006</a>	CWS	Approved	Smith, Javonna	<a href="#">09/20/2013</a>	March	0309
Lee, Shonti	<a href="#">R6590004</a>	CWS	Approved	Smith, Javonna	<a href="#">09/20/2013</a>	March	0309

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3) On the CANS History for the case, select between 2-5 CANS and click on the Compare button

**IDCFSCANS CWS**

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### CANS History for Clayton, Shakur

The table below lists all CANS for the child/youth you have selected.

- To view a particular CANS, click on the CANS Date.
- To create a new CANS, click on the Create CANS button. This button will be available only if:
  - You are certified to use the CANS instrument; and
  - No CWS CANS is in process.
- To compare CANS, select 2-5 CANS in the Compare column and click the Compare button below.

CANS Context	Completion Status	Assessor	CANS Date	Compare
CWS	Approved	Smith, Javonna	09/20/2013	<input checked="" type="checkbox"/>
CWS	Approved	Smith, Javonna	02/25/2013	<input type="checkbox"/>
CAYIT	Completed	Graham-Mogee, Chyrel	11/20/2012	<input type="checkbox"/>
CWS	Approved	Smith, Javonna	09/12/2012	<input checked="" type="checkbox"/>
CAYIT	Completed	Graham-Mogee, Chyrel	05/29/2012	<input type="checkbox"/>
CWS	Approved	Smith, Javonna	04/16/2012	<input type="checkbox"/>
RTOS	Completed	Almendarez, Jessica	02/02/2012	<input type="checkbox"/>
RTOS	Completed	Lafrancis, Sarah	08/02/2011	<input checked="" type="checkbox"/>
RTOS	Completed	Evans, Stephanie	05/09/2011	<input type="checkbox"/>
RTOS	Completed	Evans, Stephanie	05/09/2011	<input checked="" type="checkbox"/>

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[Create CANS](#) [Caregiver-Only CANS](#) [Compare](#) [RRP Worksheet](#) [Exit](#)

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4) The CANS Compare Report will show a column of responses for each CANS selected.

CWS CANS - Caseworker - Compare CANS - Windows Internet Explorer provided by State of Illinois - DCFS

https://testing.illinoisoutcomes.dcf.illinois.gov/cws/caseworker\_cans\_compare.html?id=

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Exit

**CANS Comparison**

Name: Clayton, Shakur CYCIS ID: S5600904

**CANS Scores & Notes**

#	CANS Context	RTOS	RTOS	CWS	CWS
	Status	Submitted	Submitted	Approved	Approved
	Assessor	Evans, Stephanie	LaFrancis, Sarah	Smith, Javonna	Smith, Javonna
	CANS Date	05-09-2011	08-02-2011	09-12-2012	09-20-2013
	CANS Version	1.0	1.0	2.0	2.0
<b>Trauma Experiences</b>					
#	CANS Context	RTOS	RTOS	CWS	CWS
1	Sexual Abuse	0	0	0	0
2	Physical Abuse	1	2	2	1
3	Emotional Abuse	1	2	2	2*
4	Neglect	1	2	2	1
5	Medical Trauma	0	0	0	0
6	Witness to Family Violence	0	1	1	1
7	Community Violence	2	2	2	1
8	School Violence	1	1	1	0
9	Natural or Manmade Disasters	1	0	0	0
10	War Affected	0	0	0	0
11	Terrorism Affected	0	0	0	0
12	Witness/Victim to Criminal Activity	1	2	2	1
13	Parental Criminal Behavior	0	0	2	2*
<b>Traumatic Stress Symptoms</b>					
#	CANS Context	RTOS	RTOS	CWS	CWS
14	Adjustment to Trauma	1	1	1	1
15	Traumatic Grief/Separation	1	2	1	1
16	Reexperiencing	0	0	0	1
17	Avoidance	1	2	2	2
18	Numbing	1	2	2	1

Done

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