## **CANS IRIS Entry Quick Guide – Contract programs**

This is designed to provide a walkthrough for entering the CANS form into IRIS at Contract programs. If there are additional questions or concerns about the use of IRIS, please call the **BHS Front Office Coordination Team** at 714-834-6007, or e-mail at <a href="mailto:bhsirisfrontofficesupport@ochca.com">bhsirisfrontofficesupport@ochca.com</a>.

**Note**: It is important to consider previously entered CANS forms in IRIS. You are able to view all CANS forms entered by County and Contracted behavioral health programs in IRIS. To do so, follow the steps below.

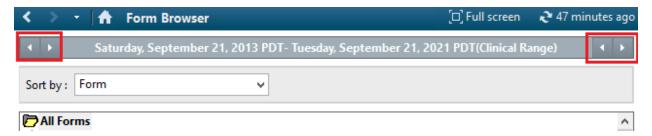
Powerchart-Prod

Date

Status Encounter - Date

Encounter - Form

- 1. Log onto IRIS and the **PowerChart** program
- 2. Navigate to the client's chart using their MRN, via Name search, or a specific FIN
- 3. Once in the client's chart, open the **Form Browser** to view existing CANS and forms. There are two settings you can adjust.
  - You can sort the forms using this box. Using Encounter-Date is typically the most useful setting, but it may be helpful to use Date or Form
  - b. You can also use the **grey arrows** shown in red below to adjust the date range displayed by Form Browser forwards or backwards as needed. Pushing the left arrow on the far left will adjust the visible range backwards so you can see CANS forms entered more than one year ago! You can also right-click on the date in the grey bar to set the search parameters manually.



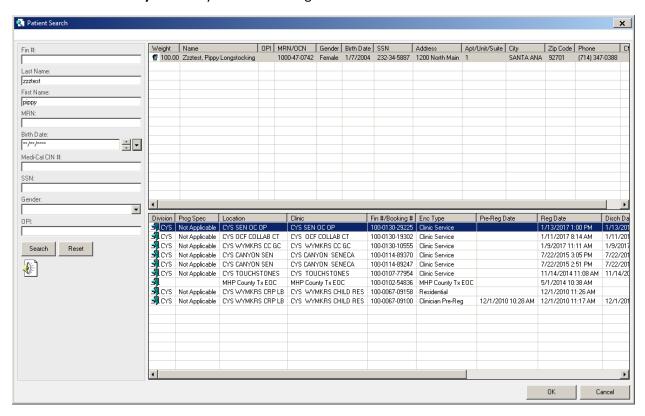
Once you make your decision as to which CANS forms should be entered, if any, you can proceed with entering the forms as needed. Follow the steps below.



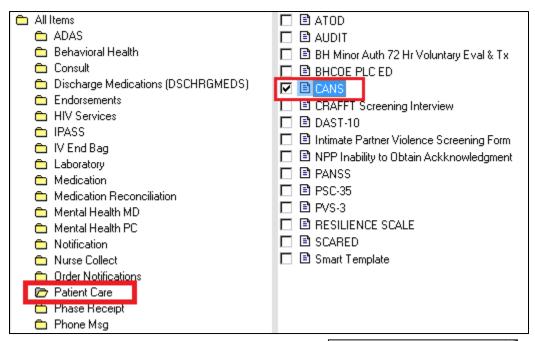
- 1. Log onto IRIS and the **PowerChart** program
- 2. Click on AdHoc, as shown



3. Enter a client's **MRN** and/or **FIN**, and select the FIN you want to use for charting the CANS. This FIN should be a **Facility FIN** that you use for billing.

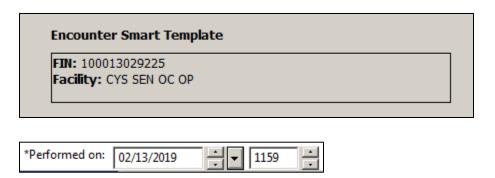


4. In AdHoc, choose **Patient Care**, then **CANS**, and select **Chart** to open the form.





5. Verify that your correct **FIN** and **Facility** appears in the Encounter Smart Template, and adjust the **Performed on** date to the date the clinical staff completed the CANS.



- 6. Choose your program's Facility in the drop-down, and complete the rest of the Administration tab.
  - a. Note the question at the bottom I am certified to Administer the CANS
    - i. Selecting this will open the rest of the form for completion

Only providers who are certified can administer this measure. If you are unsure please contact your supervisor before completing this form.

O I am certified to Administer the CANS

- 7. Enter the CANS data
  - a. Caregivers: enter the name of the Caregiver(s). Note that this box is not required.
  - b. Assessor: enter the name of the clinician who administered the CANS
  - c. Form Status: select what the clinician indicated on the form

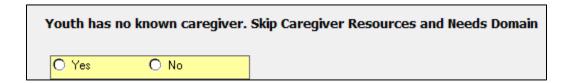


- d. For each domain, there is a Smart Template to the right
  - This indicates the date, provider, and scores of the last CANS entered into IRIS (if applicable)

## CHILD BEHAVIORAL / EMOTIONAL NEEDS 0 = no evidence 1 = history or suspicion; monitor 2 = interferes with functioning; action needed 3 = disabling, dangerous; immediate or intensive action needed 1 2 3 \*1. Psychosis (Thought Disorder) \*2. Impulsivity/Hyperactivity \*3. Depression \*4. Anxiety \*5. Oppositional \*6. Conduct \*7. Anger Control \*8. Substance Use Adjustment to Trauma

- 8. Note the last question at the bottom Youth has no known caregiver. Skip Caregiver Resources and Needs Domain.
  - a. If the clinician left this question blank, and entered data for questions 41a through 50a, choose **No** and continue with the last ten questions

Youth has no known caregiver. Skip Caregiver Resources and Needs Domain.



- b. However, if the clinician indicated that there is no caregiver involved in the client's case, then choose **Yes** for this question
- 9. Once these questions have been completed, select the **Return Arrow**, as shown, to return to the main portion of the CANS, and then **Sign**.
- 10. File the paper CANS in the client's chart.