



Behavioral Health

San Bernardino County

Objective Arts

Basic Training Manual



Revised August 2026



TABLE OF CONTENTS

ABOUT	1
IMPORTANT NOTES.....	1
All Objective Arts (OA) Website Addresses	1
OA Training (TRAIN) Site	2
OA Production (LIVE) Site	3
GETTING STARTED.....	4
Logging In to Objective Arts.....	4
Changing Your Password	6
Resetting Your Forgotten Password	7
System Messages	9
To Do List	11
Data Portal.....	13
CLIENTS	15
Client List.....	15
Filtering the Clients List	16
Additional Filter Options.....	21
Viewing Your Client Workload	23
Adding Clients to your Workload.....	25
Removing a Client from Your Workload.....	27
Client Page	28
Designating an ICC Coordinator.....	33
ASSESSMENTS	38
Accessing an Assessment.....	38
Assessment List.....	41
Assessments List Sorting Options	41
Assessments List Filter Menu	42
Assessment View vs. Edit Modes	45
Creating a New Assessment	48
Creating a New Assessment	52
Assessment Data Entry	58



How to Score Items in each Domain.....	68
Assessment Toolbar	71
Switching Languages.....	75
Assessment Navigator.....	77
Validation Errors	82
Submitting or Recalling an Assessment	85
Heat Map Panel.....	86
APPROVING ASSESSMENTS	90
Assessment Approval.....	90
Sequential Approve	92
Batch Approve	93
DASHBOARDS	96
Client Summary Dashboard.....	96
Clinician Dashboard.....	100
INDIVIDUAL CLIENT REPORTS	109
Overview.....	109
How to Access Client Reports	110
Compare Selected Report	112
Congruency Report.....	114
Individual Collaborative Report.....	116
Narrative Report	118
Treatment Progress Report	121
LOGGING OUT	123
BEST PRACTICES	124
APPENDIX A.....	126
Interchangeable Terms.....	126
Commonly Used Acronyms List.....	126

ABOUT

This Objective Arts Basic Training Manual is designed to equip readers with the foundational knowledge needed to complete basic functions available on the website.

IMPORTANT NOTES

This document is dynamic; as changes are made, new versions will be posted to the website. Please check back periodically for updates.

As the Objective Arts system continues to improve, the appearance of pages may occasionally change. All features and functions will remain the same unless otherwise communicated. Any updates impacting functionality and/or user experience will be shared with users.

If you are using this manual to learn or practice using the Objective Arts (OA) database, please be sure that you are logged into the OA Training site.

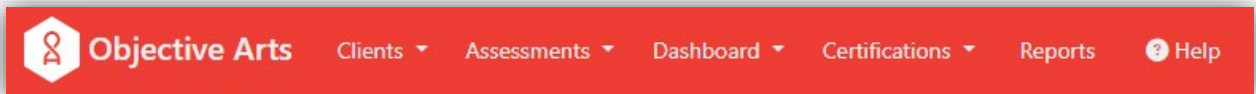
All Objective Arts (OA) Website Addresses

- Training: <https://training-sbcans.oasmr.com>.
- Production: <https://sbcans.oasmr.com>.



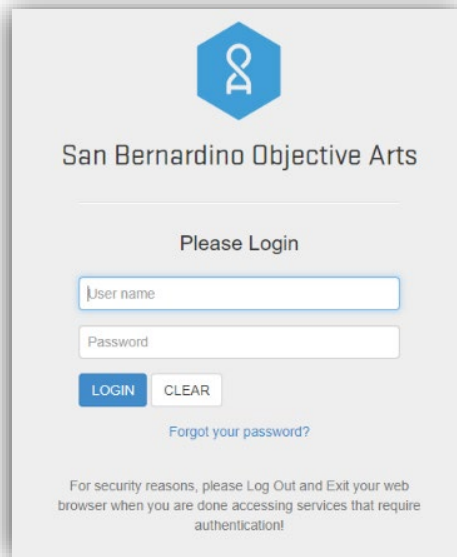
OA Training (TRAIN) Site

- Website: Training: <https://training-sbcans.oasmr.com>
- The emblem and toolbar color to identify the OA Training (TRAIN) Site is Red.

A screenshot of the Objective Arts Training login page. At the top is a red hexagonal logo with a white stylized 'A'. Below the logo is the text "Objective Arts Training". Underneath is a horizontal line, followed by the text "Please Login". There are two input fields: a white one with a blue border for the username and a white one with a grey border labeled "Password". Below the password field are two buttons: a blue "LOGIN" button and a white "CLEAR" button. Below the buttons is a blue link that says "Forgot your password?". At the bottom, there is a small disclaimer: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!"

OA Production (LIVE) Site

- Website: [Production: https://sbcans.oasmr.com](https://sbcans.oasmr.com)
- The emblem and toolbar color to identify the OA Production (LIVE) Site is [Blue](#).



San Bernardino Objective Arts

Please Login

User name

Password

LOGIN CLEAR

[Forgot your password?](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!



Note: This document contains screenshots from the Production ([LIVE](#)) website to help you become familiar with the site's appearance. To safeguard client information, some screenshots are taken from our Training site. In certain cases, screenshots may still contain client information; this information has been redacted accordingly and may appear as blank spaces in some images.

GETTING STARTED

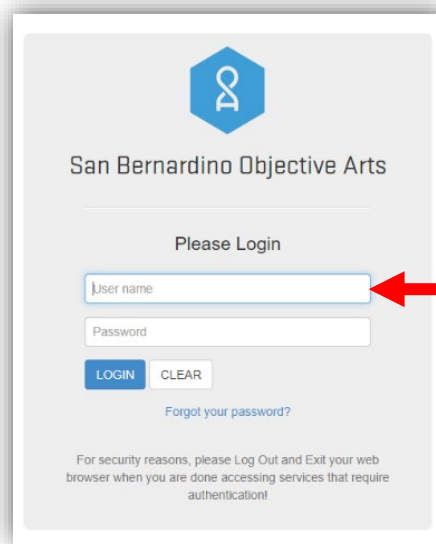
Logging In to Objective Arts

Your program's assigned **OA Subject Matter Expert (SME)** should provide you with a username and password. SMEs are **technical experts** in the Objective Arts program for your agency.

1. Log into Objective Arts **LIVE** at: <https://sbcans.oasmr.com>.
2. Enter your **Username**. Your username may fall into one of the following formats:

If you are...	Then ID format in OA will be:	Examples
Clinical Staff	Your myAvatar staff number without the leading zeros: 0036XXXX → 36XXXX	• 36999 • 36123
DBH Admin/Clerical Staff	Your employee ID: AXXXX	• A1234 • A9999
Non-DBH Admin/Clerical Staff	Using the following naming convention: (First Initial and Last Name)_(Reporting Unit)	Clinical Staff working in Reporting Unit (RU) 36XXAA: • CStaff_36XXAA • CStaff_3612AB • CStaff_3699AA

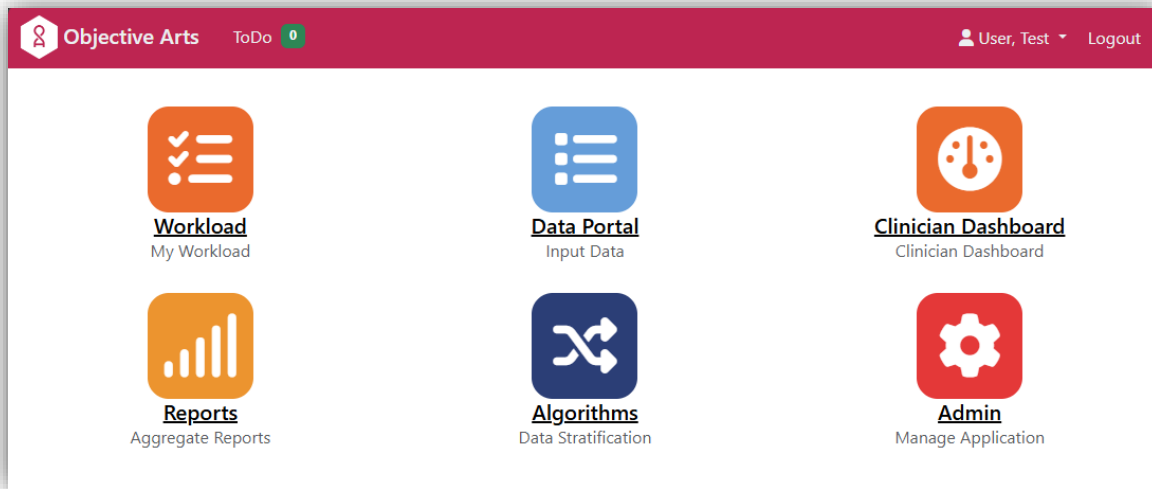
3. Enter the **Password** exactly as it was given to you. Passwords are case sensitive.



Enter your username only.

Your email address is **not** a valid username.

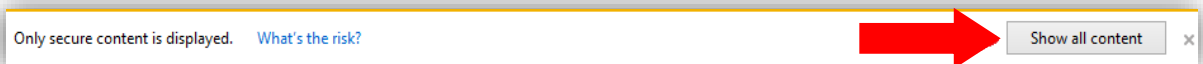
4. After logging in, you will be directed to the **Home Screen**.



Home Screen layout.

Note:

- Home screen appearance will vary depending on the permissions assigned to you.
- Depending on your browser settings, you may see a security bar at the bottom of the screen that states, "Only secure content is displayed." If so, and you are working on a non-public computer, click **Show all content**.



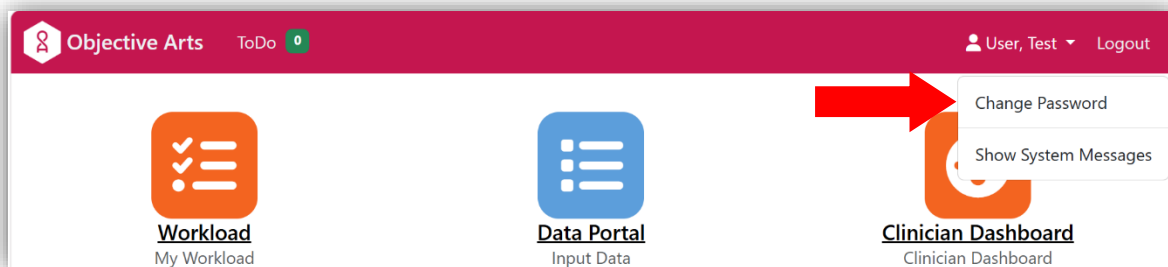
Changing Your Password

Upon first login, you will be prompted to update your password. Passwords must be at least seven (7) characters in length, and include:

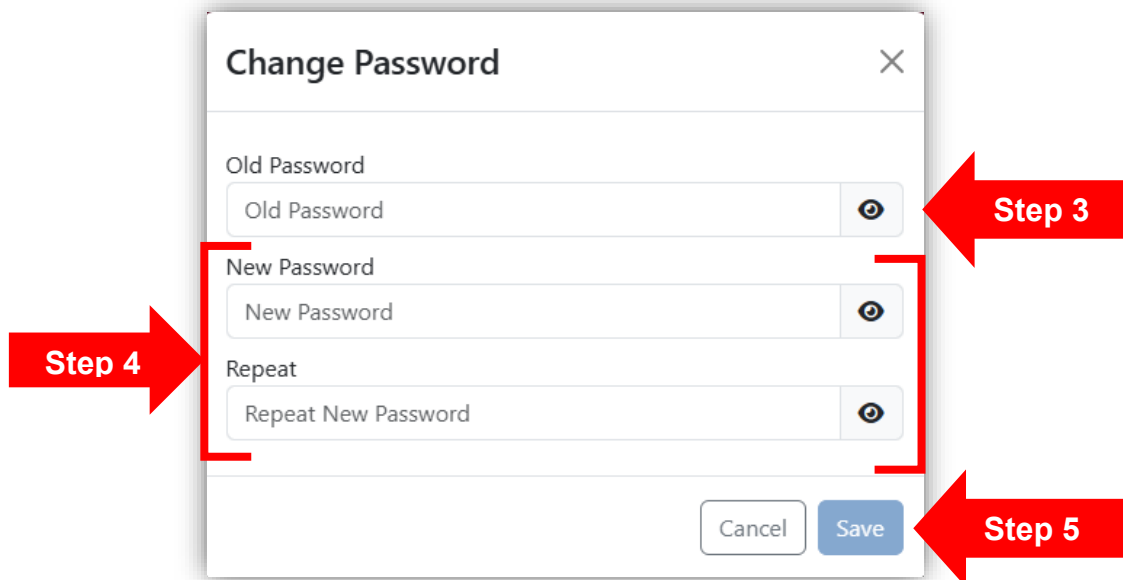
- one (1) number, and
- and one (1) capital letter.

If you need to update your password again, then you can do so from the **Home Screen**.

1. At the top-right of the **Home Screen**, click your name to open the drop-down menu and click the **Change Password** button.



2. The Change Password window will open:



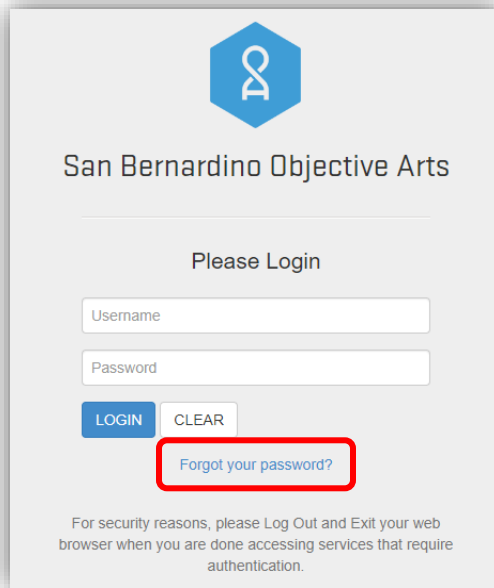
3. Enter your old password.
4. Enter your new password. Repeat the new password.
5. Click .

Resetting Your Forgotten Password

In order to reset your password, you will need to provide the username and email address linked to your account. If you no longer have access to the email address and/or forgot your username, then please contact your SME for assistance.

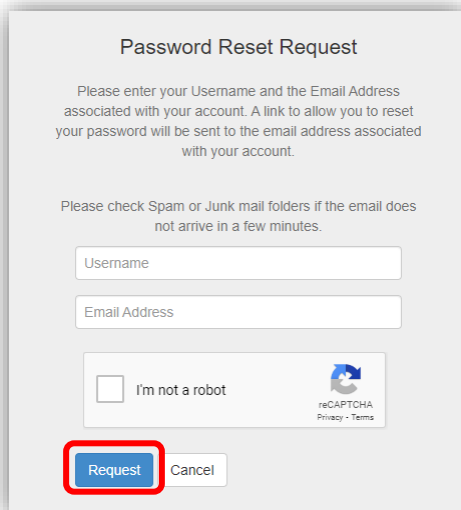
Note: The **TRAIN** environment will not send password reset emails. These steps only work in the **LIVE** environment. Please contact your SME to request re-access to **TRAIN**.

1. On the Log-in screen, click the **Forgot your password?** link.

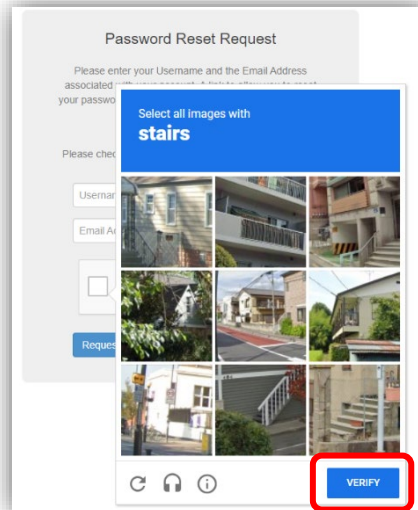


The login screen for San Bernardino Objective Arts. It features a blue hexagonal logo with a white 'A' at the top. Below the logo is the text 'San Bernardino Objective Arts'. Underneath is the instruction 'Please Login'. There are two input fields: 'Username' and 'Password'. Below these fields are two buttons: 'LOGIN' (blue) and 'CLEAR' (white). A red box highlights the link 'Forgot your password?' in blue text. At the bottom, there is a security notice: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.'

2. This will take you to the Password Reset Request page.



The Password Reset Request form. It has the title 'Password Reset Request'. The instructions read: 'Please enter your Username and the Email Address associated with your account. A link to allow you to reset your password will be sent to the email address associated with your account.' Below this, it says: 'Please check Spam or Junk mail folders if the email does not arrive in a few minutes.' There are two input fields: 'Username' and 'Email Address'. Below these is a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo. A red box highlights the 'Request' button. There is also a 'Cancel' button.



The CAPTCHA verification step of the Password Reset Request process. It shows a grid of images with the instruction 'Select all images with stairs'. A red box highlights the 'VERIFY' button at the bottom right. There are also icons for refresh, audio, and help.



- a. Enter your **Username** and **Email Address** associated with the account.

☐ I'm not a robot

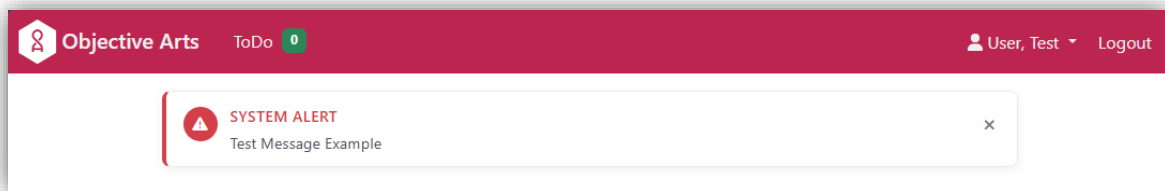
- b. Check off the ☐ box. Complete the CAPTCHA prompt as requested. Once completed, click **Verify**.
 - c. Once all the fields have been completed, click on the **Request** button to submit.
 - d. You will receive an email with a link allowing you to reset the password to your account.
3. Update your **Password** as instructed in the email.
 4. Verify you are able to log into OA. Return to the **Home Screen**.

Note: If you have any problems with the above steps, please contact your SME for further assistance.

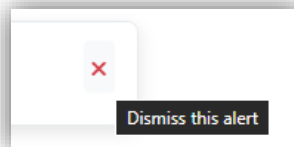
System Messages

System Messages provide a way to communicate to Objective Arts users on important updates. These updates may affect how the system works before, during, and after they are applied. These messages will appear as pop-up notifications on your **Home Screen**.

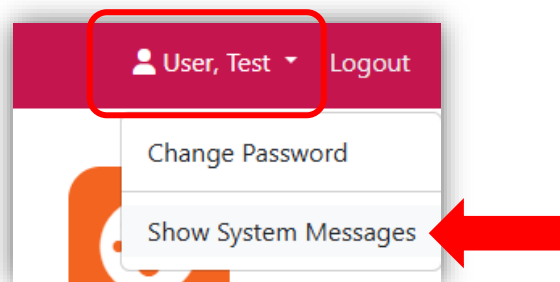
1. Upon logging into the system, if there is a notification available, a banner will pop up in the top-center of the screen.



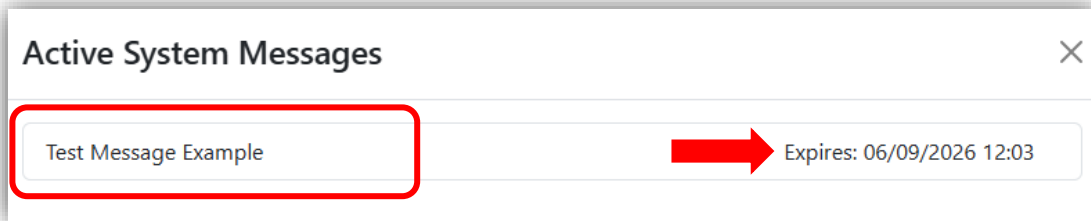
2. After reading the message, you can dismiss it by clicking on the "X". Messages will only be active for a limited period of time (anywhere between 1 hour to 30 days, depending on settings created by the administrator).



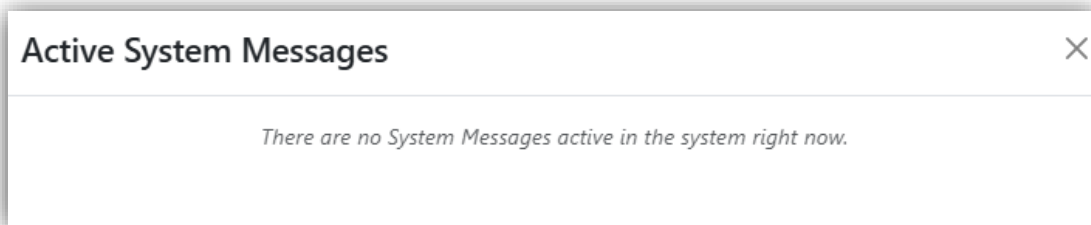
3. If you would like to review the message again, or access any other active messages, click the arrow next to your **Username** on the top right and select "**Show System Messages**" from the drop down.



4. A pop-up window will open with a list of currently active messages and their dates of expiration.



Example of an Active System Message.



