



Tennessee Department of Children's Services **CANS**

**CASE PROTOCOL**

**Supplemental to: N/A**

The Child and Adolescent Needs and Strengths (CANS) is an assessment intervention developed for the purpose of transforming the lives of children, youth and their families. Using a common language, the CANS creates opportunities for collaboration to guide service planning and manage outcomes for the children, youth and families DCS serves.

1. All DCS staff with case management responsibility\*, placement responsibility or Child and Family Team Meeting (CFTM) involvement must attend and pass, with a reliability score of .70, an initial certification class conducted by a Vanderbilt COE Assessment Consultants (Consultant). Once initial certification is achieved, staff are granted access to CANS in TFACTS. Staff must maintain CANS certification by attending and passing, with a reliability score of .70, yearly recertification training conducted by a consultant. (\* YDC Case Managers must attend initial and yearly CANS training conducted by a consultant but are not required to test for certification.)
2. The CANS is completed for all Foster Care and Juvenile Justice children and youth with one of the following case types:
  - a) Custody
  - b) Aftercare
  - c) Probation
  - d) Diversion (This case type is also used for in-state ICJ cases)

**Completion, Review & Finalization Process**

1. The Family Service Worker (FSW)/Juvenile Service Worker (JSW)/Juvenile Probation Officer (JPO) assigned to Custodial, Probation, Diversion, or Aftercare cases initiates and completes all CANS for those cases in TFACTS.
2. If any child/youth is involved in an open or recent CPS case at the time he/she enters custody or is placed on Probation or Diversion, the assigned FSW/JSW/JPO contacts the CPS/non-custodial worker to gather information and review the FAST in order to facilitate a more thorough completion of the CANS assessment.

**Original**

**Revision Date:**

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**Supersedes: CS-0001**

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3. The FSW/JSW/JPO assigned to the child's/youth's case uses the time from case assignment through the initial custody or probation CFTM to collaborate with the child/youth, family and other stakeholders as appropriate to complete the CANS.
4. Contract provider case managers, foster parents, etc. involved in a child's/youth's case are stakeholders in the case. If a child/youth receives services through a contract provider, the FSWJSW/JPO ensures the appropriate provider agency staff is involved in the development of all the child's/youth's CANS completed while the child/youth is receiving services from that provider.
5. For ongoing cases, the FSW/JSW/JPO updates the CANS as circumstances of the case change, but no less often than otherwise indicated in CANS Completion Timeframes.
6. Once the FSW/JSW/JPO has completed a CANS, he/she then routes it to his/her assigned supervisor for review.
7. After reviewing the CANS, the supervisor then routes it to the assigned consultant for approval and finalization.
8. The consultant reviews each CANS and follows up with the assigned FSW/JSW/JPO and supervisor to gather more information, if needed. If the CANS is not complete, or is scored inaccurately based on the information provided, the consultant returns the CANS for rework by the FSW/JSW/JPO. Once the consultant determines that the CANS is an accurate assessment of the child/youth and family based on information that has been provided, he/she approves the CANS, at which point, the CANS is finalized.

### **Completion Timeframes**

#### **Initial Assessment**

1. The CANS is initiated on all children/youth (ages 5 and above) entering custody, regardless of adjudication or placement location by the FSW or JSW. The FSW/JSW administers/initiates the initial CANS within the first seven (7) business days of custody. All CANS are reviewed by the TL and submitted to the COE Assessment Consultant within the first ten (10) business days of custody. The COE Assessment Consultant approves/finalizes the CANS within fifteen (15) business days of the child/youth entering custody. The initial CANS must be approved before the Permanency Plan can be developed in TFACTS. In circumstances in which the Permanency Planning CFTM is scheduled to be held prior to the fifteenth (15<sup>th</sup>) day of custody, the FSW/JSW, Team Leader (TL), and Assessment Consultant must work together to adjust the CANS submission and approval timeline accordingly.
2. For children ages four (4) and under entering custody, the CANS is initiated by the custodial FSW within seven (7) business days of the child's fifth birthday. The CANS shall be reviewed by the TL and approved/finalized by the consultant within fifteen (15) business days of the child's fifth birthday.

