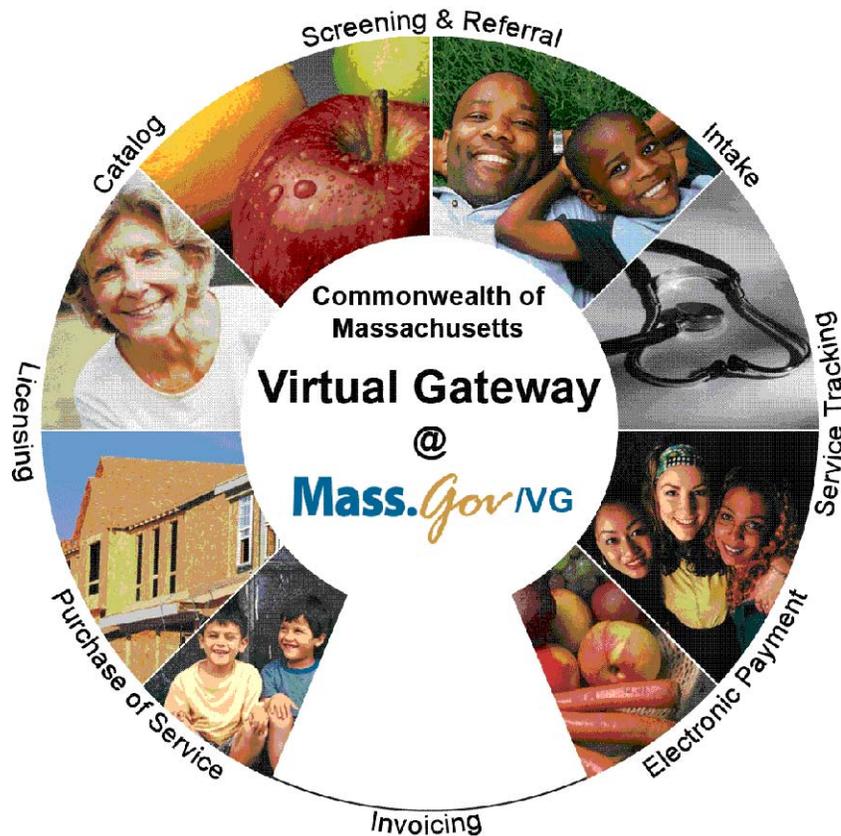


**Commonwealth of Massachusetts
Executive Office of Health and Human Services**

Virtual Gateway



CBHI CANS Activity Report Reference Guide

(Certified Assessor and Organization Roles)

November 2016



CBHI Member Progress Report Reference Guide

Contents

Summary of Reference Guide 3

Logon to Virtual Gateway 3

Generating the CANS Activity Report..... 3

 Sample of a CANS Activity Report..... 6

Questions or Need Assistance? 7

Summary of Reference Guide

The CANS Activity Report will help users monitor Assessors' activity over a period of time within the organization. This reference guide will walk a user through how to access, run and view the CANS Activity Report.

Logon to Virtual Gateway

To log on to the **Virtual Gateway (VG)**, go to <https://sso.hhs.state.ma.us/>. Select the **Children's Behavioral Health Initiative (CBHI)** business service to enter CANS in the VG.

Note: Refer to the Login Assistance page at www.mass.gov/eohhs/provider/training-and-edu/vg/login-help-for-providers-and-state-agency-staff.html for more information on managing your Virtual Gateway (VG) account.

Generating the CANS Activity Report

A user with a designated organizational role or certified assessor role may generate and view the CANS Activity Report.