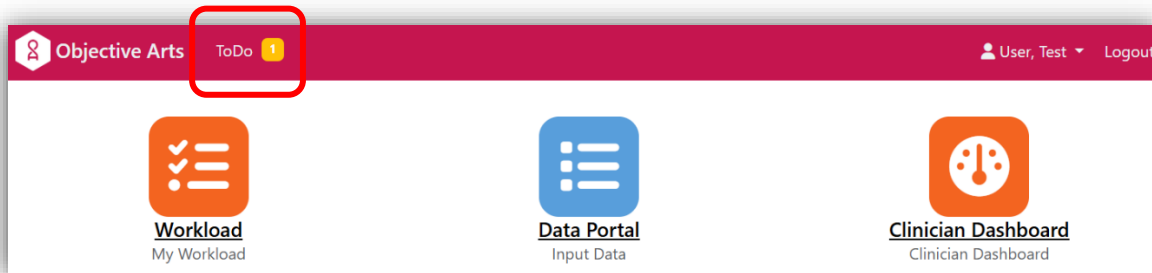
Example when there are no Active System Messages.

To Do List

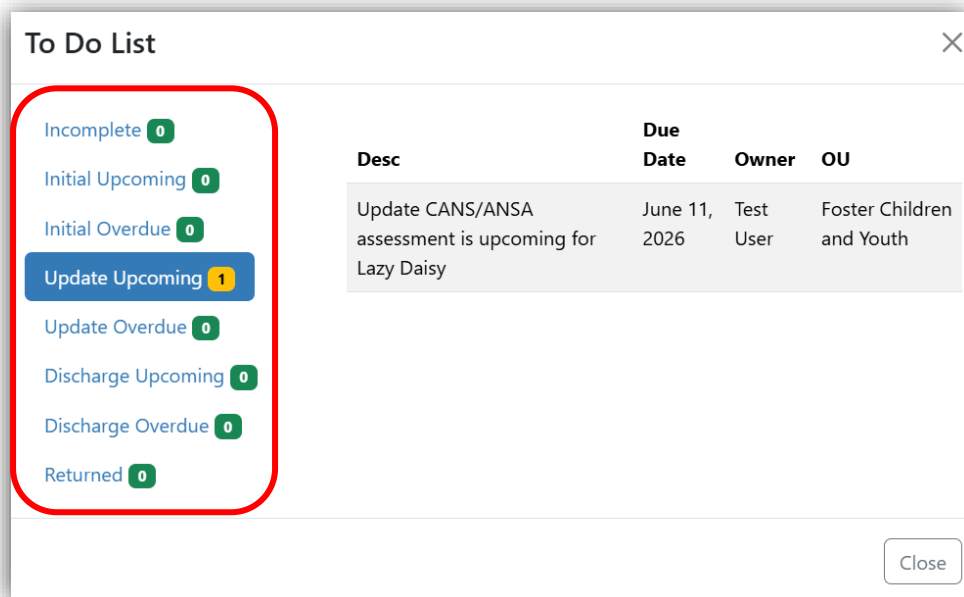
To Do Lists function as your OA inbox of notifications, keeping you aware of the assessments that are incomplete, upcoming, overdue, returned, or pending approval (*if you are a clinical supervisor*).

Note: The following screens may differ based on your current permissions.

1. From the **Home screen**, click **To Do** on the top-right hand side.



2. The following window will open up:



To Do List Window Example.

- Click on a client description (**Desc**) and the assessment will open. You will then be able to create, edit, submit, or approve the assessment.

To Do List

Incomplete 0

Initial Upcoming 0

Initial Overdue 0

Update Upcoming 1

Update Overdue 0

Discharge Upcoming 0

Discharge Overdue 0

Returned 0

Desc	Due Date	Owner	OU
Update CANS/ANSA assessment is upcoming for Lazy Daisy	June 11, 2026	Test User	Foster Children and Youth

Close

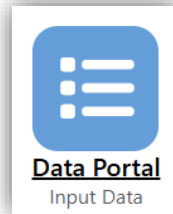
To Do List Terminology

Incomplete	Lists the assessments that are in assigned status and not submitted or approved.
Initial Upcoming	Lists the Initial assessments that are due within 30 days.
Initial Overdue	Lists the Initial assessments that are overdue.
Update Upcoming	Lists the Update assessments that are due within 30 days.
Update Overdue	Lists the assessments 90 days or more overdue.
Discharge Overdue	Lists the outstanding Discharge assessments for which you, in the OA Clinical Staff user role, are responsible. If you are in the OA role of Supervisor or above, you will see the outstanding Discharge assessments for all the Clinical Staff in the RU(s) for which you are responsible.
Returned	Lists the assessments returned to the Clinical Staff by the Supervisor.
Pending Approval	For OA roles of Supervisor and above, lists the assessments submitted by Clinical staff, awaiting approval.

Data Portal

The **Data Portal** is a page on the OA website where you can view clients known to your organization, known as the **Client List**. It also offers a way to navigate to other useful pages via the **Data Toolbar**.

1. From the **Home Screen**, click **Data Portal**.



Objective Arts			
Clients	Assessments	Clinician Dashboard	Certifications
Reports	Help	User, Test	Logout

Client List			
			Show Filter
Identifier	Name	Date of birth	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	
☐ Id100002	Last100002, First100002	January 1, 2010	

Data Portal screen, also referred to as the Client List.

Note: In order to safeguard client information, the above screenshot is from the **TRAIN** environment. The **LIVE** environment will contain a blue banner, as shown below (see [page 3 for additional information](#)).

Objective Arts			
Clients	Assessments	Dashboard	Certifications
Reports	Help	User1, Test	Logout

The Data Portal Toolbar in Production (LIVE).

Data Portal Toolbar Overview

Objective Arts (Home)	Allows you to return to the Home Screen.
Clients	Allows you to navigate to the Client List or Client Workload pages.
Assessments	Allows you to navigate to the Assessments List, Approve (<i>clinical supervisors only</i>), My in progress, and My returned pages.
Clinician Dashboard	Allows you to navigate to your individual Clinician Workload dashboards.
Certifications	Allows you to import your Child and Adolescent Needs and Strengths Assessment (CANS) / Adult Needs & Strengths Assessment (ANSA) certifications from Schoox.
Reports	Opens the Reports page, where you can view, generate, and run reports about your Reporting Unit or Organization Unit.
Help	Opens the Objective Arts Wiki in a new tab.
Logout	Allows you to end your session securely.

CLIENTS

Client List

This **Client List** (or **Data Portal**) shows clients who share an active placement with your assigned RU(s). The Client List displays the client's Identifier, Name, Date of Birth, and a Flag to highlight uncommon placement statuses (*if applicable*).

- Use the arrows next to each column name to sort the list by:
 - Identifier** (Unique ID) (*lowest to highest OR highest to lowest*),
 - Name** (*alphabetically A to Z or Z to A*), OR
 - Date of birth** (*oldest to youngest OR youngest to oldest*).

Identifier	Name	Date of birth	Flags
☐ Id100000	Last100000, First100000	January 1, 2010	
☐ Id100002	Last100002, First100002	January 1, 2010	
☐ Id100007	Last100007, First100007	January 1, 2010	
☐ Id100056	Last100056, First100056	January 1, 2010	
☐ Id100113	Last100113, First100113	January 1, 2010	
☐ Id100118	Last100118, First100118	January 1, 2010	
☐ Id100134	Last100134, First100134	January 1, 2010	MO
☐ Id100150	Last100150, First100150	January 1, 2010	

Client List.

Additional Columns on the Client List: Flags

The **Flags** column in the Client List table is not sortable. However, this additional column is used to highlight clients with uncommon placement statuses.

- MO** - Multiple Open
 - This indicates that the client has multiple concurrently open placements
- RC** - Recently Closed
 - This indicates that a placement for this client has closed recently, within the last 30 days.

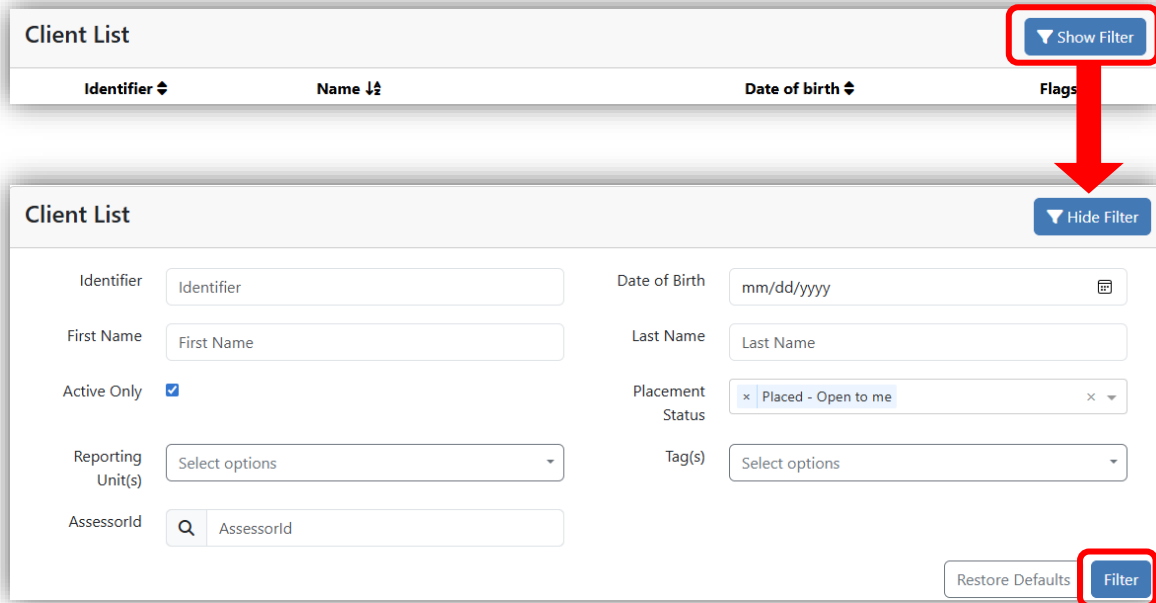
Note: Every hour, OA is updated with new client and placement/Program Assignment information. Each update brings in new or changed data from myAvatar. If new clients

fail to add to your workload, then you can manually add them via the *Client List*. Please refer to page 25 for step-by-step instructions on *Adding Clients* to your Workload.

Filtering the Clients List

To open the filter menu:

1. Click the blue **Show Filter** button at the top right of the screen to open and enter in search parameters into the filter menu.



Client List Filter Menu.

2. Once you have entered your search parameter(s), click **Filter** or press **Enter** to apply your filter settings to the Clients List.

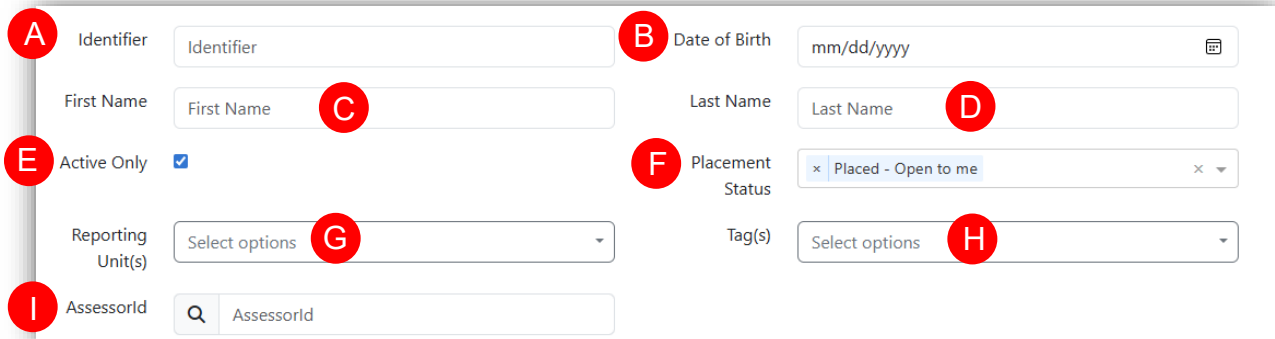
When a filter is active, the

Show Filter

button turns green:

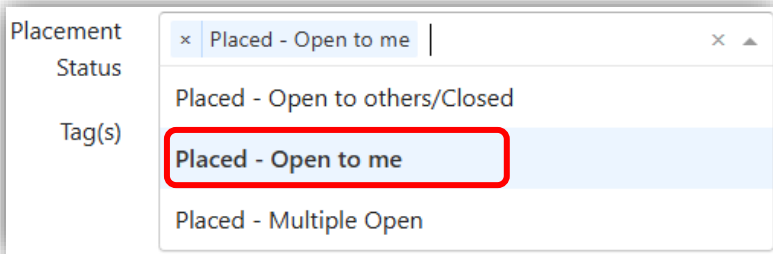
Show Filter

Client List Filter Menu



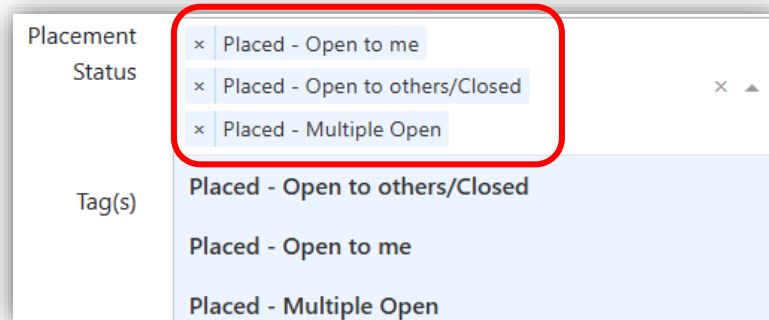
The screenshot shows the Client List Filter Menu with the following fields and labels:

- A** Identifier: Identifier
- B** Date of Birth: mm/dd/yyyy
- C** First Name: First Name
- D** Last Name: Last Name
- E** Active Only: ☒
- F** Placement Status: Placed - Open to me
- G** Reporting Unit(s): Select options
- H** Tag(s): Select options
- I** Assessorld: Assessorld

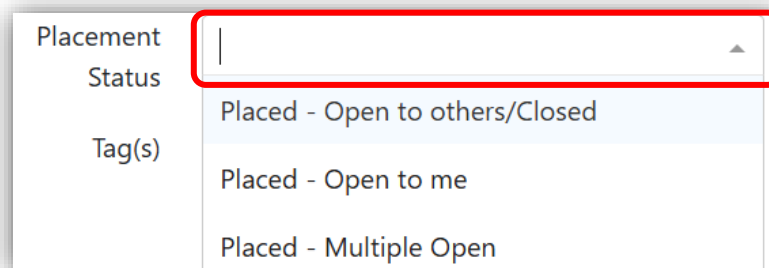
A. Identifier	Filter by client number or unique ID (e.g. "1234567"). (e.g. XXXXXXXX)
B. Date of Birth	Filter by a specific date of birth (e.g. "03/14/2015").
C. First Name	Filter by a client's first name. <i>Partial information may be used.</i>
D. Last Name	Filter by a client's last name. <i>Partial information may be used.</i>
E. Active Only	By default, this field is checked and will only return active clients. When unchecked, the list will include both active and inactive clients.
F. Placement Status	By default, Placed – Open to me is selected. 

Additional options include **Placed – Open to others/Closed** and **Placed – Multiple Open**. Select any of these additional options.

- Select all Placement Statuses to list clients *with* placements.



- Remove all Placements Statuses to list clients *with and without* placements.

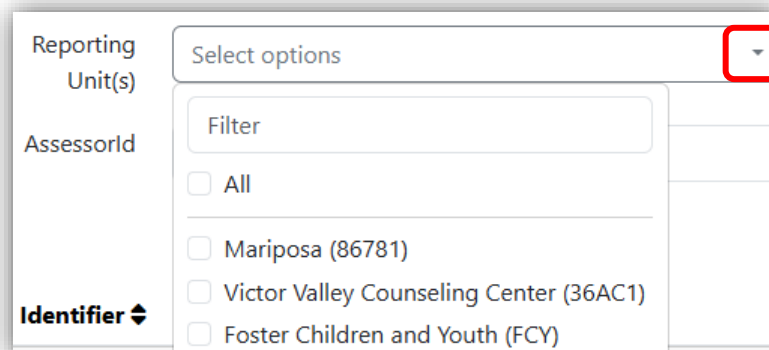


Filter clients by one or more Reporting Units (RU).

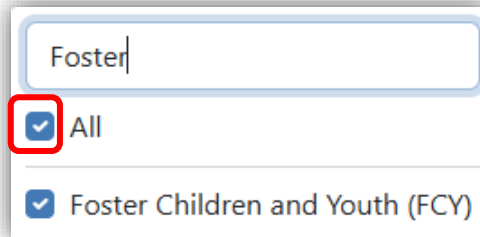
To Filter by RU:

1. Click the arrow to open the drop-down menu.
2. A dropdown menu with your available Reporting Units will appear.

G. Reporting Unit



3. Select your RU by checking the box next to its name. If multiple RUs appear, the text field can be used to filter the list.

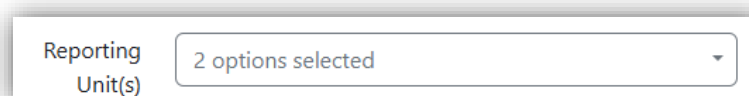


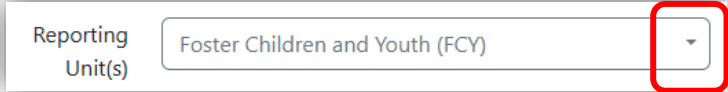
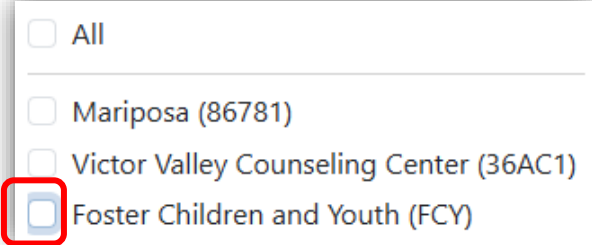
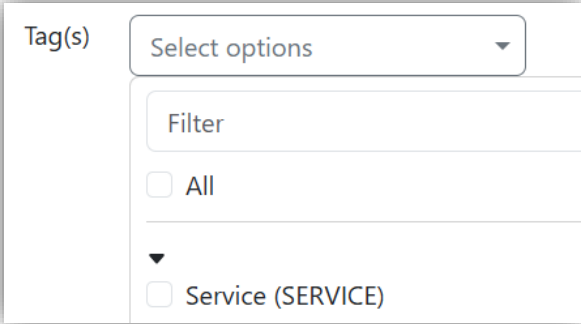
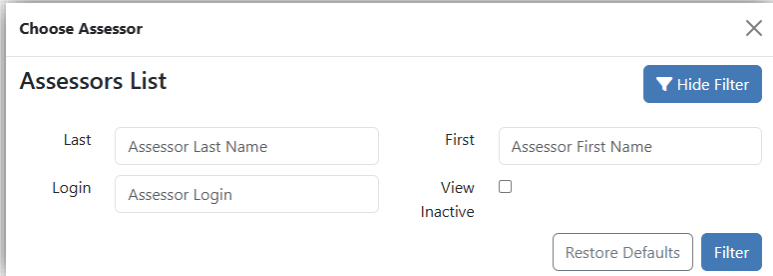
Please note: When the checkbox is selected, the “**All**” option will also select automatically. However, depending on your list, the appearance will differ.

☐ All	vs	☒ All
Filter ☒ All ☐ Mariposa (86781) ☐ Victor Valley Counseling Center (36AC1) ☒ Foster Children and Youth (FCY)		Fos ☒ All ☒ Foster Children and Youth (FCY)
☐ All will display a checkmark with a dash when you select less than all of the RUs in the list.		☒ All will display a checkmark when all the RUs in the list are selected.

4. Once you have selected your desired RU's, click the dropdown arrow, or click anywhere outside of the box to move to the next filter parameter.

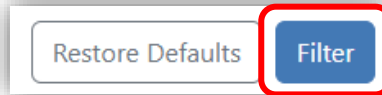
The panel will confirm how many RUs are added to the filter.



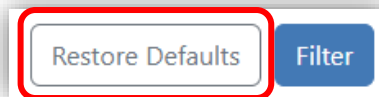
	<u>To Remove an RU Filter:</u> 1. Click the arrow to open the drop-down menu.  2. Deselect the selected RU.  3. Click the dropdown arrow or click anywhere outside of the box to move to the next filter parameter.
H. Tags	Select from a list of service and demographic identifiers. 
I. Assessor ID	Opens the Assessors List where you can filter by a specific staff member from your program. <i>Partial information may be used.</i> 

Additional Filter Options

- To edit a filter, re-open the filter section and change the parameters. Click the blue **Filter** button on the bottom-right to apply the new filter criteria to your data.



- The **Restore Defaults** button (to the immediate left of the **Filter** button) removes all the filters and returns your list back to the default settings.



Practice Activity: Searching for a Client

Client List

Hide Filter

Identifier

Identifier

Date of Birth

mm/dd/yyyy

First Name

Laz

Last Name

Dai

Active Only

☐

Placement Status

Placed - Open to me

Placed - Open to others/Closed

Placed - Multiple Open

Reporting Unit(s)

Select options

Tag(s)

Select options

AssessorId

AssessorId

Restore Defaults

Filter

Identifier

Name

Date of birth

Flags

☐

9999102

Daisy, Lazy

January 1, 2010

Searching for client Lazy Daisy.

In this exercise, you will search for a client named **Lazy Daisy**.