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3. If a youth enters custody after being on Probation or Diversion and his/her CANS is less than thirty (30) days old, a new Custody CANS is not required unless significant changes that would affect case planning have occurred during that time.
4. If a youth enters custody; is placed on Probation, Diversion, or After Care after being involved in any other case type that requires a CANS, and if his/her most recent CANS is less than thirty (30) days old, a new CANS is not required unless significant changes that would affect case planning have occurred during that time.
5. If a child/youth leaves custody and then at any time is placed back in custody, a new CANS is initiated by the assigned FSW/JSW, even if the new custody episode begins within thirty (30) days of a previous CANS completion.
6. The CANS is initiated on all youth placed on Probation, Diversion or Aftercare-by the assigned -JPO. JJ CANS are administered/initiated within the first seven (7) business days of supervision. All CANS are reviewed by the TL/supervisor and submitted to the -Assessment Consultant within ten (10) business days. The CANS is finalized/approved by the Assessment Consultant within fifteen (15) business days of the youth being placed under DCS supervision or receiving services.

### **CANS Re-Assessments/Updates**

The CANS shall be updated periodically or when certain events occur which create a mandatory need category for re-assessment.

### **Mandatory, event-triggered updates**

**The FSW/JSW/JPO shall update the CANS any time there are changes to the circumstances of the case, to specifically include, but not be limited to, the following:**

- Within fifteen (15) calendar days prior to a Permanency Plan Revision/Goal Change CFTM;**
- Within fifteen (15) calendar days prior to a potential placement disruption CFTM; or**  **Within fifteen (15) calendar days of a placement move.**

### **Periodic Updates:**

In addition to the previously described mandatory re-assessment triggering events, period reassessments shall also be performed by the FSW/JSW/JPO, to include the following, and conducted within the timelines as noted for each category:

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1. The CANS is updated, reviewed, and finalized no less than every six (6) months for all CANS eligible children and youth regardless of case type, unless there are changes in the circumstances of the case which require an update sooner. The FSW/JSW/JPO updates the CANS any time there are changes to the circumstances of the case, such as:
  - a) Within thirty (30) calendar days prior to or during a Trial Home Visit (THV) CFTM;
  - b) Within thirty (30) calendar days of a Placement Stability CFTM or any CFTM in which a placement **change is recommended. In circumstances where the recommended placement is not available at the time of the decision and placement move is delayed thirty (30) days or more after the CFTM, the CANS should be updated again at the time of the move.**
  - c) **Within thirty (30) calendar days prior to discharge from Custody, Probation, Diversion, or Aftercare Care** (Once a case is closed in TFACTS, the FSW/JSW/JPO will not have access to enter an updated CANS);
  - d) Within fifteen (15) calendar days from a child's/youth's returns from runaway;
  - e) Within thirty (30) calendar days of any type of transition for the child/youth;
  - f) New information regarding the child's/youth's or family's needs is learned that could have an impact on case planning and service provision; and/or
  - g) Any time the team determines an update is necessary to better guide case planning.
2. For children whose needs require a Service Intensity Level of 4, the CANS is updated at least every three (3) months regardless of the placement setting and/or at the request of the regional psychologist.
3. For children in contract provider placements, if a CANS is completed and approved by the consultant within thirty (30) calendar days of a move, the CANS serves as both the baseline CANS at the new agency and an exit CANS for the discharging agency.
4. All CANS updates are finalized within thirty (30) calendar days of being initiated in TFACTS by the FSW/JSW/JPO. Any update not sent to the consultant for finalization within thirty (30) calendar days is denied by the consultant. If an update is denied, the FSW/JSW/JPO begins a new CANS update in TFACTS. The new CANS update must be finalized within thirty (30) calendar days.
5. In cases of a child's immediate discharge from custody, i.e. discharge without a THV, a CANS update is initiated, reviewed, and finalized within five (5) calendar days of the discharge. The update must occur prior to the case

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being closed in TFACTS. Once the case is closed in TFACTS, the FSWJSW/JPO will no longer have access to update the CANS.

### **CANS and Case Planning**

1. The CANS is used to guide case planning and service provision and to develop the permanency plan.
2. The Regional Utilization Review Teams review the current CANS in order to guide the decision making for service provision.
3. The initial CANS for any case is always finalized within fifteen (15) business days or prior to the initial Custodial or Non-custodial Permanency Plan or Transition Plan CFTM whichever is sooner.
4. Needs items rated '2' or '3' are actionable. When necessary, the FSWJSW/JPO discusses actionable needs with the TL, Assessment Consultant and Child Health Team, and follows recommendations made.
5. All actionable items, those rated '2' or '3', are addressed on the Custodial or Non-custodial Permanency Plan or Transition Plan.
6. The CANS is always updated, completed, reviewed and finalized prior to any Custodial or Noncustodial Permanency Plan or Transition Plan revision.