



Date: June 24th, 2022

Policy Memo 01-22: CANS and PSC-35

Supersedes: Policy memos 01-18, 02-18, 03-18

To: BHRS Clinical Staff, Supervisors, and Managers and Contracted Agencies/Providers providing Specialty Mental Health services in San Mateo County.

Authority: The purpose of this memo is to set forth new documentation requirements to ensure compliance with DHCS Notices 17-052, 18-007, and 18-029.

Effective Date: This memo is effective as of June 24th, 2022.

Training

BHRS Clinical Staff

All BHRS clinical staff are required to be CANS certified before administering the CANS, and to maintain annual certification status. BHRS Quality Management will track that BHRS clinical staff are CANS certified. To become CANS certified, first create an account with the PRAED Foundation, <https://www.schoox.com/academy/CANSAcademy/register> and then contact QM to access the CANS training code. **You must provide the certificate of completion of the CANS training to QM immediately after completing/passing the online exam.**

Contractor Staff

All contractors are required to be CANS certified before administering the CANS, and to maintain annual certification status. Contract agencies are required to track certification of their staff and this must be made available upon request. The PRAED foundation is the only certifying body, <https://praedfoundation.org/training-and-certification>

Timeframe

The CANS 50 and PSC-35 are to be completed:

- At initial intake (within 60 days),
- **ongoing and every** 6 months,
- when there is clinically significant change,
- at the end of treatment.

*There is no longer an exception for clients' whose admission dates are **prior to 10/01/18**. The PSC-35 and CANS should be completed for all clients that meet criteria below.*

Age Range

PSC-35 is to be completed for clients **ages 3 to 18**. CANS 50 is to be completed for clients **ages 6 to 20**.



Documentation

BHRS Clinical Staff

The programs responsible for completing the assessment are also responsible for completing the CANS 50 and PSC-35. BHRS clinical staff will complete the CANS 50 directly in Avatar, they may use the paper version but must also enter the information into AVATAR. CANS 50 can be found in AVATAR using the form titled: "Child and Adolescent Needs and Strengths". For more information, see the [CANS quick start guide](#).

BHRS MIS Staff

Will enter CANS 50 and PSC-35 for contractors without Avatar access. It is preferable that the forms are submitted to MIS when they are completed, but no later than when they submit their monthly billing.

Contractors with Avatar Administrative Access

Contractors will utilize the paper version of the forms and will either have their administrative staff enter the information into AVATAR or will submit the documentation to the BHRS MIS department to be entered depending on their agencies work flow. Paper versions will be kept in their agencies official medical record.

Contractor Clinical Staff

Will complete the CANS in their official medical record and submit the CANS-50 data set to their admins for entry into Avatar or sent to BHRS MIS for entry into Avatar.

PSC-35

For the PSC-35, if the child/youth does not have a parent/caregiver or the parent/caregiver declines, then staff will document this in their progress notes. Please keep in mind that the PSC-35 can be found in Avatar utilizing the Generic Access Widget, for more information, see the [PSC-35 quick start guide](#). Please make sure the completed PSC-35 forms are also scanned into the client's medical record.

Please address any questions to QM at HS_BHRS_ASK_QM@smcgov.org

Quality Management Team
San Mateo County BHRS