Steps:

1. In the First Name field, type **Laz**.
2. In the Last Name field, type **Dai**.
3. Uncheck the **Active Only** checkbox.
4. Remove any selected Placement Status options.

Helpful Tips!

- You do not need to complete every search field. Enter as little or as much information as you want—partial names, numbers, or IDs are perfectly acceptable and often helpful.
- Use the Filter menu to make searches easier. Start with partial client information, then broaden your results using the available filtering options.

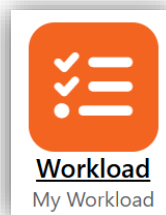
Viewing Your Client Workload

Your Client Workload can be accessed from various screens on the website, including:

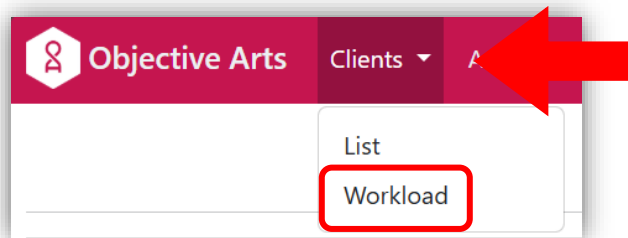
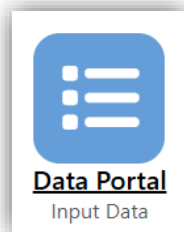
- **Home Screen**
- **Data Portal Toolbar**

The following process breaks down a way to view your workload from the **Home Screen**. The process also works for other screens that include Clients in the top Toolbar.

1. To view your workload, click **Workload** from the **Home Screen**.



2. An alternative way to navigate to your workload is from the **Data Portal**. Click **Clients** from the toolbar to open the drop-down menu. Then, click **Workload**.



My Workload Show Filter			
Identifier ↕	Name ↕	Date of birth ↕	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	

There are multiple ways to navigate to your OA Workload.

Your **OA Workload** is populated based on the Clinician field on the Program Assignment form in myAvatar. When a Program Assignment is closed in myAvatar, it is removed from your workload. Clients can also be added or removed from your OA Workload manually in situations such as:

- Clinician Handoff
- The Program Assignment in myAvatar was not updated to reflect the new clinician.

Best Practice! Tip

Update the assigned clinician in the Program Assignment form in myAvatar as soon as possible after receiving notice of the change. This allows the OA system enough time to process the update before the client's next assessment is due. Delayed updates can cause conflicts in auto-generated reports. If the change is still not reflected in OA, please notify your SME so they can contact the DBH-OA inbox.

Please see the *BEST PRACTICES* section on page 124 for additional information and other helpful tips.

Adding Clients to your Workload

1. Navigate to the **Clients List**.

Identifier	Name	Date of birth	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	
☐ Id100002	Last100002, First100002	January 1, 2010	
☐ Id100056	Last100056, First100056	January 1, 2010	
☐ Id100118	Last100118, First100118	January 1, 2010	

2. Check the boxes next to the Identifier of the clients you wish to add to your workload.

Identifier	Name	Date of birth	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	
☐ Id100002	Last100002, First100002	January 1, 2010	
☐ Id100056	Last100056, First100056	January 1, 2010	
☐ Id100118	Last100118, First100118	January 1, 2010	
☒ Id100134	Last100134, First100134	January 1, 2010	MO
☒ Id100150	Last100150, First100150	January 1, 2010	

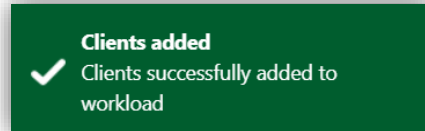
Add to Workload

3. Click the **Add to Workload** button at the bottom-left of the screen.

Identifier	Name	Date of birth	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	
☐ Id100002	Last100002, First100002	January 1, 2010	
☐ Id100056	Last100056, First100056	January 1, 2010	
☐ Id100118	Last100118, First100118	January 1, 2010	
☒ Id100134	Last100134, First100134	January 1, 2010	MO
☒ Id100150	Last100150, First100150	January 1, 2010	

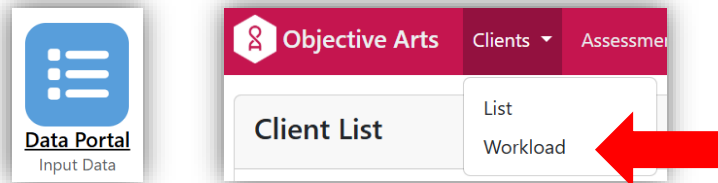
Add to Workload

4. A confirmation message will appear on the top-right hand corner confirming (or denying) the action was completed.



Removing a Client from Your Workload

1. Navigate to the **Clients List**.
2. On the **Data Portal Toolbar**, click **Clients** and then **Workload** from the drop-down items.



My Workload Show Filter

Identifier	Name	Date of birth	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	
☐ Id100134	Last100134, First100134	January 1, 2010	MO
☐ Id100150	Last100150, First100150	January 1, 2010	
☐ Id100329	Last100329, First100329	January 1, 2010	MO

[Remove from Workload](#)

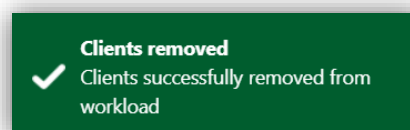
3. Check the box(es) next to the Identifier of the client(s) you are removing and click the **Remove from Workload** button at the bottom left of your screen.

My Workload Show Filter

Identifier	Name	Date of birth	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	
☒ Id100134	Last100134, First100134	January 1, 2010	MO
☐ Id100150	Last100150, First100150	January 1, 2010	
☐ Id100329	Last100329, First100329	January 1, 2010	MO

[Remove from Workload](#)

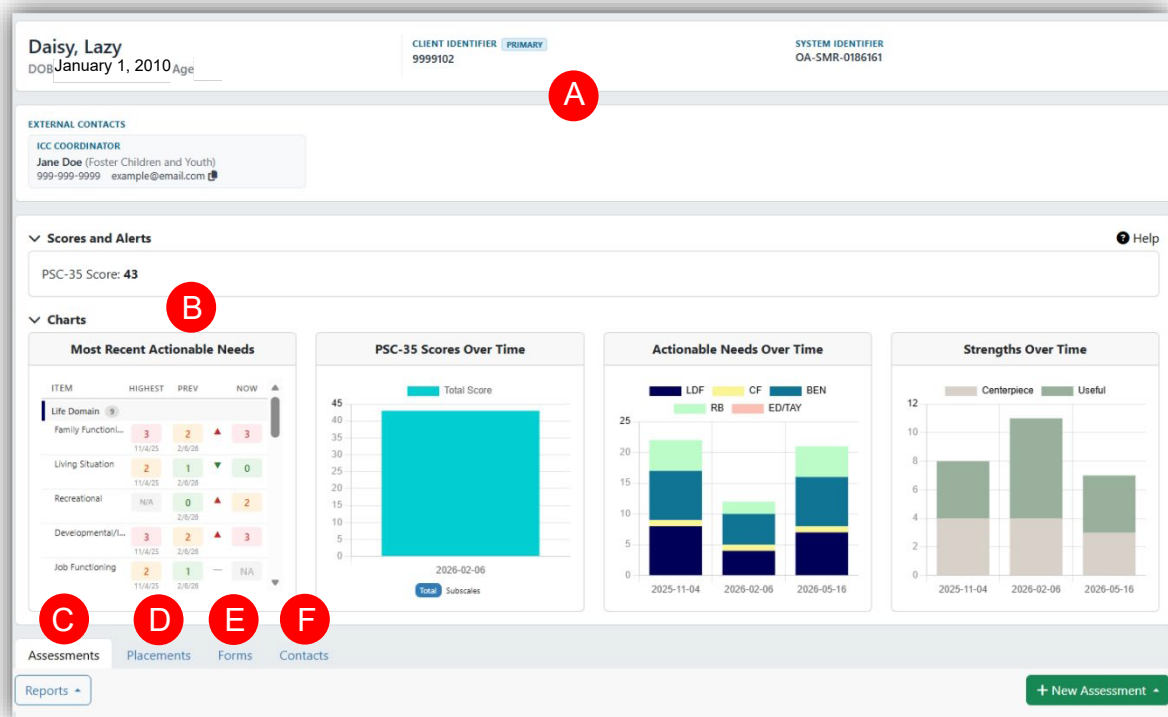
4. Confirmation message will appear on the top-right hand corner confirming (or denying) the action was completed.



Client Page

The Client Page displays a client's basic information and their historical assessment data. It is also a place where you can generate individual client reports, assessments, and forms. The Client Page includes all the comprehensive details regarding the client. It consists of the following main elements:

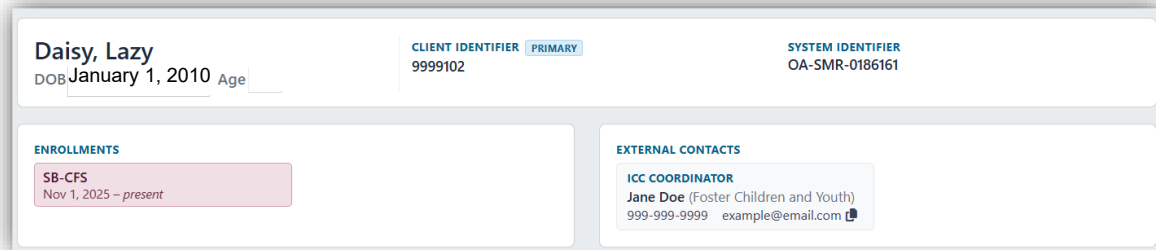
- A. An overview of client-related information
- B. A dashboard summarizing and illustrating past assessment data
- C. Assessments
- D. Open, Recently Closed, and a history of Placements
- E. Forms
- F. Contacts



The Client Page is composed of the client's overview information, Summary Dashboard, Assessments, Placements, Forms, and Contacts sections.

Client Page Sections

A. General Information



Daisy, Lazy
DOB January 1, 2010 Age

CLIENT IDENTIFIER PRIMARY
9999102

SYSTEM IDENTIFIER
OA-SMR-0186161

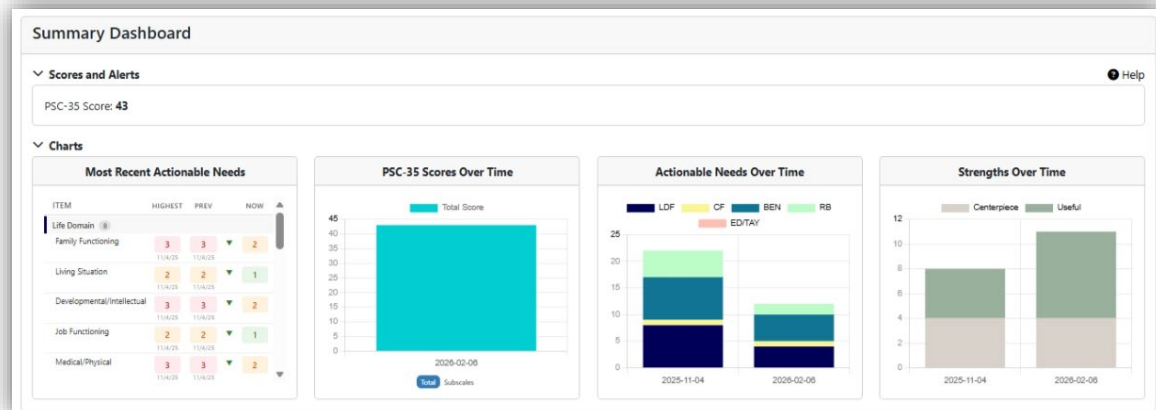
ENROLLMENTS
SB-CFS
Nov 1, 2025 – present

EXTERNAL CONTACTS
ICC COORDINATOR
Jane Doe (Foster Children and Youth)
999-999-9999 example@email.com

This section is composed of the:

- Client's name (Last Name, First Name)
- Date of Birth (DOB)
- Age
- Client Identifier(s)
- Enrollments (*if applicable*)
- External Contacts

B. Summary Dashboard



This is the Client Summary Dashboard. It provides scores, alerts, and graphical data for the client's most recent assessments. This section is comprised of two main sections:

- Scores and Alerts, and
- Charts

The sections can be expanded (▼) or collapsed (▸) to minimize the information on the screen by clicking on the arrows next to the section headings.

For additional information, please see the *Client Summary Dashboard* section on page 96.

C. Assessments List

Assessments				
Assessments List				
ID	Instrument	Reason for Assessment	Date	Status
☐ 99999	CANS	Update	May 16, 2026	Submitted
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				
☐ 99999	PSC_35	Update	February 6, 2026	Submitted
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				
☐ 99999	CANS	Update	February 6, 2026	Submitted
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				
☐ 99999	PSC_35	Initial	November 4, 2025	Submitted
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				
☐ 99999	CANS	Initial	November 4, 2025	Approved by Supervisor, Clinical on 06/24/2026
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				

This section lists out the client's assessments. By default, the list only shows assessments in assigned, submitted, returned, and approved statuses.

For additional information, please see the *Assessments List Filter Menu* on page 42.

D. Placements

Assessments	Placements	Forms	Contacts
Placements Show historical			
Reporting Unit	Open Date	Closed Date	Flags
> Foster Children and Youth (FCY) Responsible User: Test User (This is you.) Email: Phone: N/A	November 4, 2025		

This section lists any active/open and/or recently closed program placements by Reporting Unit. Each record includes:

- Responsible User contact information,
- Open and closed placement dates, and
- Flags

When the Show historical toggle is enabled, it will list the client's historical placements.

Note: Objective Arts client placements link to the Program Assignments in myAvatar.

Assessments

Placements

Forms

Contacts

Placements

Show historical

Reporting Unit	Open Date	Closed Date	Flags																																			
▼ Foster Children and Youth (FCY) Responsible User: Test User (This is you.) Email:	November 4, 2025																																					
CANS_ANSA Nov 4, 2025 – open <table><thead><tr><th>#</th><th>Expected</th><th>Reason</th><th>Assessment ID</th><th>Assessment Date</th><th>Submitted</th><th>Approved</th></tr></thead><tbody><tr><td>0</td><td>Dec 4, 2025</td><td>INITIAL</td><td>9999</td><td>Nov 4, 2025</td><td>Jun 24, 2026</td><td>Jun 24, 2026</td></tr><tr><td>1</td><td>Feb 2, 2026</td><td>UPDATE</td><td>9999</td><td>Feb 6, 2026</td><td>Jun 25, 2026</td><td></td></tr><tr><td>2</td><td>May 7, 2026</td><td>UPDATE</td><td>9999</td><td>May 16, 2026</td><td>Jul 22, 2026</td><td></td></tr><tr><td>3</td><td>Aug 14, 2026</td><td>UPDATE</td><td></td><td></td><td></td><td></td></tr></tbody></table>				#	Expected	Reason	Assessment ID	Assessment Date	Submitted	Approved	0	Dec 4, 2025	INITIAL	9999	Nov 4, 2025	Jun 24, 2026	Jun 24, 2026	1	Feb 2, 2026	UPDATE	9999	Feb 6, 2026	Jun 25, 2026		2	May 7, 2026	UPDATE	9999	May 16, 2026	Jul 22, 2026		3	Aug 14, 2026	UPDATE				
#	Expected	Reason	Assessment ID	Assessment Date	Submitted	Approved																																
0	Dec 4, 2025	INITIAL	9999	Nov 4, 2025	Jun 24, 2026	Jun 24, 2026																																
1	Feb 2, 2026	UPDATE	9999	Feb 6, 2026	Jun 25, 2026																																	
2	May 7, 2026	UPDATE	9999	May 16, 2026	Jul 22, 2026																																	
3	Aug 14, 2026	UPDATE																																				

If available, each placement can be expanded to show additional information.

E. Forms

Assessments

Placements

Forms

Contacts

Forms List for Daisy, Lazy

Show Filter

ID	Form Type	Client Name	Start Date	End Date	Generation Time
☐ 9999	TPR	Daisy, Lazy	October 1, 2025	July 7, 2026	

This section lists all the Treatment Progress Reports (TPR) that have been generated for the client. For additional information, please see the *Treatment Progress Report* on page 121.

F. Contacts

Assessments	Placements	Forms	Contacts
ICC Coordinator			
Jane Doe Effective Date Start: May 12, 2025 Effective Date End: Phone Number: 999-999-9999 Contact is Active			
John Doe Effective Date Start: January 2, 2025 Effective Date End: May 11, 2025 Phone Number: 888-888-8888			
Internal Agency/Organziation: Foster Children and Youth (FCY)			
External Agency/Organziation: Test Organization Name			

This section lists all of the client's **Intensive Care Coordination (ICC) Coordinator** contacts. Any contact that is active will appear listed as an external contact in the client's general information section.

For additional information, please see the next section *Designating an ICC Coordinator* on page 33.

Designating an ICC Coordinator

An **Intensive Care Coordination (ICC) Coordinator** is a care coordinator that helps to develop and implement the client plan and is responsible for supporting children and their families in attaining their goals.

ICC Coordinators:

- Ensure that medically necessary services are accessed, coordinated, and delivered in a strength-based, individualized, client-driven, and culturally and linguistically competent manner.
- Ensure that services and supports are guided by the needs of the child.
- Facilitates a collaborative relationship among the child, their family, and systems involved in providing services for them.
- Supports the parent or caregiver in meeting their child's needs.
- Helps establish the Child Family Team (CFT) and provides ongoing support.
- Organizes and matches care across providers and child serving systems to allow the child to be served in their community.

(Source : [DHCS Specialty Mental Health Services for Children and Youth](#))

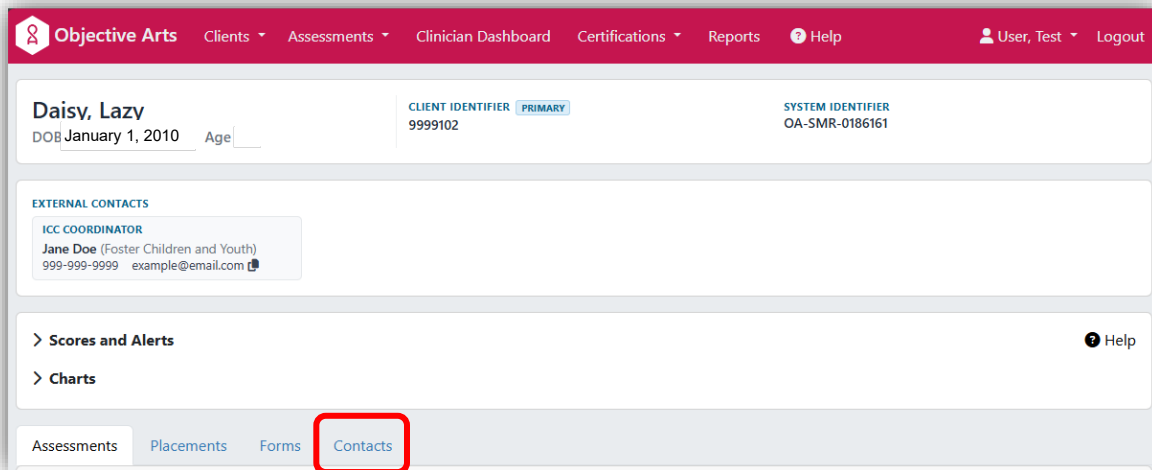
1. From the Home screen, click **Workload** or **Data Portal**.



2. Select (click) the client to open their **Client Page**.

My Workload			
Show Filter			
Identifier	Name	Date of birth	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	
☐ Id100150	Last100150, First100150	January 1, 2010	
☐ Id100329	Last100329, First100329	January 1, 2010	MO

- On the tabs section of the Client page, select the **Contacts** tab.



Objective Arts Clients Assessments Clinician Dashboard Certifications Reports Help User, Test Logout

Daisy, Lazy
DOB: January 1, 2010 Age:

CLIENT IDENTIFIER: 9999102 PRIMARY SYSTEM IDENTIFIER: OA-SMR-0186161

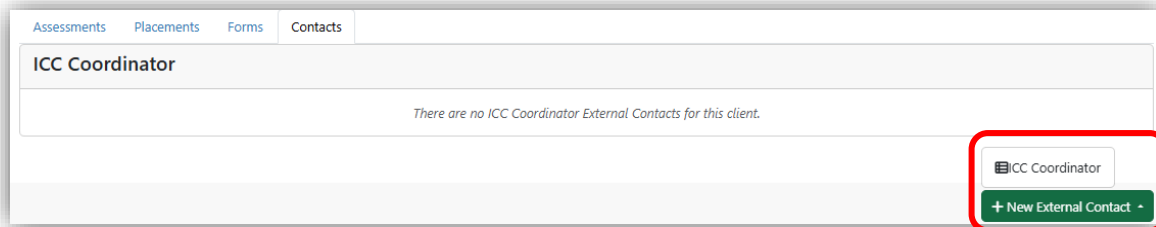
EXTERNAL CONTACTS

ICC COORDINATOR
Jane Doe (Foster Children and Youth)
999-999-9999 example@email.com

> Scores and Alerts > Charts

Assessments Placements Forms **Contacts**

- Click the **New External Contact** button located on the bottom-right of the screen to add a new ICC Coordinator. Select **ICC Coordinator**.



