



## COMPLETING A CHILD AND ADOLESCENT NEEDS AND SERVICES (CANS)

The following outlines who is responsible for completing the **CANS for incoming new cases** based on assignment or case specific situation. Effective 07/01/19, these Initial CANS must be completed no later than 60 days from removal for Out of Home Care cases, or case opening date for all other cases.

Age	Specific Situations	Responsible Agency and CSW for Completing the INITIAL CANS
<b>Child is 0-5 years old</b>	New cases opened 7/1/19 or later & child is <u>with or without</u> DMH involvement	<b>LOC CSW</b>
<b>Child/youth is 6 years old and over</b>	New cases opened 7/1/19 or later & child/youth with DMH involvement <sup>1</sup> :	<b>DMH/DMH-contracted provider (LOC CSW obtains and enters into CARES CANS platform)</b>
<b>Child/youth is 6 years old and over</b>	New cases opened 7/1/19 or later & child/youth with <u>no</u> DMH involvement <sup>1</sup> :	<b>LOC CSW</b>



The following outlines who is responsible for completing the **CANS Update**. The CANS update must be completed no later than 6 months from the last CANS completion date, or sooner if case circumstances dictate. More instructions will follow regarding the implementation roll out timeline for cases opened prior to 7/1/19.

<b>Age</b>	<b>Specific Situations</b>	<b>Responsible Agency and CSW for Completing the INITIAL CANS</b>
<b>Child is 0-5 years old</b>	Child is <u>with or without</u> DMH involvement	<b>Case-carrying CSW</b>
<b>Child/youth is 6 years old and over</b>	Child with DMH involvement <sup>1</sup> :	<b>DMH/DMH-contracted provider</b>
<b>Child/youth is 6 years old and over</b>	Open case with <u>no</u> DMH	<b>Case-carrying CSW</b>

<sup>1</sup>Examples of DMH involvement: STRTP, IFCS, with SMHS or in therapy.