From the **Main Assessment Menu**:

1. Select the **[Reports]** tab.
2. Select **[CANS Activity Report]** from the pick list.
3. Select the **[OK]** button.

The screenshot shows a web application interface titled "Main Assessment Menu". At the top, there is a horizontal menu with several tabs: "Add New", "Edit", "Copy", "View CANS", "Print Blank Form", "Reports", and "Manage Consent". The "Reports" tab is currently selected. Below this menu, there is a section titled "Reports" containing a form. The form has a label "Select A Report: *" followed by a dropdown menu. The dropdown menu is open, showing three options: "Choose One", "CANS Activity Report", and "Member Progress Report". The "CANS Activity Report" option is highlighted in blue. To the right of the dropdown menu is a yellow "OK" button.

4. Enter the **[MassHealth ID]** of the Member.
5. Select the **[OK]** button.

Main Assessment Menu

Add New | Edit | Copy | View CANS | Print Blank Form | Reports | Manage Consent | Export

CANS Activity Report

Report Date Range

Assesment Date From : * 10/02/2015 (MM/DD/YYYY) [Calendar Icon]

Assesment Date To : * 12/31/2015 (MM/DD/YYYY) [Calendar Icon]

OK Cancel

6. Select the Certified Assessor name(s) to be included in the report.

Note: The system shall display instructional text and will restrict designated user to select more than 15 Certified Assessor names. System error message will contain count of selection.

7. Select the [OK] button.

The next screen will prompt a user to select the statuses of CANS to be included in the report.

Main Assessment Menu

Add New | Edit | Copy | View CANS | Print Blank Form | Reports | Manage Consent

CANS Activity Report

CANS Status : *

- Select All
- COMPLETE
- INCOMPLETE BUT FINAL
- DOCUMENTED ON PAPER
- IN PROGRESS
- EXPIRED

Note: Please choose at least one CANS status

OK Cancel

8. Select the [Level of Care] to include in the report.

The screenshot shows a software interface with a blue header bar containing 'Main Assessment Menu'. Below the header is a navigation bar with buttons for 'Add New', 'Edit', 'Copy', 'View CANS', 'Print Blank Form', 'Reports', and 'Manage Consent'. The main content area is titled 'CANS Activity Report' and contains a section 'Select Level Of Care : *' with a list of radio button options: 'Select All', 'CBAT', 'ICBAT', 'In Home Therapy (IHT)', 'Inpatient Psychiatric Hospitalization', 'Intensive Care Coordination (ICC)', 'Outpatient Treatment', and 'Transitional Care Unit (TCU)'. A note at the bottom left states 'Note: Please choose at least one level of care'. At the bottom right are 'OK' and 'Cancel' buttons.

9. Select the MCEs to be included in the report.

The screenshot shows the same software interface as above. The 'CANS Activity Report' section now features a 'Select MassHealth Plan Enrollment : *' section with radio button options: 'Select All', 'BOSTON MED CTR HEALTH PLAN', 'FFS', 'HEALTH NEW ENGLAND', 'MBHP', 'NEIGHBORHOOD HEALTH PLAN-A', and 'TUFTS-NETWORK HEALTH'. Below this are two dropdown menus: 'Group Results By' (with 'Level Of Care' selected) and 'Sort By' (with 'Member Name' selected). A note at the bottom left states 'Note : Please select at least one MassHealth Plan Enrollment'. At the bottom right are 'OK' and 'Cancel' buttons.

10. The report can be viewed in PDF or Excel format.

Sample of a CANS Activity Report

Main Assessment Menu

Add New
Edit
Copy
View CANS
Print Blank Form
Reports
Manage Consent

CANS Activity Report
Download: [PDF Report](#) [Excel Report](#)