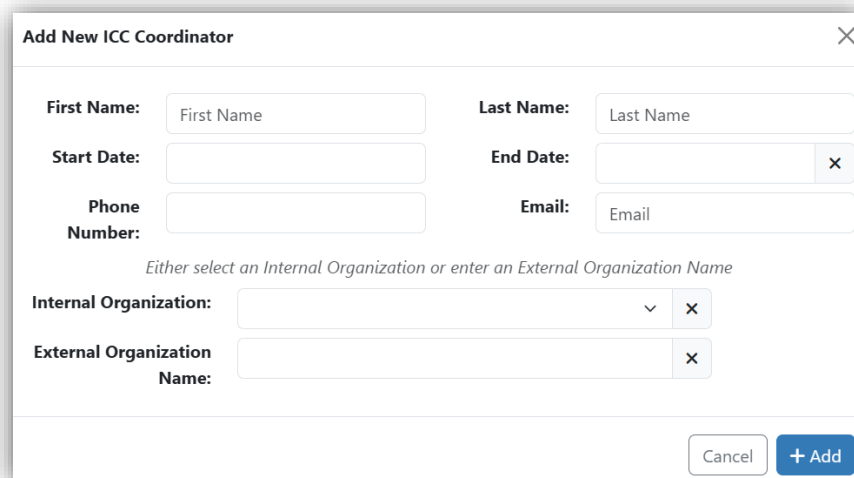
Assessments Placements Forms **Contacts**

ICC Coordinator

There are no ICC Coordinator External Contacts for this client.

ICC Coordinator
+ New External Contact

- Enter the ICC Coordinator's information in the new window. All fields are required, except for the **End Date**.



Add New ICC Coordinator

First Name: Last Name:

Start Date: End Date:

Phone Number: Email:

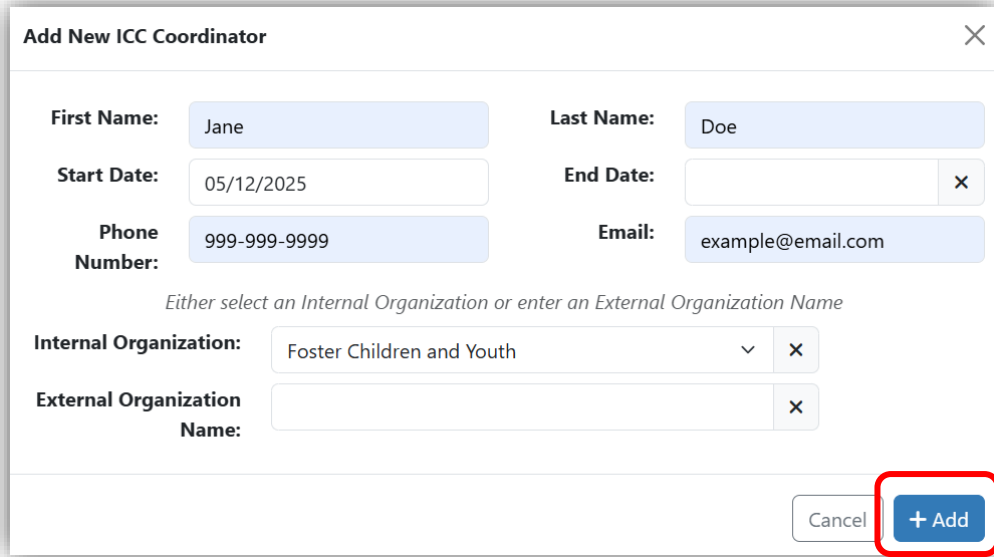
Either select an Internal Organization or enter an External Organization Name

Internal Organization: External Organization Name:

Cancel + Add

Note: The coordinator can only be associated with either their **Internal Organization** (selecting from the client's open placement) **OR** their **External Organization Name** (typing in the Organization name manually).

- Once all the fields are entered, select the **Add** button located on the bottom-right of the window. The new ICC Coordinator has now been added for the client.



Add New ICC Coordinator

First Name: Jane Last Name: Doe

Start Date: 05/12/2025 End Date: [Blank] X

Phone Number: 999-999-9999 Email: example@email.com

Either select an Internal Organization or enter an External Organization Name

Internal Organization: Foster Children and Youth X

External Organization Name: [Blank] X

Cancel + Add

ICC Coordinator Add Window.

ICC Coordinator		
Jane Doe		
Effective Date Start: May 12, 2025	Effective Date End:	Contact is Active
Email: example@email.com	Phone Number: 999-999-9999	
Internal Agency/Organization: Foster Children and Youth (FCY)		
John Doe		
Effective Date Start: January 2, 2025	Effective Date End: May 11, 2025	
Email: example2@email.com	Phone Number: 888-888-8888	
External Agency/Organization: Test Organization Name		

ICC Coordinator list found in the Contacts tab of the Client Page.

- Contact is Active:** A contact is considered active when the “Effective Date End” is blank.

- To edit the ICC Coordinator, click the **Edit** button (shaped as a pencil and paper). This will open the edit window.

ICC Coordinator

Jane Doe

Effective Date Start: May 12, 2025

Effective Date End:

Contact is Active

Email: example@email.com

Phone Number: 999-999-9999

Internal Agency/Organization: Foster Children and Youth (FCY)

John Doe

Effective Date Start: January 2, 2025

Effective Date End: May 11, 2025

Email: example2@email.com

Phone Number: 888-888-8888

External Agency/Organization: Test Organization Name

Click the Edit button to update details.

Edit ICC Coordinator

First Name: Jane

Last Name: Doe

Start Date: 05/12/2025

End Date: 05/20/2026

Phone Number: 999-999-9999

Email: example@email.com

Either select an Internal Organization or enter an External Organization Name

Internal Organization: Foster Children and Youth

External Organization Name:

Cancel

Save

ICC Coordinator Edit Window.

Note: When editing the Effective Dates, these cannot overlap between prior and current coordinators. Ensure the end date of the prior coordinator ends before the start date of the current/new coordinator.

- Once updates have been made, click the **Save** button.

Cancel

Save

9. To remove an ICC Coordinator, click the “X” (next to the **Pencil and Clipboard** button).

ICC Coordinator	
Jane Doe 	
Effective Date Start: May 12, 2025	Effective Date End: May 20, 2026
Email: example@email.com	Phone Number: 999-999-9999
Internal Agency/Organization: Foster Children and Youth (FCY)	
John Doe 	
Effective Date Start: January 2, 2025	Effective Date End: May 11, 2025
Email: example2@email.com	Phone Number: 888-888-8888
External Agency/Organization: Test Organization Name	

10. A confirmation action window will appear asking if you want to delete this contact. Select **Confirm** to delete the contact.

Remove External Contact 

Are you sure you want to remove this contact?

 Cancel  Confirm

ASSESSMENTS

Accessing an Assessment

A client's assessment can be accessed via the:

- **Client Page** or
- **Assessment List**

To access an assessment via the Client Page:

1. From the **Home Screen**, click **Data Portal**.
2. Click anywhere inside the row of a client to open their **Client Page**.

My Workload			
▼ Show Filter			
Identifier ↕	Name ↕	Date of birth ↕	Flags
☐ 9999102	Daisy, Lazy	January 1, 2010	
☐ Id100134	Last100134, First100134	January 1, 2010	MO
☐ Id100150	Last100150, First100150	January 1, 2010	
☐ Id100329	Last100329, First100329	January 1, 2010	MO
— Remove from Workload			

You can sort and/or filter the client results to help you find a specific client.

3. Scroll down to the section labeled **Assessment List**.
 - If the client has assessments entered in OA, they will be listed in this section. When a client is open to your program RU, you can view all their assessments, even those entered by program RUs that you are not assigned to.

Assessments List				
▼ Show Filter				
ID ↕	Instrument ↕	Reason for Assessment	Date ↕	Status ↕
☐ 99999	CANS	Update	June 5, 2026	Assigned
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				
☐ 99999	CANS	Update	February 6, 2026	Submitted
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				
☐ 99999	CANS	Initial	November 4, 2025	Approved by Supervisor, Clinical on 06/09/2026
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				

The Assessments List can be sorted and filtered.

- If there are no assessments in the system for the client, the list will be blank and show “No data found!”.

Assessments List

Show Filter

No data found!

Example if the client has no assessments entered.

- 4. Click anywhere inside the row of the assessment to open it.**

Assessments List					Show Filter
	ID ↕	Instrument ↕	Reason for Assessment	Date ↕	Status ↕
☐	99999	CANS	Update Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)	June 5, 2026	Assigned
☐	99999	CANS	Update Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)	February 6, 2026	Submitted
☐	99999	CANS	Initial Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)	November 4, 2025	Approved by Supervisor, Clinical on 06/09/2026


Objective Arts

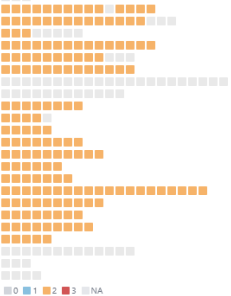
[Clients](#)
[Assessments](#)
[Clinician Dashboard](#)
[Certifications](#)
[Reports](#)
[Help](#)

[User, Test](#)
[Logout](#)

OVERVIEW

CHANGE

ACTIONABLE



Summary

Assessment Information (1/3)

Life Domain Functioning (14/15)

Strengths (14/17)

Cultural Factors (3/8)

Behavioral/Emotional Needs (15/15)

Risk Behaviors (10/13)

Trauma (13/13)

Ages 0-5 Early Childhood (0/22)

Transition Age Youth (TAY) (0/12)

CANS — Daisy, Lazy 99999

CLIENT NAME

Daisy, Lazy

CLIENT ID

9999102

DATE OF BIRTH

January 1, 2010

GENDER

ASSESSMENT DATE

November 4, 2025

ASSESSOR

User, Test

ENTERED BY

User, Test

RPT UNIT

Foster Children and Youth (FCY)

STATUS

Approved by Supervisor, Clinical on 06/09/2026

TAGS

none

NOTES

NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

Assessment Information

Reason for Assessment:

Initial

If reason for assessment is Major Life Event, Describe:

Caregiver section(s) does not apply at this time

Life Domain Functioning

1. Family Functioning

2

2. Living Situation

2

3. Social Functioning

2

4. Recreational

2

5. Developmental/Intellectual

2

+

-

▼

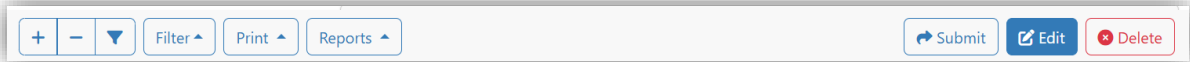
Filter

Print

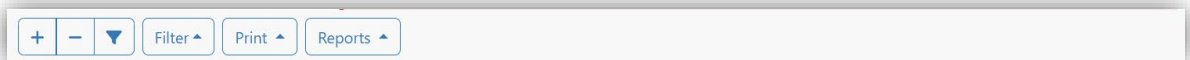
Reports

Example of a CANS assessment in View Mode.

- Depending on the assessment's status (*assigned*, *submitted*, or *approved*) and your user role, you may be able to review, edit, submit, print, or delete the assessment. You may also have access to additional functions in the assessment toolbar along the bottom of your screen.

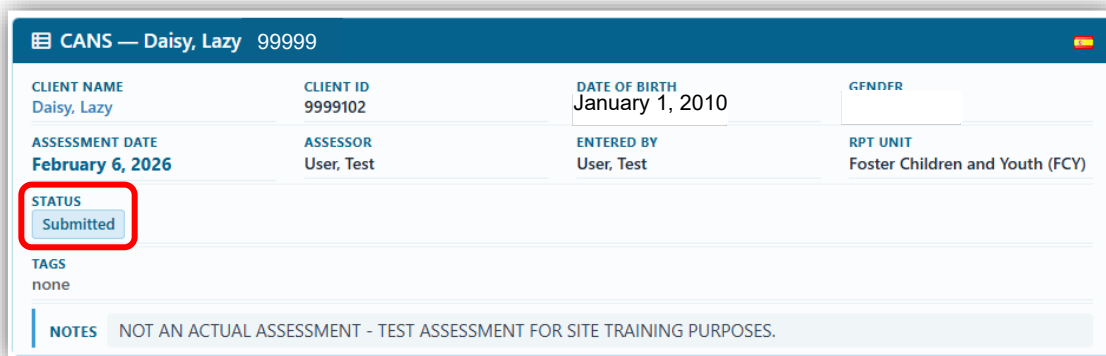


Example of the assessment toolbar for an assessment in assigned status.



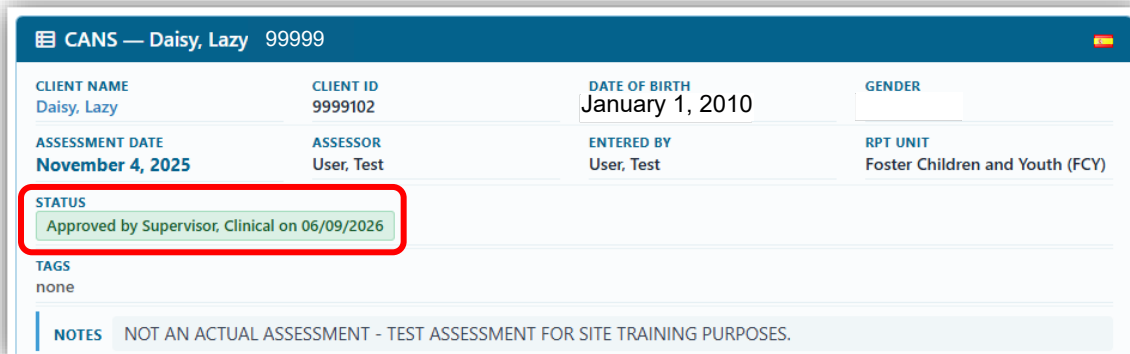
Example of the assessment toolbar for an approved assessment for a user with the Clinical Staff user role.

- If an assessment is in the assigned or submitted status, the status will be highlighted in blue.



CANS — Daisy, Lazy 99999			
CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE February 6, 2026	ASSESSOR User, Test	ENTERED BY User, Test	RPT UNIT Foster Children and Youth (FCY)
STATUS Submitted			
TAGS none			
NOTES NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.			

- If an assessment has been approved, the assessment status will be highlighted in green.

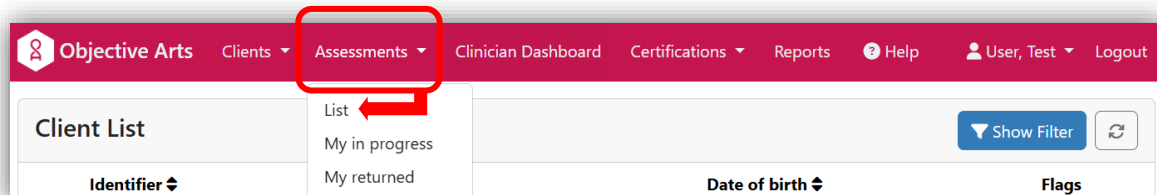


CANS — Daisy, Lazy 99999			
CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE November 4, 2025	ASSESSOR User, Test	ENTERED BY User, Test	RPT UNIT Foster Children and Youth (FCY)
STATUS Approved by Supervisor, Clinical on 06/09/2026			
TAGS none			
NOTES NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.			

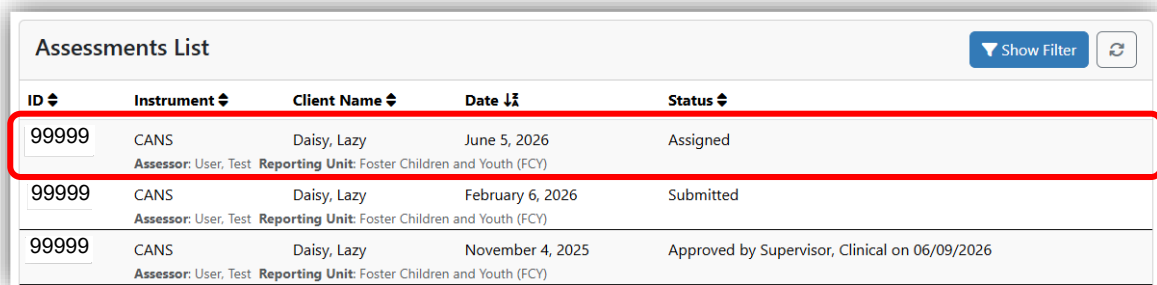
Assessment List

To access an assessment via the Assessment List:

1. From the **Home Screen**, click **Data Portal**.
2. In the **Toolbar**, click **Assessments**, then select **List**.



3. Select the assessment you wish to open. You can sort the assessment list by clicking on the column name or the arrow adjacent to it. You can sort it by **ID**, **Instrument**, **Client Name**, **Date**, and/or **Status**.



The screenshot shows the 'Assessments List' table. The first row is highlighted with a red box. The table has columns for ID, Instrument, Client Name, Date, and Status. The first row contains the following data: ID 99999, Instrument CANS, Client Name Daisy, Lazy, Date June 5, 2026, and Status Assigned. Below the first row, there are two more rows with similar data, but they are not highlighted.

ID	Instrument	Client Name	Date	Status
99999	CANS	Daisy, Lazy	June 5, 2026	Assigned
99999	CANS	Daisy, Lazy	February 6, 2026	Submitted
99999	CANS	Daisy, Lazy	November 4, 2025	Approved by Supervisor, Clinical on 06/09/2026

Assessments List Sorting Options

ID	The assessment ID.
Instrument	The type of assessment completed for the client. Note: You may see assessment types other than CANS/ANSA. These assessments are used by specific programs and are not covered in this manual.
Client Name	Lists the client's name alphabetically. (e.g. A-Z or Z-A).
Date	By default, the list is sorted newest to oldest assessment completed.
Status	The completion status of the assessment (e.g., assigned, submitted or approved).

Assessments List Filter Menu

Assessments List

Hide Filter

A

Assessment ID

Assessment internal ID

B

Assessment External ID

Assessment external ID

C

Assessment Date

mm/dd/yyyy

D

Instrument(s)

E

Status

Assigned

Submitted

Approved

Returned

F

Client First Name

Client First Name

G

Client Last Name

Client Last Name

H

Client Identifier

Client Identifier

I

Reporting Unit(s)

Select options

J

Tag(s)

Select options

K

Show mine only

☐

L

Assessor Last Name

Assessor Last Name

M

Assessor First Name

Assessor First Name

N

Approver Last Name

Approver Last Name

O

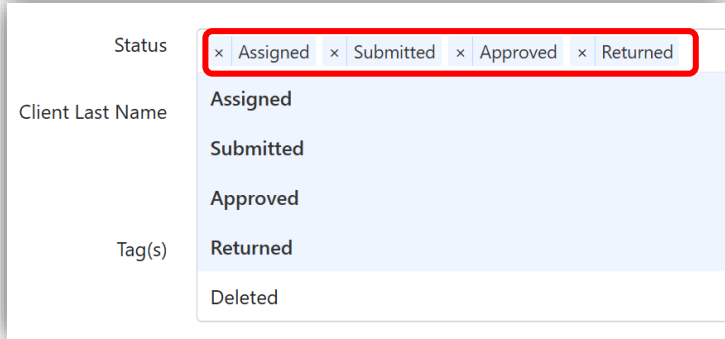
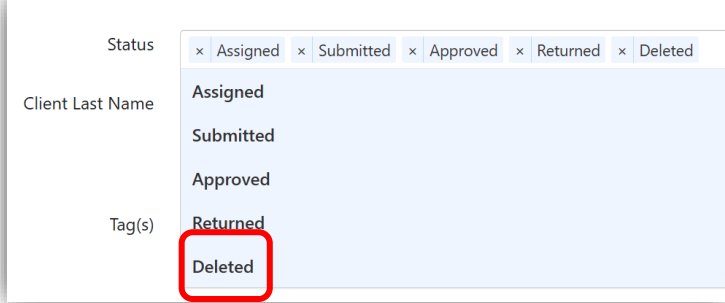
Approver First Name

Approver First Name

Restore Defaults

Filter

A. Assessment ID	Filter by assessment identifier.
B. Assessment External ID	Filter by the assessment's external identifier tied to San Bernardino county's Electronic Health Record (EHR), myAvatar.
C. Assessment Date	Filter by the date of the assessment.
D. Instrument(s)	Select from a list of available assessment instruments. (e.g. CANS, ANSA, PSC-35, etc.)

E. Status	By default, the following assessment status types are active in the client's Assessment List:  • Assigned • Submitted • Approved • Returned An additional status type Deleted is available. • You can view deleted assessments by opening the Status dropdown and selecting the Deleted filter option to include them in the list. 
F. Client First Name	Filter by a client's first name. (Partial information may be used.)
G. Client Last Name	Filter by a client's last name. (Partial information may be used.)
H. Client Identifier	Filter by client number or unique ID. (e.g. "1234567")

I. Reporting Unit	Filter clients by one or more Reporting Units.
J. Tags	Select from a list of service and demographic identifiers.
K. Show Mine Only	Filter the assessment list to only show assessments completed by you as the assessor.
L. Assessor Last Name	Filter by the assessor's last name. <i>(The Assessor refers to the clinician who conducted the assessment.)</i>
M. Assessor First Name	Filter by the assessor's first name. <i>(The Assessor refers to the clinician who conducted the assessment.)</i>
N. Approver Last Name	Filter by the approver's last name. <i>(The Approver refers to the supervisor who approved the assessment, if applicable.)</i>
O. Approver First Name	Filter by the approver's first name. <i>(The Approver refers to the supervisor who approved the assessment, if applicable.)</i>

Note: If your search parameters do not match any assessments, then the list will return no results and display "No data found!".

Assessment View vs. Edit Modes

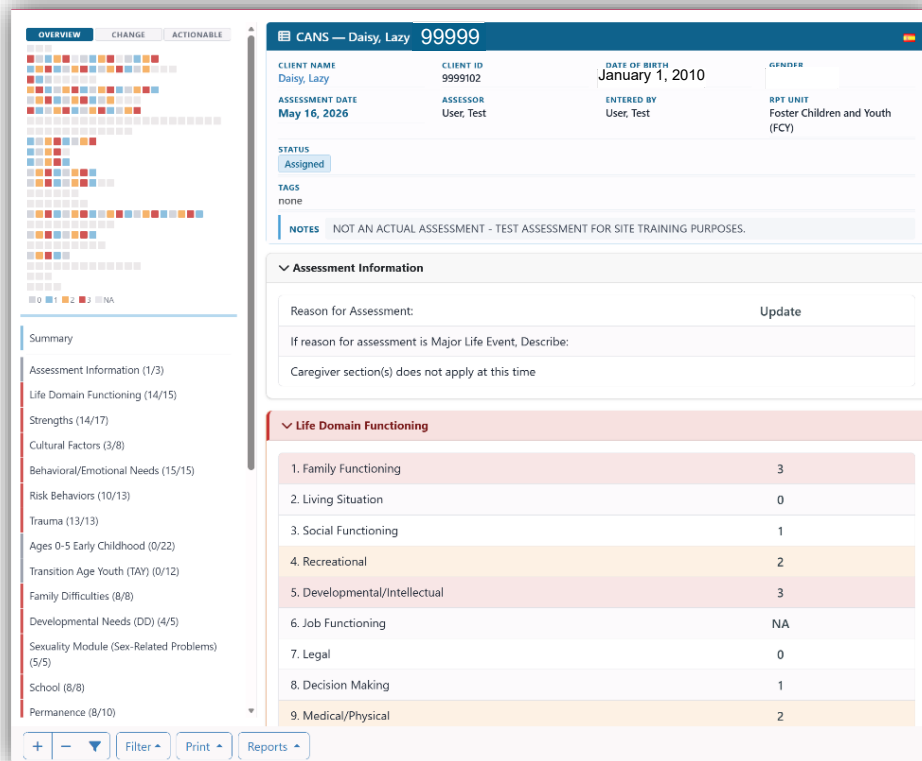
Objective Arts offers two ways to interact with Assessments: **View** and **Edit Modes**.

ID	Instrument	Reason for Assessment	Date	Status
☐ 99999	CANS	Update Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)	May 16, 2026	Assigned
☐ 99999	PSC_35	Update Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)	February 6, 2026	Submitted
☐ 99999	CANS	Update Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)	February 6, 2026	Submitted
☐ 99999	PSC_35	Initial Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)	November 4, 2025	Submitted
☐ 99999	CANS	Initial Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)	November 4, 2025	Approved by Supervisor, Clinical on 06/24/2026

Click an assessment to open it in View Mode.

The **View Mode** allows you to view a saved assessment without modifying its fields. It also has the option to export the assessment as a printable file or a report. This mode is displayed whenever an assessment is saved.

An assessment is in **View Mode** based on the available toolbar options found at the bottom of the screen. Please see the *Assessment Toolbar* on page 71 for more information.



CANS — Daisy, Lazy 99999

CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE May 16, 2026	ASSESSOR User, Test	ENTERED BY User, Test	RPT UNIT Foster Children and Youth (FCY)

STATUS: Assigned

TAGS: none

NOTES: NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

Assessment Information

Reason for Assessment: Update

If reason for assessment is Major Life Event, Describe:

Caregiver section(s) does not apply at this time

Life Domain Functioning

1. Family Functioning	3
2. Living Situation	0
3. Social Functioning	1
4. Recreational	2
5. Developmental/Intellectual	3
6. Job Functioning	NA
7. Legal	0
8. Decision Making	1
9. Medical/Physical	2

Summary

- Assessment Information (1/3)
- Life Domain Functioning (14/15)
- Strengths (14/17)
- Cultural Factors (3/8)
- Behavioral/Emotional Needs (15/15)
- Risk Behaviors (10/13)
- Trauma (13/13)
- Ages 0-5 Early Childhood (0/22)
- Transition Age Youth (TAY) (0/12)
- Family Difficulties (8/8)
- Developmental Needs (DD) (4/5)
- Sexuality Module (Sex-Related Problems) (5/5)
- School (8/8)
- Permanence (8/10)

+ - Filter Print Reports

Example of an Assessment opened in View Mode.

The **Edit Mode** allows you to actively update or change the fields available in the Assessment. This includes Assessment Date, Reporting Unit, item scores and Notes. Be sure to periodically click the **Save** button to save your work. Once an assessment is submitted, the ability to edit becomes restricted to those reviewing the final assessment for approval.


Objective Arts

[Clients](#)
[Assessments](#)
[Clinician Dashboard](#)
[Certifications](#)
[Reports](#)
[Help](#)

[User, Test](#)
[Logout](#)

OVERVIEW

CHANGE

ACTIONABLE

CANS (NEW) — Daisy, Lazy

Notes

CLIENT NAME

Daisy, Lazy

CLIENT ID

9999102

DATE OF BIRTH

January 1, 2010

GENDER

ASSESSMENT DATE

mm/dd/yyyy

ASSESSOR

User, Test

ENTERED BY

RPT UNIT

Foster Children and Youth (FCY)

STATUS

TAGS

none

No notes entered.

< Residential

Assessment Information >

Shortcut: "alt+left arrow" or swipe left

Shortcut: "alt+right arrow" or swipe right

Summary

Assessment Information (0/3)

Life Domain Functioning (0/15)

Strengths (0/17)

Cultural Factors (0/8)

Behavioral/Emotional Needs (0/15)

Risk Behaviors (0/13)

1

2

3

NA

Add Caregiver Section

Pre-populate

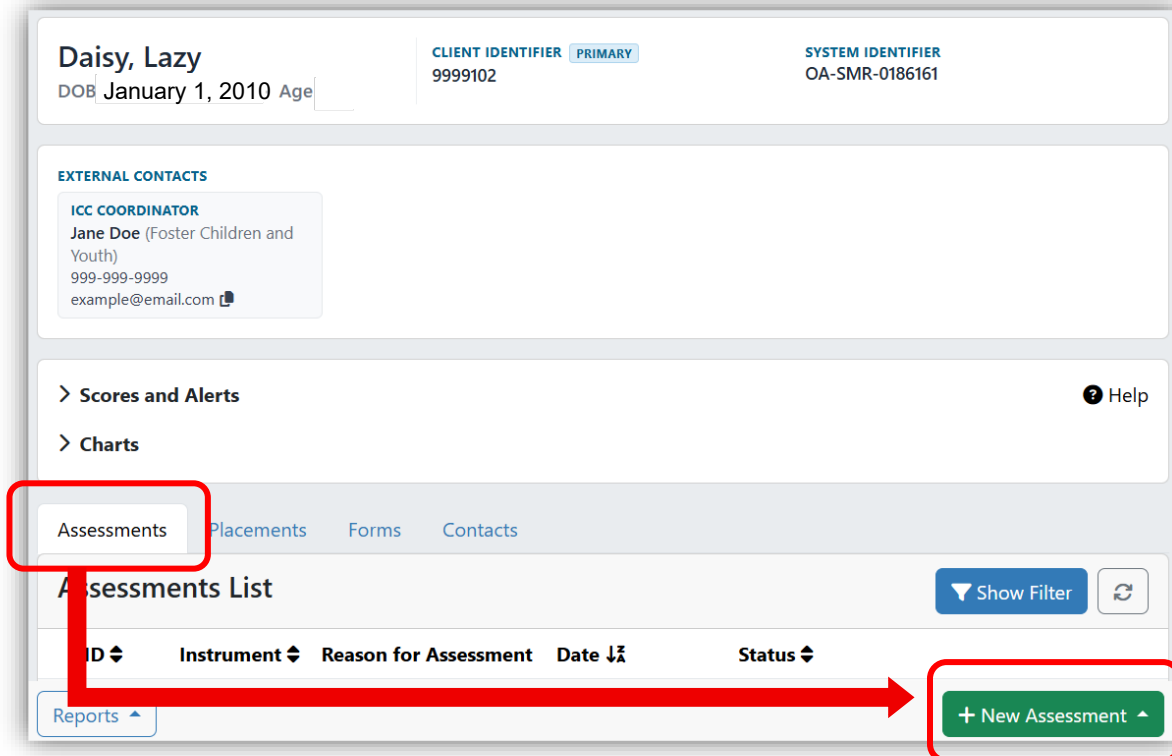
Cancel

Save

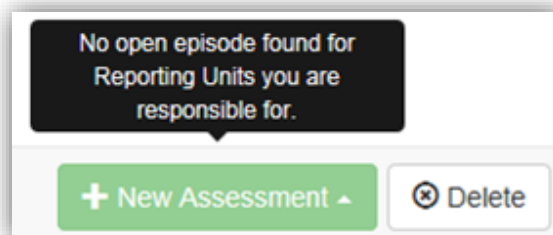
Example of an Assessment in Edit Mode.

Creating a New Assessment

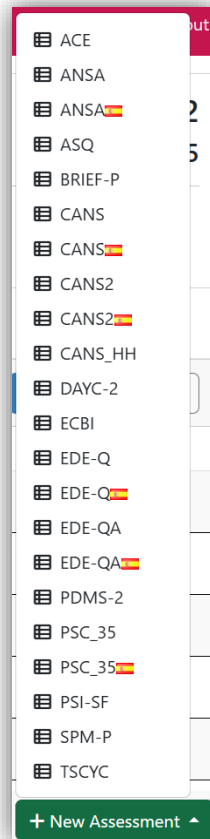
1. From the **Home screen**, click **Workload** or **Data Portal**.
2. Click on the client's name to open their **Client Page**.
3. Go to the **Assessments List** on the Assessments Tab, then click the green **New Assessment** button at the bottom-right of the screen.



Note: The **New Assessment** button will appear faded and will not be available for use if the client is not active/open to your assigned placements in OA. If so, you will receive the following message when you hover over the **New Assessment** button.



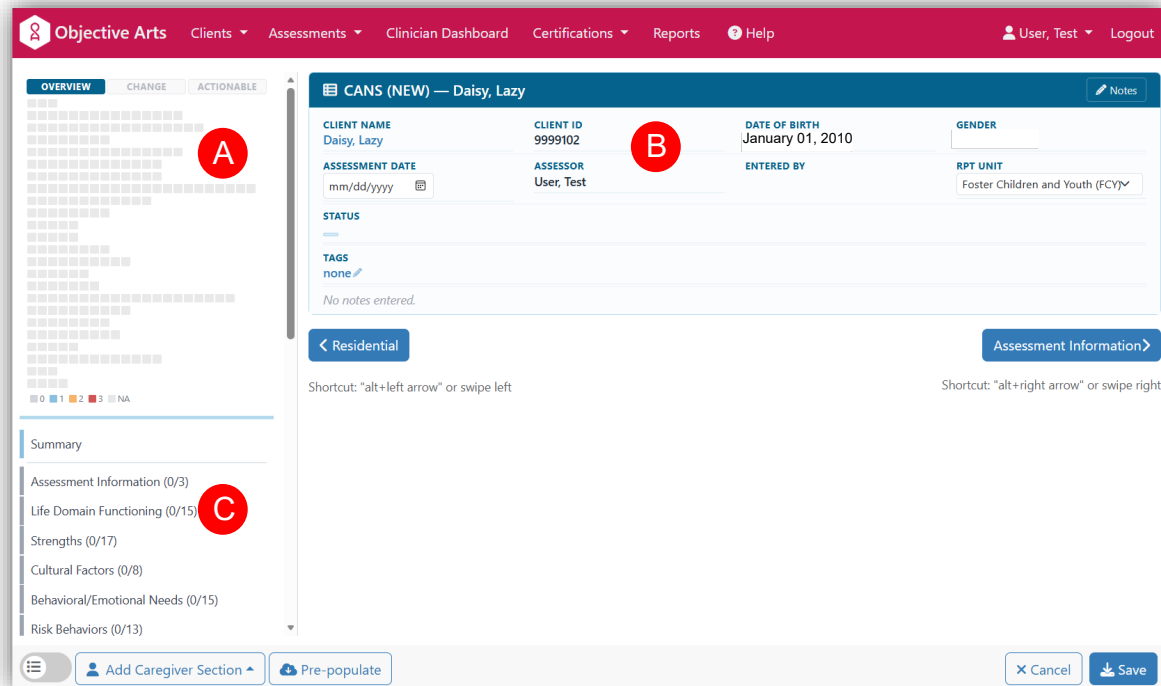
4. Upon clicking the **New Assessment** button, select from the list of available assessments.



- As seen above, there are several assessments to choose from. List of assessments may vary.
- In this section the CANS is used as an example on how to complete an assessment. The skills/practices learned here are similarly applied to all assessments.
- Please refer to your supervisor for additional information on how to complete specific assessments.

New Assessment Structure (CANS/ANSA)

Assessment formats may differ based on the specific TCOM tool being used. The structure outlined below closely reflects the CANS and ANSA Assessments utilized by San Bernardino County (CANS-SB/ANSA-SB), though many assessments include comparable components. Use this section as a reference for navigating similar sections in related assessment tools.



Example of a new CANS assessment.

A. Overview, Change, and Actionable Items Heat Maps

The **Overview Heat Map** displays each assessment score as a square on a grid to illustrate the frequency of actionable scores.

The **Change Heat Map** shows directional change from the value of the item from the previous assessment.

The **Actionable Tab** indicates full changes from the previous TCOM assessment.



B. General Information Panel	The General Information Panel displays the Client ID Number, Client Name, Date of Birth, Client Gender, Assessment Date, Assessor, Entered By, Reporting (RPT) Unit, Status, Tags, and Notes.
C. Assessment Navigator	This section contains links to the Domain sections available in the assessment.



Creating a New Assessment

1. After an assessment has been selected from the list of available assessments on the Client Page, you will be taken to the primary page of the assessment. This page contains the **Client ID Number**, **Client Name**, **Date of Birth**, and **Client Gender**. Please ensure that the items listed are correct for the client that is being assessed.

CANS (NEW) — Daisy, Lazy Notes

CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE mm/dd/yyyy	ASSESSOR User, Test	ENTERED BY 	RPT UNIT Foster Children and Youth (FCY)
STATUS 			
TAGS none			

No notes entered.

[< Residential](#) [Assessment Information >](#)

Shortcut: "alt+left arrow" or swipe left Shortcut: "alt+right arrow" or swipe right

General Information Panel

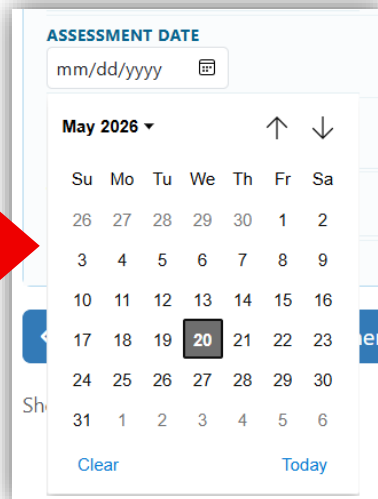
2. Enter the **Assessment Date**. To edit, click in the **Assessment Date** field and select the correct date.



CANS (NEW) — Daisy, Lazy

CLIENT NAME: Daisy, Lazy
CLIENT ID: 9999102
DATE OF BIRTH: January 1, 2010
GENDER:
ASSESSMENT DATE: mm/dd/yyyy 
ASSESSOR: User, Test
ENTERED BY:
RPT UNIT: Foster Children and Youth (FCY) 

Assessment Information



ASSESSMENT DATE

mm/dd/yyyy 

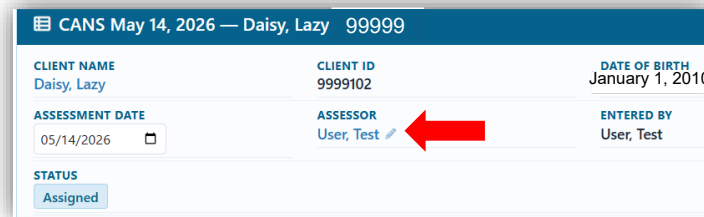
May 2026   

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Clear Today

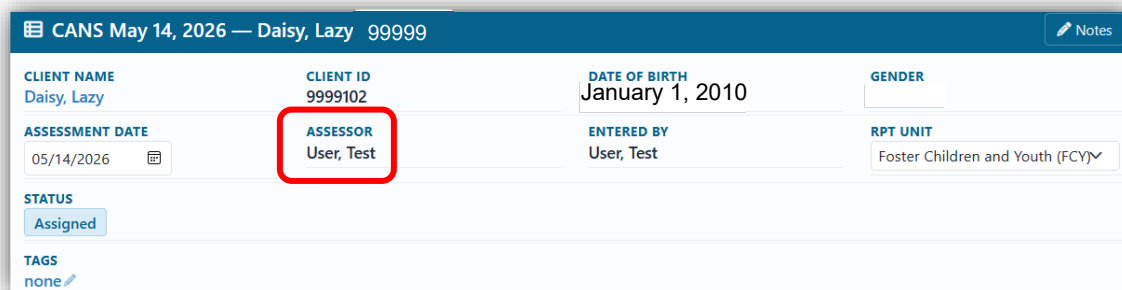
- **Assessment Date:** This field opens the calendar to today's date. If today's date is not the date of the client's assessment, be sure to change this date to the correct date of assessment. The assessment date is the date that the assessment was conducted, not the date that the assessment is entered into the system.

- If the Assessor listed needs to be changed, then click on the Pencil Icon next to the name in the Assessor field. This will open the Edit assessor dialog box.

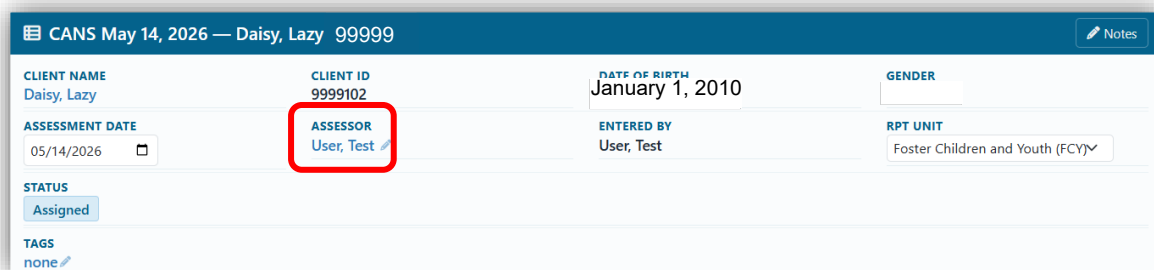


- Assessor:** This field must reflect the clinician who conducted the assessment, not the person entering the data.

Note: Permissions to update the assessor fields will depend on your user role assigned in OA. If this field needs to be updated, please ask for assistance from your supervisor and/or SME if you do not have the ability to update.

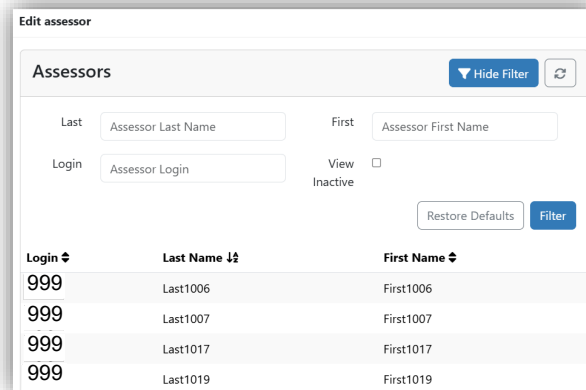


The Clinical Staff user role cannot update the Assessor field. Please seek assistance from your supervisor if this needs to be updated.



All other user roles besides a Clinical Staff will be able to update the Assessor field.

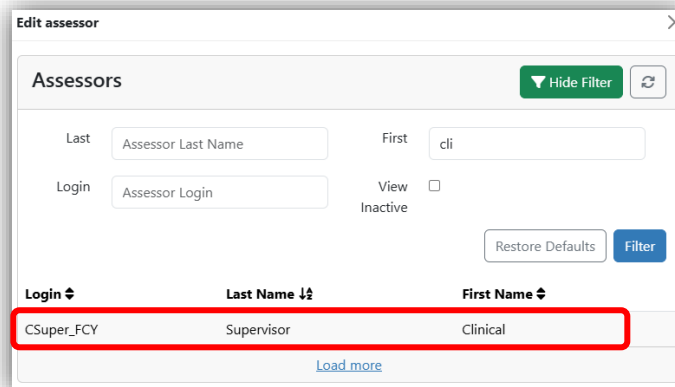
- Once the Edit assessor dialog box is open, then the list can be filtered by one or more fields. Click **Show Filter** and choose from the available options.