CANS Activity Report

Report Date Range: From 11/23/2015 To 01/22/2016 Report Created On 1/22/2016

Certified Assessor: Scott, Ridley

MassHealth ID	Member Name	DOB	CANS Status	Assessment Date	Level Of Care	Certified Assessor	MassHealth Plan Enrollment	Day Since Previous CANS
000046493092	Scott, Murp	10/31/2002	IN PROGRESS	01/01/2016	CBAT	Scott, Ridley	MBHP	21
000046493093	Jackson, Mark	03/03/2001	COMPLETE	08/31/2015	CBAT	Scott, Ridley	MBHP	144*
000046493094	Scott, Murp	06/24/2000	DOCUMENTED ON PAPER	12/31/2015	In Home Therapy (IHT)	Scott, Ridley	MBHP	22
000046493095	Jackson, Mark	08/02/2010	INCOMPLETE BUT FINAL	09/21/2015	In Home Therapy (IHT)	Scott, Ridley	MBHP	123*
000046493096	Scott, Murp	02/03/2005	COMPLETE	01/03/2016	In Home Therapy (IHT)	Scott, Ridley	MBHP	19
000046493097	Scott, Murp	11/09/2005	COMPLETE	07/26/2015	In Home Therapy (IHT)	Scott, Ridley	TUFTS-NETWORK HEALTH	180*
000046493098	Jackson, Mark	11/15/2008	COMPLETE	12/31/2015	In Home Therapy (IHT)	Scott, Ridley	BOSTON MED CTR HEALTH PLAN	22
000046493099	Scott, Murp	07/24/2001	COMPLETE	09/21/2015	In Home Therapy (IHT)	Scott, Ridley	NEIGHBORHOOD HEALTH PLAN-A	123*
000046493100	Scott, Murp	02/09/2010	DOCUMENTED ON PAPER	07/26/2015	In Home Therapy (IHT)	Scott, Ridley	BOSTON MED CTR HEALTH PLAN	180*
000046493101	Jackson, Mark	04/26/1999	COMPLETE	12/26/2015	In Home Therapy (IHT)	Scott, Ridley	MBHP	27
000046493102	Scott, Murp	05/06/2000	COMPLETE	12/26/2015	In Home Therapy (IHT)	Scott, Ridley	HEALTH NEW ENGLAND	27
000046493103	Scott, Murp	02/20/1996	COMPLETE	12/26/2015	In Home Therapy (IHT)	Scott, Ridley	HEALTH NEW ENGLAND	27
000046493104	Jackson, Mark	11/22/2003	COMPLETE	09/21/2015	In Home Therapy (IHT)	Scott, Ridley	NEIGHBORHOOD HEALTH PLAN-A	123*
000046493105	Scott, Murp	02/09/2000	DOCUMENTED ON PAPER	12/26/2015	In Home Therapy (IHT)	Scott, Ridley	MBHP	27
000046493106	Scott, Murp	07/24/2001	IN PROGRESS	01/01/2016	In Home Therapy (IHT)	Scott, Ridley	NEIGHBORHOOD HEALTH PLAN-A	21
000046493107	Scott, Murp	02/09/2010	COMPLETE	09/21/2015	In Home Therapy (IHT)	Scott, Ridley	BOSTON MED CTR HEALTH PLAN	123*
000046493108	Jackson, Mark	04/26/1999	INCOMPLETE BUT FINAL	12/26/2015	In Home Therapy (IHT)	Scott, Ridley	MBHP	27

* CANS greater than 90 days

90 CANS found, displaying 10 CANS, from 1 to 10. Page 1 / 9

Cancel

Notes:

- You may review, print or save the record in Adobe Acrobat Reader or Microsoft Excel.
- If you do not have Adobe Acrobat Reader currently installed you can download it for free at <http://get.adobe.com/reader/>.

11. When completed, close the browser window and return to the CBHI application.

Important PHI Reminder:

You now have a file containing Protected Health Information on your computer. Remember to follow your organization's procedures regarding privacy and data security.

Commonwealth of Massachusetts
Executive Office of Health and Human Services

CBHI CANS Activity Report Reference Guide R4.0 v1

Page 6 of 7

Questions or Need Assistance?

Call Virtual Gateway Customer Service

1-800-421-0938

(617-847-6578 - TTY for those with complete or partial loss of hearing)

8:30 am to 5:00 pm Monday through Friday

Bookmark the Children's Behavioral Health Initiative Website:

www.mass.gov/masshealth/cans