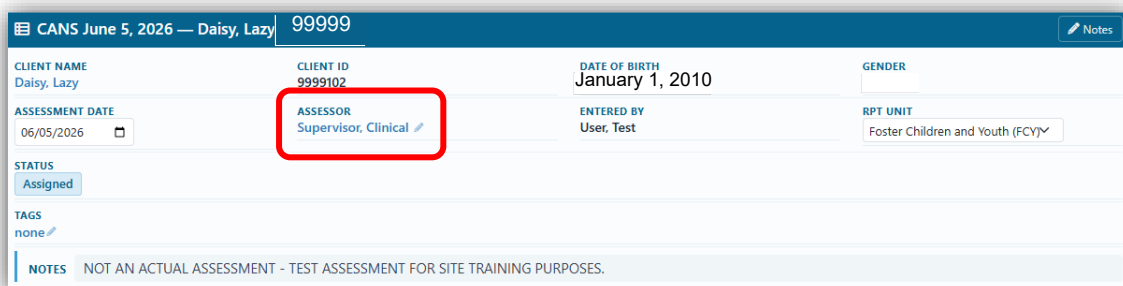
The 'Edit assessor' dialog box displays a table of assessors. The table has columns for Login, Last Name, and First Name. The first four rows show assessors with Login IDs 999 and Last Names Last1006, Last1007, Last1017, and Last1019. Above the table, there are input fields for filtering by Last Name, First Name, and Login. There is also a 'View Inactive' checkbox and a 'Filter' button.

Open Edit assessor box.

- To select the assessor, click on the row listing the assessor's name.



The 'Edit assessor' dialog box shows the same table of assessors. The row with Login 'CSuper_FCY', Last Name 'Supervisor', and First Name 'Clinical' is highlighted with a red box. The 'Filter' button is now green, indicating that a filter has been applied.



The client assessment form for 'Daisy, Lazy' (Client ID 9999102) is shown. The 'ASSESSOR' field is highlighted with a red box and contains the text 'Supervisor, Clinical'. The 'STATUS' is 'Assigned' and the 'RPT UNIT' is 'Foster Children and Youth (FCY)'. A note at the bottom states: 'NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.'

Note the change in the assessor's name once it has been selected.

6. To update the Reporting Unit, click in the empty **Rpt Unit** field.



CANS June 5, 2026 — Daisy, Lazy 99999

CLIENT NAME: Daisy, Lazy
CLIENT ID: 9999102
DATE OF BIRTH: January 1, 2010
GENDER:
ASSESSMENT DATE: 06/05/2026
ASSESSOR: User, Test
ENTERED BY: User, Test
RPT UNIT: Foster Children and Youth (FCY)✓

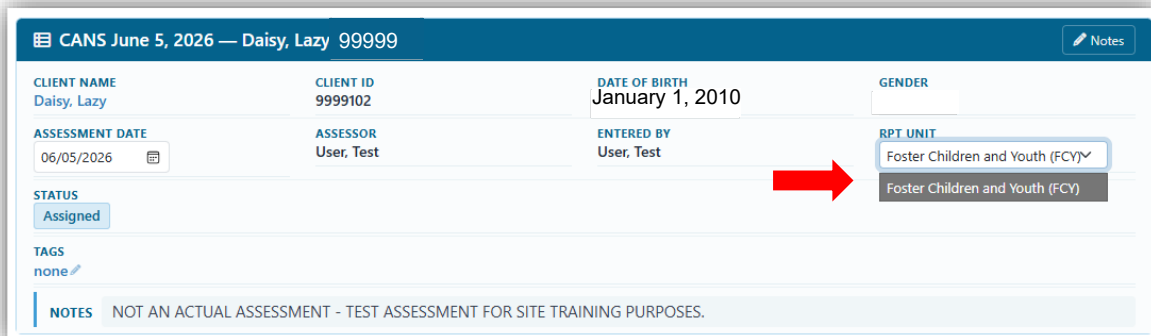
STATUS: Assigned

TAGS: none

NOTES: NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

- **Rpt Unit:** The Reporting Unit (RU) will pre-fill if the client is placed and open to only one RU. If the client is placed and open to two or more RUs and the assessor is placed in the same two or more RUs, the Rpt Unit field will be blank. If this field is blank, the correct RU must be selected.

7. Select the correct RU.



CANS June 5, 2026 — Daisy, Lazy 99999

CLIENT NAME: Daisy, Lazy
CLIENT ID: 9999102
DATE OF BIRTH: January 1, 2010
GENDER:
ASSESSMENT DATE: 06/05/2026
ASSESSOR: User, Test
ENTERED BY: User, Test
RPT UNIT: Foster Children and Youth (FCY)✓

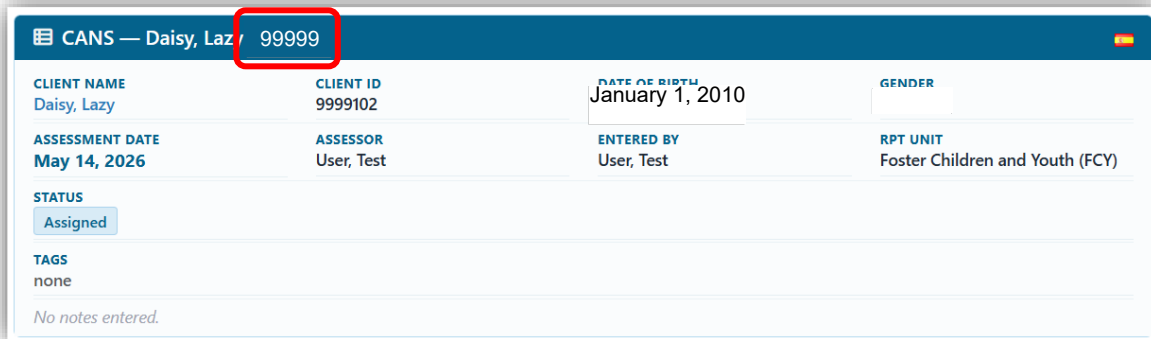
STATUS: Assigned

TAGS: none

NOTES: NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

A Reporting Unit is a required item that must be selected in order to save and submit the assessment for approval.

8. Press **Save** to assign assessment ID.



CANS — Daisy, Lazy / 99999

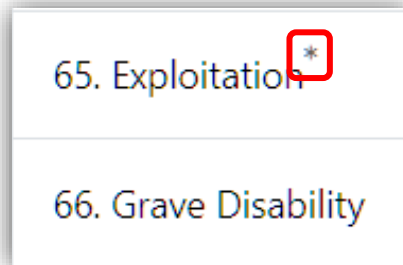
CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE May 14, 2026	ASSESSOR User, Test	ENTERED BY User, Test	RPT UNIT Foster Children and Youth (FCY)
STATUS Assigned			
TAGS none			

No notes entered.

- **Assessment ID:** The Assessment ID will auto-generate once the assessment has been saved for the first time and will appear at the top of the general information panel.

Assessment Data Entry

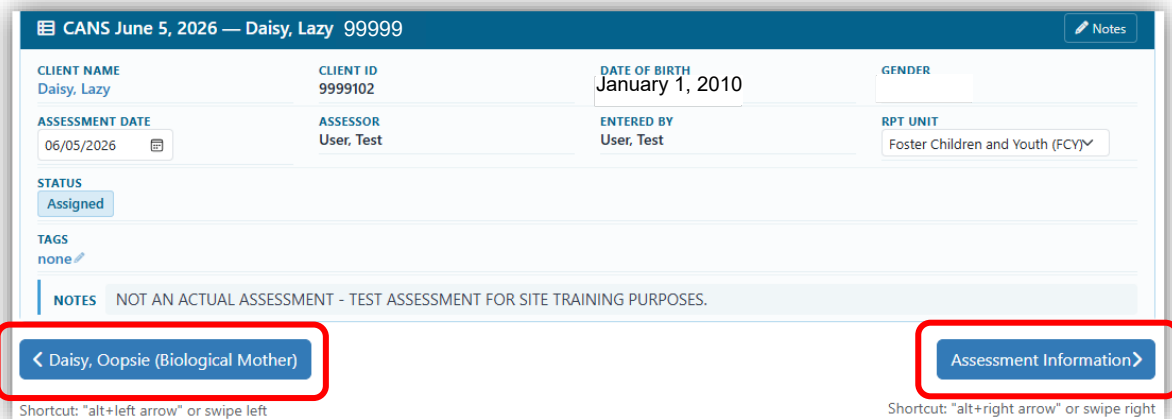
As you enter data in your assessment, please be sure to answer any fields marked with an asterisk (*). These fields are mandatory and must be completed.



65. Exploitation*

66. Grave Disability

1. Click on the **blue routing** buttons to navigate across neighboring sections of the assessment.



CANS June 5, 2026 — Daisy, Lazy 99999

CLIENT NAME: Daisy, Lazy
CLIENT ID: 9999102
DATE OF BIRTH: January 1, 2010
GENDER:
ASSESSMENT DATE: 06/05/2026
ASSESSOR: User, Test
ENTERED BY: User, Test
RPT UNIT: Foster Children and Youth (FCY)✓

STATUS: Assigned

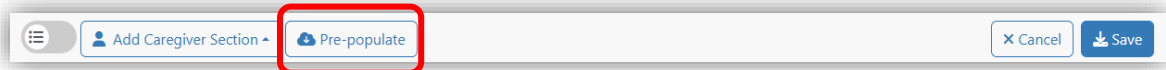
TAGS: none

NOTES: NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

< Daisy, Oopsie (Biological Mother) Assessment Information >

Shortcut: "alt+left arrow" or swipe left Shortcut: "alt+right arrow" or swipe right

2. Prior approved assessments may be used to pre-populate an assessment quickly. To do so, you can use the **Pre-populate** button, located on the toolbar at the bottom-left of your screen.



- If there are approved assessments in OA for the client, a list of assessments will appear from which you can choose to pre-populate your assessment.

Pre-populate: select assessment

Placement:

Foster Children and Youth (FCY) (2024-01-01 to --)

Pre-populate Required Fields Only:

☐

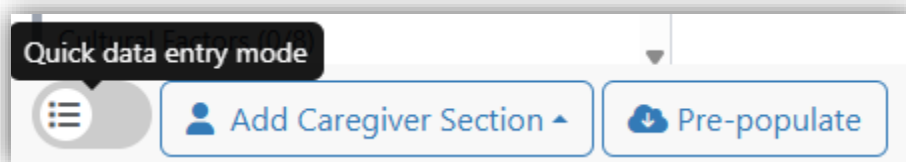
Pre-populate Notes Fields:

☐

Date	Org Unit	Reason	Status
2024-04-30	Foster Children and Youth	Initial	Approved

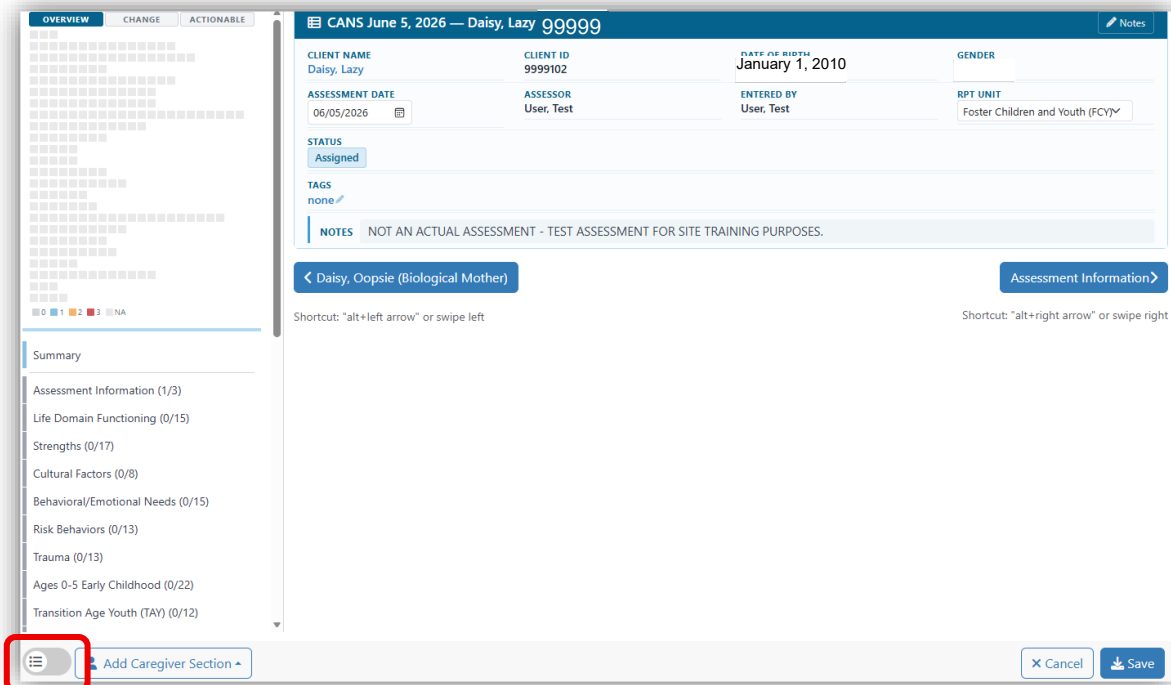
- The assessments listed for the client may not be assessments completed by you or your program. If this is the case, you can dismiss this option by selecting the "X" in the top-right corner.

3. You also have the option to toggle on the **Quick data entry mode**. This option button is located at the bottom-left of each screen:



- If you choose to utilize **Quick data entry mode**, a screen will appear where each domain and module can be seen on the same page. In this mode, you will tab down through the page to complete the assessment fields, instead of navigating through separate screens.
- To turn off the **Quick data entry mode**, click the same button. You can toggle between the two modes to find what works best for you.





OVERVIEW CHANGE ACTIONABLE

CANS June 5, 2026 — Daisy, Lazy 99999 Notes

CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE 06/05/2026	ASSESSOR User, Test	ENTERED BY User, Test	RPT UNIT Foster Children and Youth (FCY)

STATUS
Assigned

TAGS
none

NOTES
NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

< Daisy, Oopsie (Biological Mother) Assessment Information >

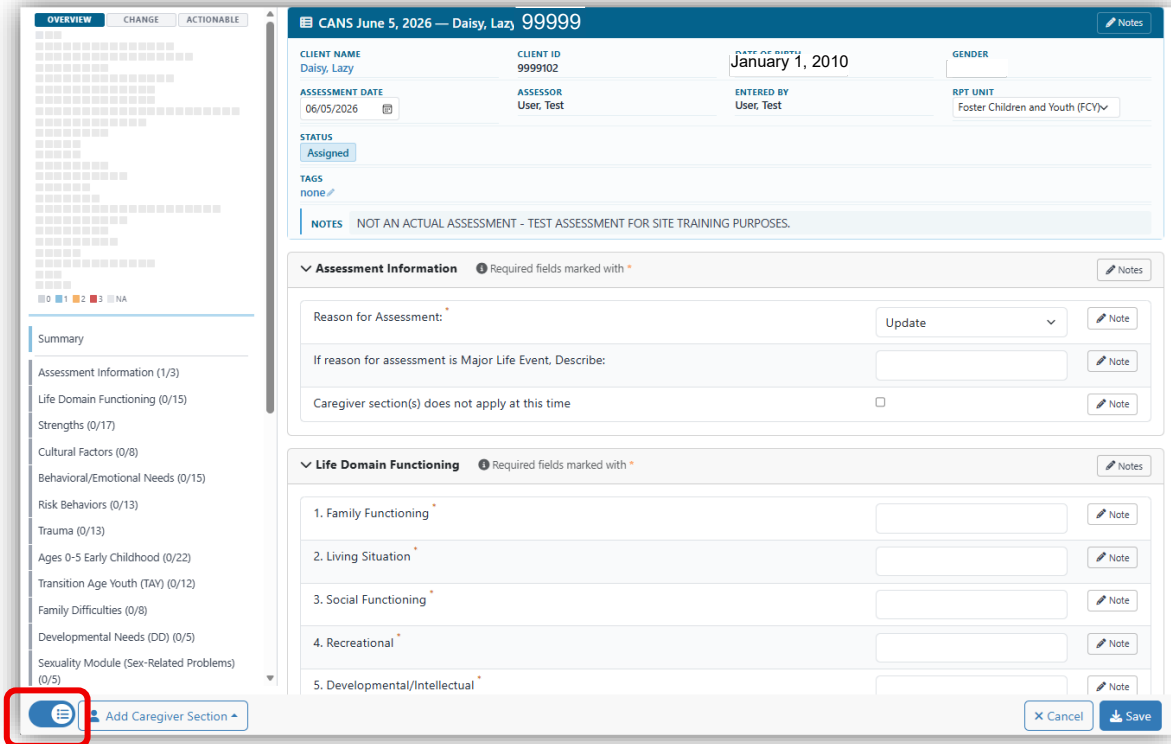
Shortcut: "alt+left arrow" or swipe left
Shortcut: "alt+right arrow" or swipe right

Summary

- Assessment Information (1/3)
- Life Domain Functioning (0/15)
- Strengths (0/17)
- Cultural Factors (0/8)
- Behavioral/Emotional Needs (0/15)
- Risk Behaviors (0/13)
- Trauma (0/13)
- Ages 0-5 Early Childhood (0/22)
- Transition Age Youth (TAY) (0/12)

Add Caregiver Section Cancel Save

Assessment Page with Quick data entry mode off.



OVERVIEW CHANGE ACTIONABLE

CANS June 5, 2026 — Daisy, Lazy 99999 Notes

CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE 06/05/2026	ASSESSOR User, Test	ENTERED BY User, Test	RPT UNIT Foster Children and Youth (FCY)

STATUS
Assigned

TAGS
none

NOTES
NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

Assessment Information Required fields marked with *

Reason for Assessment: Update Note

If reason for assessment is Major Life Event, Describe: Note

Caregiver section(s) does not apply at this time Note

Life Domain Functioning Required fields marked with *

1. Family Functioning Note

2. Living Situation Note

3. Social Functioning Note

4. Recreational Note

5. Developmental/Intellectual Note

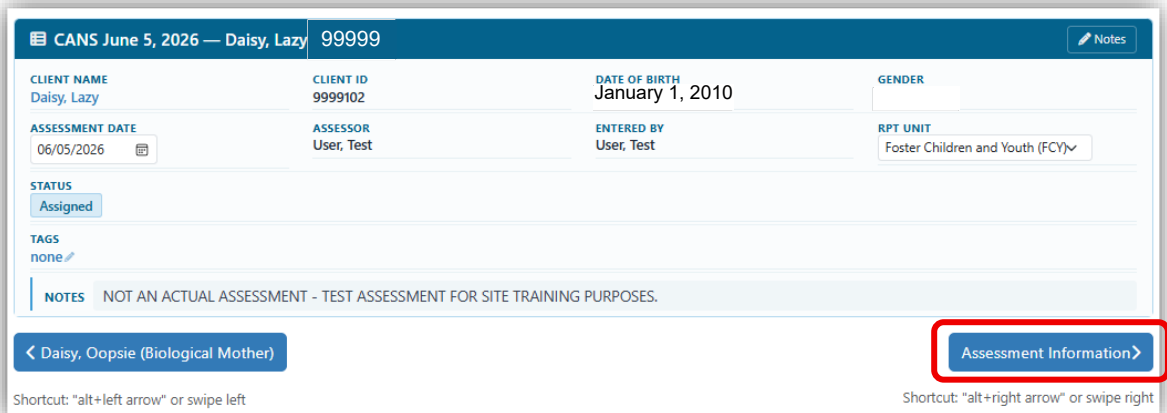
Summary

- Assessment Information (1/3)
- Life Domain Functioning (0/15)
- Strengths (0/17)
- Cultural Factors (0/8)
- Behavioral/Emotional Needs (0/15)
- Risk Behaviors (0/13)
- Trauma (0/13)
- Ages 0-5 Early Childhood (0/22)
- Transition Age Youth (TAY) (0/12)
- Family Difficulties (0/8)
- Developmental Needs (DD) (0/5)
- Sexuality Module (Sex-Related Problems) (0/5)

Add Caregiver Section Cancel Save

Assessment Page with Quick data entry mode on.

- To continue through the assessment, click the **Assessment Information** button.



CANS June 5, 2026 — Daisy, Lazy 99999

CLIENT NAME: Daisy, Lazy
CLIENT ID: 9999102
DATE OF BIRTH: January 1, 2010
GENDER:
ASSESSMENT DATE: 06/05/2026
ASSESSOR: User, Test
ENTERED BY: User, Test
RPT UNIT: Foster Children and Youth (FCY)▼

STATUS: Assigned

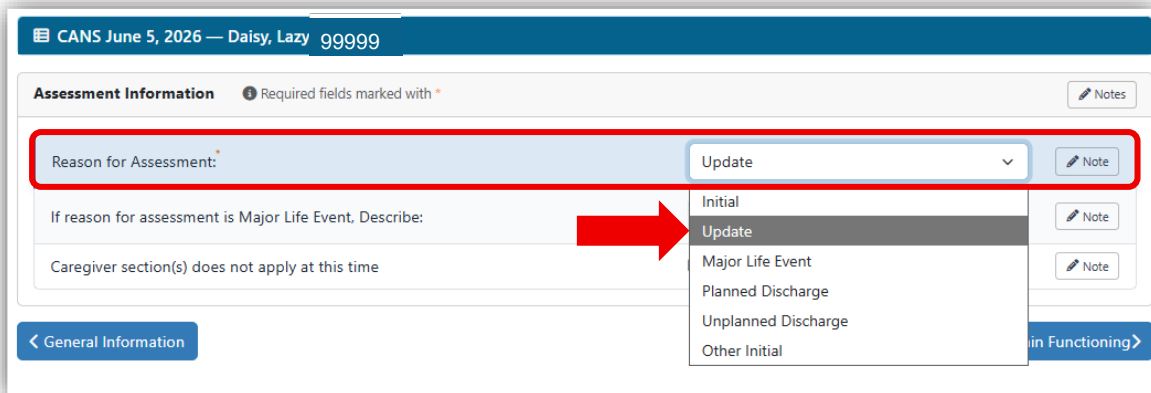
TAGS: none

NOTES: NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

< Daisy, Oopsie (Biological Mother) **Assessment Information >**

Shortcut: "alt+left arrow" or swipe left
Shortcut: "alt+right arrow" or swipe right

- Select a **Reason for Assessment**.



CANS June 5, 2026 — Daisy, Lazy 99999

Assessment Information ⓘ Required fields marked with *

Reason for Assessment: * **Update** ▼ **Note**

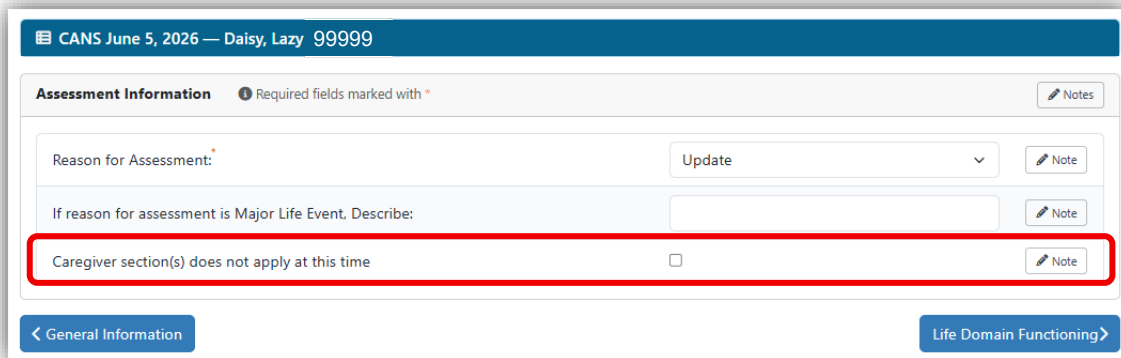
If reason for assessment is Major Life Event, Describe: **Note**

Caregiver section(s) does not apply at this time **Note**

Initial
Update
Major Life Event
Planned Discharge
Unplanned Discharge
Other Initial

< General Information **in Functioning >**

6. Click **Caregiver Section(s)**. This section states, “The Caregiver Section(s) does not apply at this time”.



CANS June 5, 2026 — Daisy, Lazy 99999

Assessment Information ⓘ Required fields marked with *

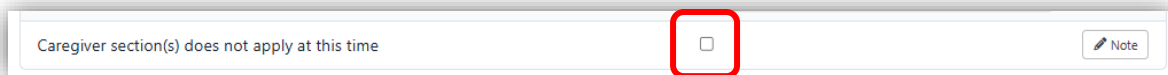
Reason for Assessment: Update

If reason for assessment is Major Life Event, Describe:

Caregiver section(s) does not apply at this time ☐

< General Information Life Domain Functioning >

- If you WILL be completing caregiver information for the assessment, leave this box **unchecked**:



Caregiver section(s) does not apply at this time ☐

Entering Caregiver information = Leave box unchecked.

- If you WILL NOT be entering caregiver information for the assessment, **check the box**. If you do not check this box, caregiver information WILL be required:

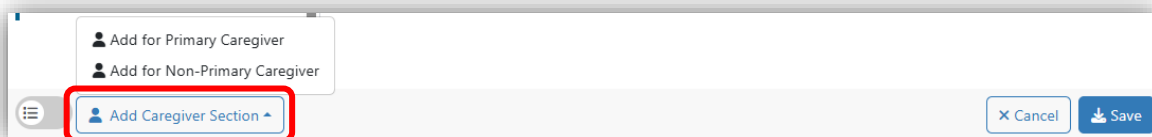


Caregiver section(s) does not apply at this time ☒

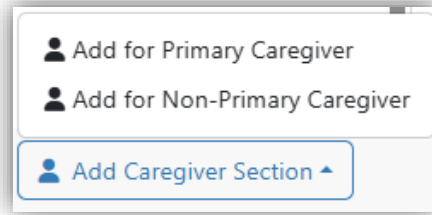
No caregiver information = check the box.

Note: Adding only a Non-Primary Caregiver while the box is left unchecked will result in a validation error. A Primary Caregiver is required to fulfill the caregiver information section.

7. Add caregiver information by clicking the **Add Caregiver Section** button located on the bottom-left of the screen.

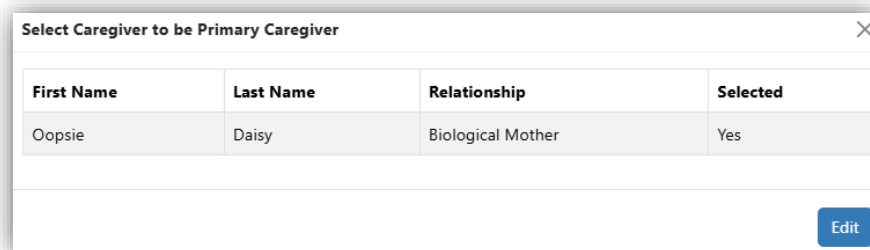


8. Select **Add for Primary Caregiver** or **Add for Non-Primary Caregiver** as appropriate.



 Add for Primary Caregiver
 Add for Non-Primary Caregiver
 Add Caregiver Section ▲

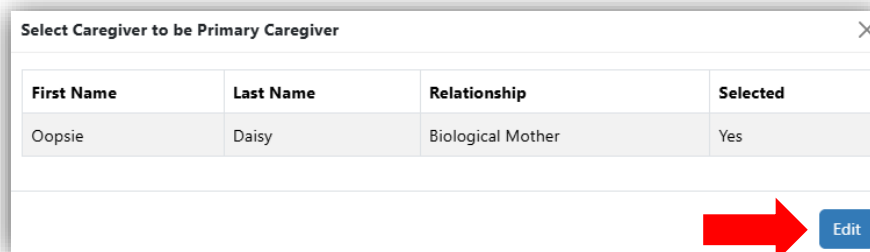
- The Select Caregiver box will pop up. Any caregivers that have been previously entered into OA will show.



First Name	Last Name	Relationship	Selected
Oopsie	Daisy	Biological Mother	Yes

Edit

- Select the name of the caregiver you are designating as Primary Caregiver or Non-Primary Caregiver. If the caregiver is not on list, press the **Edit** button at the bottom-right to add a new caregiver.



First Name	Last Name	Relationship	Selected
Oopsie	Daisy	Biological Mother	Yes

Edit

9. Add a new caregiver to the current list by clicking the **Add New** button.

- If you select **Add New**, a new row will appear, allowing you to enter the First Name, Last Name, and Relationship of the caregiver.
- You can add as many caregivers as needed by repeating this process.

Select Caregiver to be Primary Caregiver

First Name	Last Name	Relationship	Selected
Oopsie	Daisy	Biological Mother	Yes

Save Cancel **Add New**

Select Caregiver to be Primary Caregiver

First Name	Last Name	Relationship	Selected
Oopsie	Daisy	Biological Mother	Yes

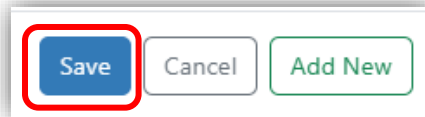
Save Cancel Add New

Select Caregiver to be Primary Caregiver

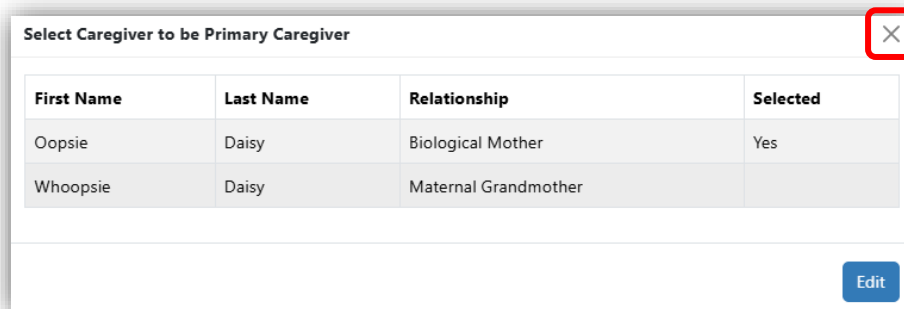
First Name	Last Name	Relationship	Selected
Oopsie	Daisy	Biological Mother	Yes
Whoopsie	Daisy	Maternal Grandmother	

Save Cancel Add New

10. The **Save** button must be clicked after all caregiver entries are made, and before a new caregiver can be selected as a Primary or Non-Primary Caregiver.



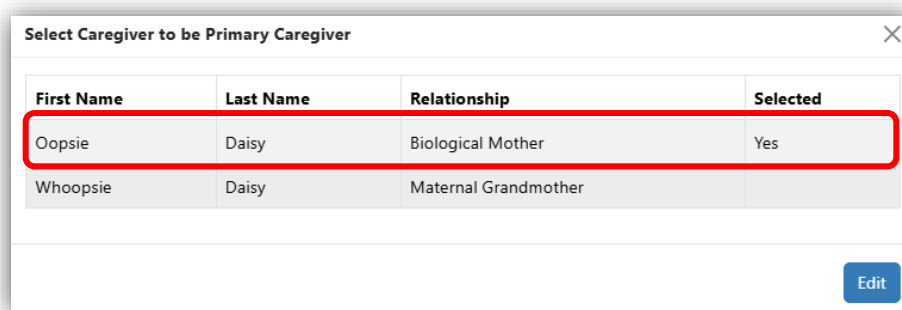
11. If you wish to exit the caregiver screen for any reason, click the “X” at the top-right of the caregiver box, or click anywhere outside of the box.



First Name	Last Name	Relationship	Selected
Oopsie	Daisy	Biological Mother	Yes
Whoopsie	Daisy	Maternal Grandmother	

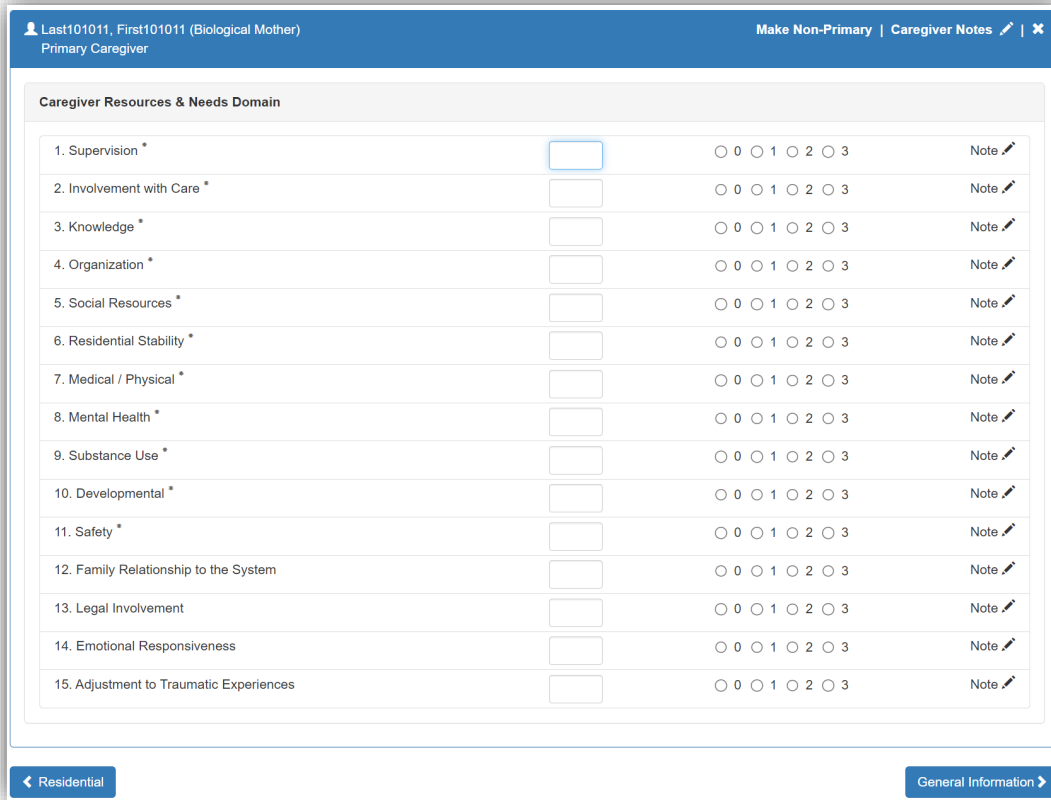
Note: Clicking the “X” at the top right of the caregiver box, or anywhere outside the screen will take you back to the assessment. Alternatively, clicking on **Cancel** while in the screen above, will take you out of editing mode, but still maintain the “Select Caregiver to be Primary/Non-Primary Caregiver” screen open and will not save any modifications or additions made.

12. Once all caregivers have been added and saved, click the row of the Primary Caregiver for which you want to enter assessment scores for.



First Name	Last Name	Relationship	Selected
Oopsie	Daisy	Biological Mother	Yes
Whoopsie	Daisy	Maternal Grandmother	

13. The assessment Information screen for the selected caregiver will appear.
- Complete the fifteen (15) items in the Caregiver Resources & Needs Domain.

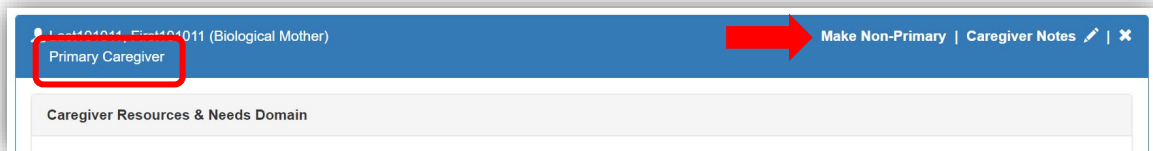


The screenshot shows the 'Caregiver Resources & Needs Domain' assessment screen for a Primary Caregiver. The header bar is dark blue with the text 'Last101011, First101011 (Biological Mother)' and 'Primary Caregiver'. On the right, there are links for 'Make Non-Primary', 'Caregiver Notes', and a close button. The main content area contains 15 items, each with a rating scale from 0 to 3 and a 'Note' button. The items are:

Item	Rating	Note
1. Supervision *	0 0 1 0 2 0 3	Note
2. Involvement with Care *	0 0 1 0 2 0 3	Note
3. Knowledge *	0 0 1 0 2 0 3	Note
4. Organization *	0 0 1 0 2 0 3	Note
5. Social Resources *	0 0 1 0 2 0 3	Note
6. Residential Stability *	0 0 1 0 2 0 3	Note
7. Medical / Physical *	0 0 1 0 2 0 3	Note
8. Mental Health *	0 0 1 0 2 0 3	Note
9. Substance Use *	0 0 1 0 2 0 3	Note
10. Developmental *	0 0 1 0 2 0 3	Note
11. Safety *	0 0 1 0 2 0 3	Note
12. Family Relationship to the System	0 0 1 0 2 0 3	Note
13. Legal Involvement	0 0 1 0 2 0 3	Note
14. Emotional Responsiveness	0 0 1 0 2 0 3	Note
15. Adjustment to Traumatic Experiences	0 0 1 0 2 0 3	Note

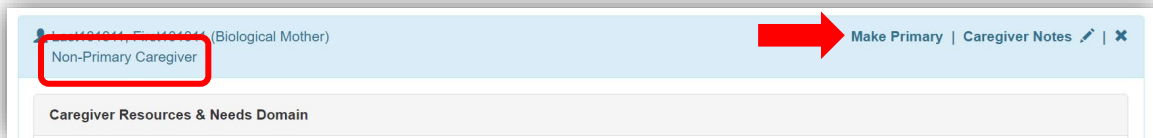
At the bottom, there are navigation buttons: '< Residential' and 'General Information >'.

- To change the status of the caregiver:
 - Select “Make Non-Primary” to designate a Primary Caregiver as a **Non-Primary Caregiver**.



The screenshot shows the 'Caregiver Resources & Needs Domain' assessment screen for a Non-Primary Caregiver. The header bar is light blue with the text 'Last101011, First101011 (Biological Mother)' and 'Non-Primary Caregiver'. On the right, there are links for 'Make Non-Primary', 'Caregiver Notes', and a close button. A red arrow points to the 'Make Non-Primary' link.

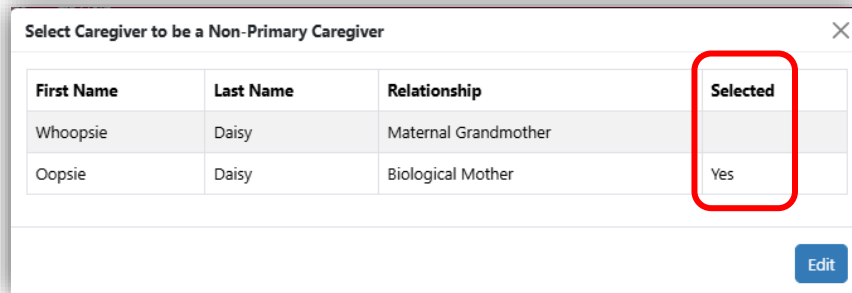
- Select “Make Primary” to designate the Non-Primary Caregiver as a **Primary Caregiver**.



The screenshot shows the 'Caregiver Resources & Needs Domain' assessment screen for a Primary Caregiver. The header bar is dark blue with the text 'Last101011, First101011 (Biological Mother)' and 'Non-Primary Caregiver'. On the right, there are links for 'Make Primary', 'Caregiver Notes', and a close button. A red arrow points to the 'Make Primary' link.

Note: The Primary Caregiver will have a dark blue background. Non-Primary Caregiver will have a light blue background.

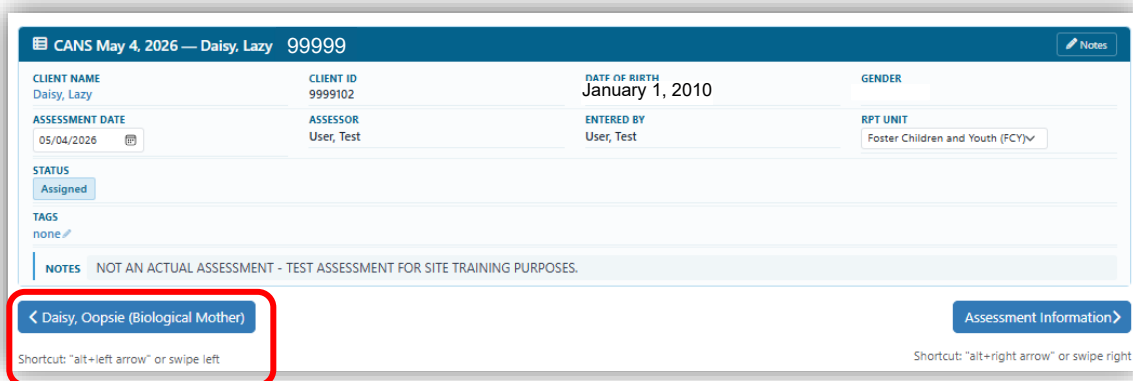
14. To add another caregiver assessment, repeat the steps in this section until you have added information for all the appropriate caregivers.



First Name	Last Name	Relationship	Selected
Whoopsie	Daisy	Maternal Grandmother	
Oopsie	Daisy	Biological Mother	Yes

Caregivers who have been added to the assessment are marked with Yes under the Selected column.

- The caregiver section can be found in the tab left of General Information when the Quick data entry mode is **OFF**:



CANS May 4, 2026 — Daisy, Lazy 99999

CLIENT NAME: Daisy, Lazy | CLIENT ID: 9999102 | DATE OF BIRTH: January 1, 2010 | GENDER: |

ASSESSMENT DATE: 05/04/2026 | ASSESSOR: User, Test | ENTERED BY: User, Test | RPT UNIT: Foster Children and Youth (FCY)✓

STATUS: Assigned

TAGS: none

NOTES: NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

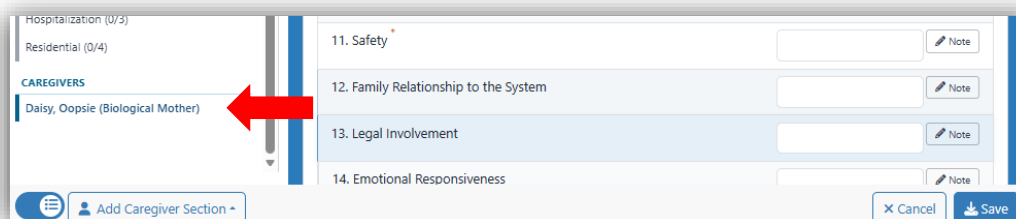
◀ Daisy, Oopsie (Biological Mother)

Shortcut: "alt+left arrow" or swipe left

Assessment Information ▶

Shortcut: "alt+right arrow" or swipe right

- Or, at the bottom of the assessment when the Quick data entry mode is **ON**:



Hospitalization (0/3)

Residential (0/4)

CAREGIVERS

Daisy, Oopsie (Biological Mother)

11. Safety

12. Family Relationship to the System

13. Legal Involvement

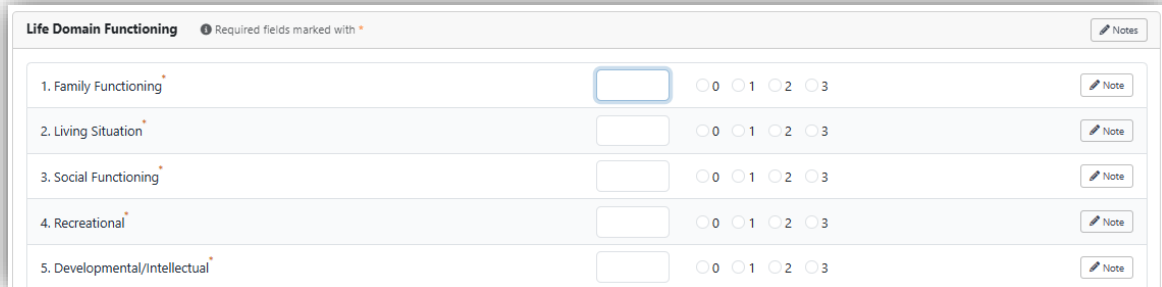
14. Emotional Responsiveness

Add Caregiver Section

Cancel Save

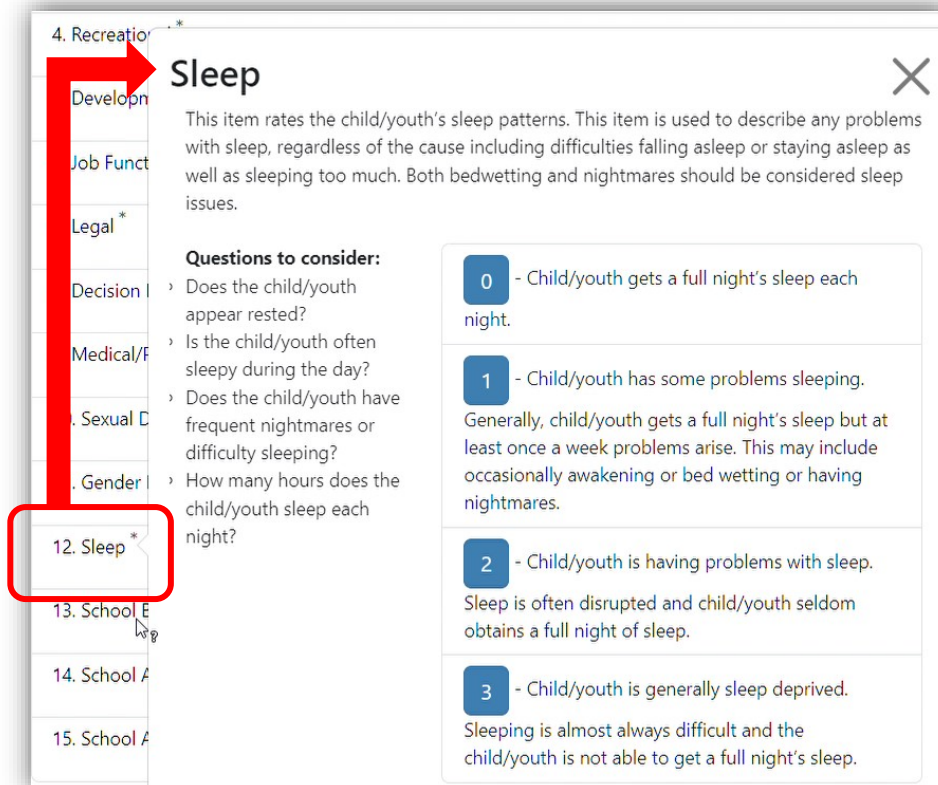
How to Score Items in each Domain

1. Each domain contains a certain number of items to be scored.



Example: Life Domain Functioning (CANS) contains 15 items.

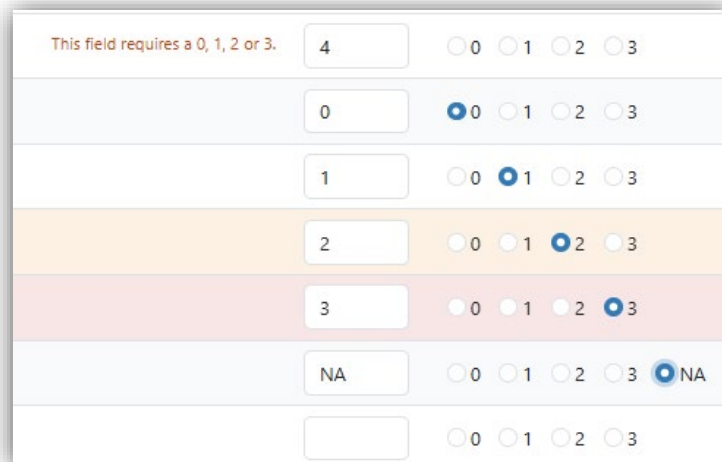
- Hovering your pointer over an assessment item will update your pointer to include a question mark next to it. You can click the item to see more information. This will open a tooltip window with a definition for the item, questions to consider, and the scoring breakdown.
- To close the tooltip window and return to the assessment, click the “X” at the top-right hand of the window, or click anywhere outside the window.



2. There are multiple options for entering the data.

- Use the **Pre-populate** button to load in the scores from previous assessments of the same type; or
- When **Quick data entry mode** is...
 - **ON:** Using your keyboard, enter any number from 0,1,2,3 into the blank field for each item. Press the **Tab** key to transition to the next item.
 - **OFF:** Select one of the bubbles from the existing score options 0,1,2,3 with your pointer.

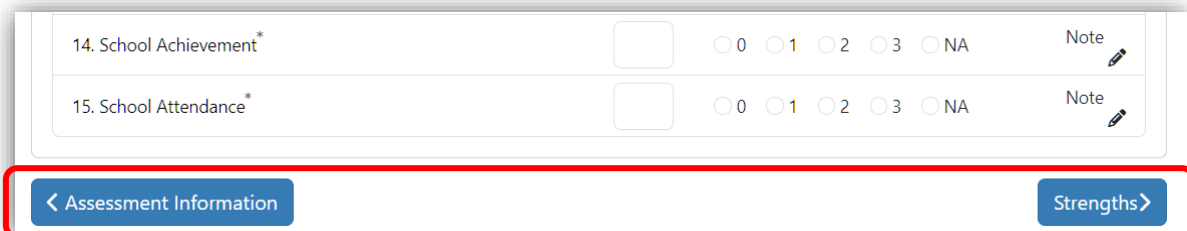
Note: Scores of 0-3 must be entered in the designated fields. You will obtain a notification if the entered score is invalid. Additionally, scores are color-coded based on their severity (*0 and 1 = white, 2 = soft orange, and 3 = soft red*).



This field requires a 0, 1, 2 or 3.	4	☐ 0	☐ 1	☐ 2	☐ 3
	0	☒ 0	☐ 1	☐ 2	☐ 3
	1	☐ 0	☒ 1	☐ 2	☐ 3
	2	☐ 0	☐ 1	☒ 2	☐ 3
	3	☐ 0	☐ 1	☐ 2	☒ 3
	NA	☐ 0	☐ 1	☐ 2	☒ NA
		☐ 0	☐ 1	☐ 2	☐ 3

Scoring error and color-coding example.

3. Continue through the assessment, completing all required sections and modules by pressing the blue routing buttons.



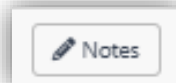
14. School Achievement*		☐ 0	☐ 1	☐ 2	☐ 3	☐ NA	Note 
15. School Attendance*		☐ 0	☐ 1	☐ 2	☐ 3	☐ NA	Note 

< Assessment Information
Strengths >

4. If at any time you would like to add a Note to one of the items, click one of the **Note** buttons:

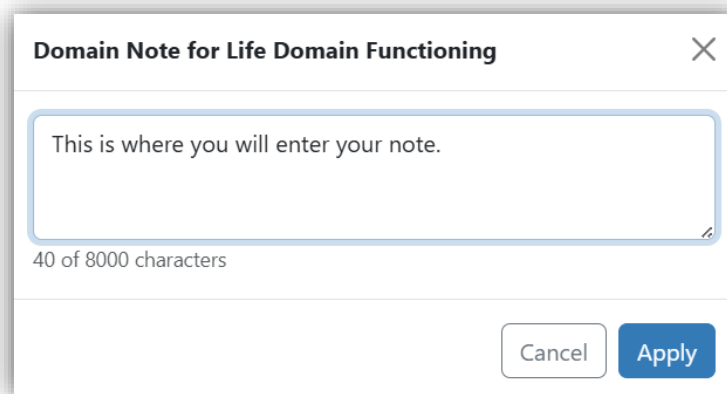


*The **Note** button appears as a note and pencil icon when the assessment is in View Mode.*



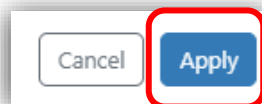
*The **Note** button is different for items in the assessment in Edit Mode.*

5. A text box will open for the item or domain section selected. Enter your Note.

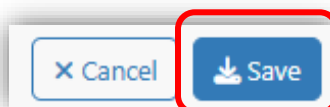


Example of Note text box for Life Domain Functioning Section.

6. Once finished, click **Apply** to save the Note.



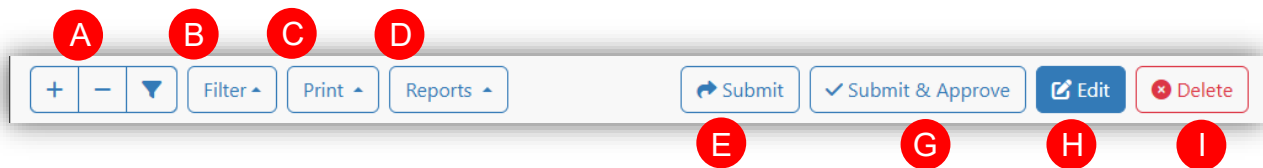
7. Once you have completed all required domain items and modules, click the **Save** button located at the bottom-right of the screen.

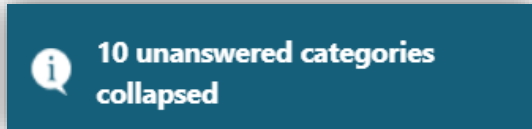


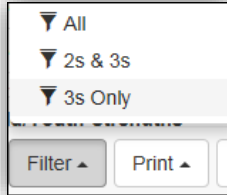
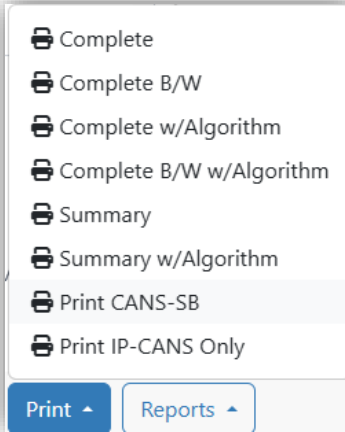
Note: Your browser window may need to be fully sized in order to see all the available options on the screen.

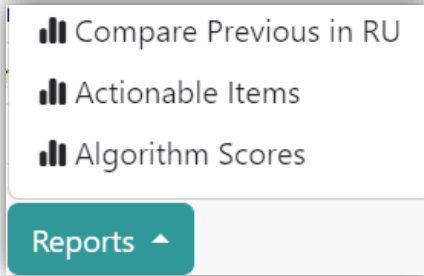
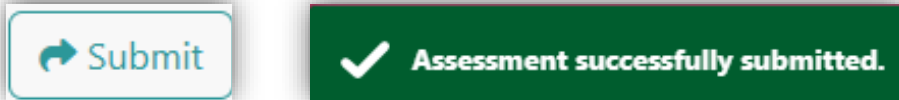
Assessment Toolbar

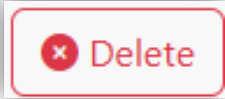
After the assessment has been saved for the first time (and thereafter) you will see a toolbar along the bottom of the screen. The options (buttons) shown below vary depending on your Objective Arts user role.



A. Plus/Minus (+/-) and Funnel Icons	The Plus/Minus (+/-) icons on the far left of the toolbar allow you to expand or collapse the domains and modules in the assessment. Selecting the Plus(+) will show each individual domain/module items.  <i>You will receive notification that all categories have expanded on the top-right hand corner of the screen.</i> Selecting the Minus(-) will only show the domain and module headings.  <i>You will receive notification that all categories have collapsed on the top-right hand corner of the screen.</i> The Funnel  icon will collapse unanswered categories within the assessment.  <i>You will receive notification that any unanswered categories have collapsed on the top-right hand corner of the screen.</i>
--	--

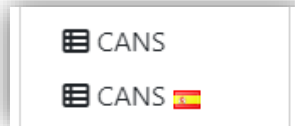
B. Filter	The Filter option allows you to filter by assessment scores. For example, you can filter to show assessment scores of "2s & 3s" or for "3s Only". 
C. Print	The Print options shown below allow you to print the assessment in various formats. Each option includes the color-coding of actionable scores (2 – yellow, 3 - red), as well as a version with algorithm scores.  <i>Each document will open in a new tab of your browser.</i> • Complete, and Complete w/ Algorithm: displays the entire assessment in a format that looks like the assessment after it has been saved in OA. • Complete B/W and Complete B/W w/ Algorithm: displays only the domains that contain actionable items and their scores. • Summary, Summary w/ Algorithm: displays a shortened assessment overview that highlights the highest reported scores for each domain. • Print CANS-SB/Print ANSA-SB: displays the assessment in a scantron/multiple choice format. ○ For most agencies, this is the most used option; as they are kept in client charts. • Print IP-CANS Only: displays the California Integrated Practice (IP) CANS assessment in a scantron/multiple choice format.

D. Reports	You can generate three (3) different kinds of reports based on the assessment data available. • Compare Previous in RU: compares the current assessment with any previous assessment scores in the RU for the client. • Actionable Items: displays the highest values of the domains, while highlighting scores of 2's and/or 3's. • Algorithm Scores: opens a pop-up window that provides numerical feedback about the client's core needs and the ICC coordinator's own evaluation. 
E. Submit	The Submit button allows you to submit the assessment for review and approval from your supervisor. If successful, you will see a temporary confirmation message appear at the top-right corner verifying that the assessment was successfully submitted. If not, you will receive validation errors. Please refer to the <i>Validation Errors</i> section on page 82 for more information on how they can be addressed. 
F. Recall*	The Recall button allows you to recall an assessment prior to its approval.  This button will replace the Submit button once an assessment has been submitted. <i>*Not shown on Assessment Toolbar image on page 71.</i>

G. Submit and Approve	This button allows Supervisors and Clinical Administrators to submit and approve an assessment at the same time. Please see the <i>Assessment Approval</i> section on page 90 for more information. 
H. Edit	The Edit button allows you to change information in the assessment. 
I. Delete	The Delete button allows for the deletion of an assessment. Your ability to delete depends on the status of the assessment and your Objective Arts user role. 

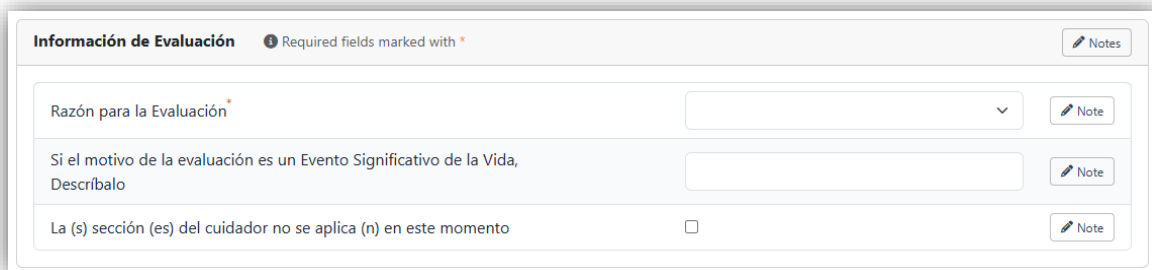
Switching Languages

A select number of assessments and reports are accessible in additional languages. These will be denoted by an adjacent flag and the language it represents.

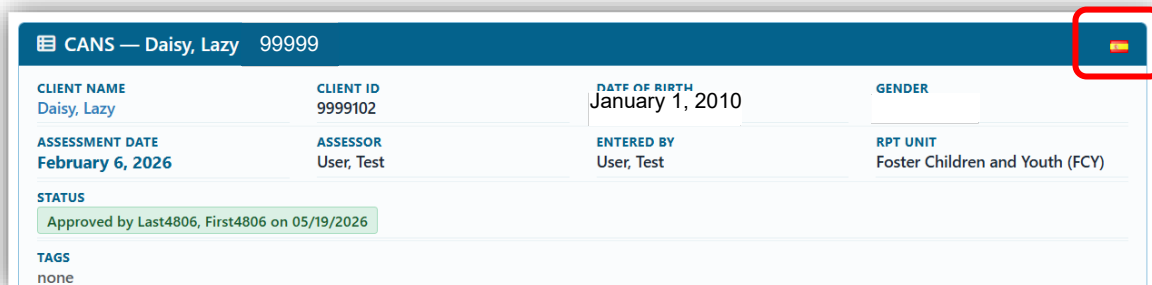


You have the option to create a new CANS assessment in Spanish.

Note: Supported languages include English and Spanish.



An example of a new CANS assessment translated in Spanish.



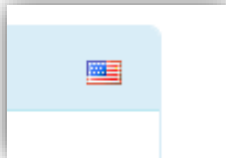
To Switch Languages:

The language in which the assessment appears will change based on the flag that is shown in the upper right-hand corner of the assessment once it has been saved.

1. While in **View Mode**, click on the **Spanish Flag** to change to Spanish.



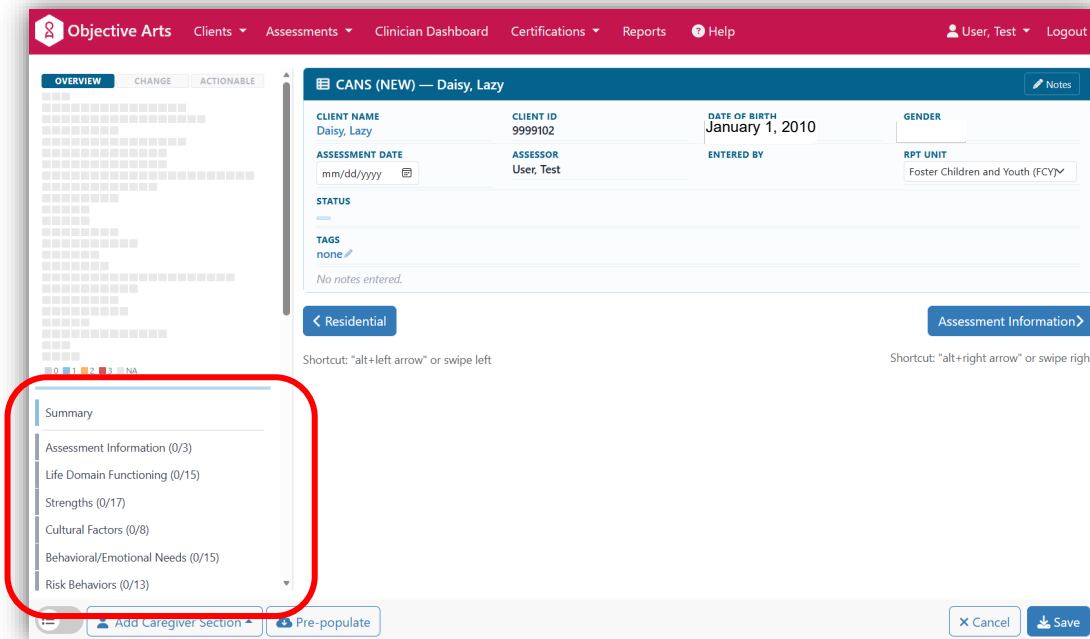
2. Switch back to English when the **United States Flag** is displayed.



Assessment Navigator

The **Assessment Navigator** is an assessment summary section that allows you to advance to the assessment domain or module of your choice. It provides a color-coded outline that is defined by actionable scores of the assessment's domains and modules.

Clicking on the domain title within this section will navigate directly to that section within the assessment, regardless of the mode (**View** or **Edit**) you are in.



The screenshot shows the 'Objective Arts' interface for a new CANS assessment for 'Daisy, Lazy'. The left sidebar contains the 'Assessment Navigator' with a list of sections: Summary, Assessment Information (0/3), Life Domain Functioning (0/15), Strengths (0/17), Cultural Factors (0/8), Behavioral/Emotional Needs (0/15), and Risk Behaviors (0/13). The main form area displays client information, assessment date, assessor, and other details. The 'Assessment Navigator' is highlighted with a red box.

The Assessment Navigator is located on the bottom-left hand side of the page.

Domain Items Answered

Each domain row indicates how many items have been answered out of the total number of items within the domain.

Life Domain Functioning (5/15)
Strengths (13/17)
Cultural Factors (3/8)
Behavioral/Emotional Needs (15/15)
Risk Behaviors (10/13)
Trauma (13/13)
Ages 0-5 Early Childhood (0/22)

Five (5) of 15 items have been scored for the Life Domain Functioning Section in this CANS assessment example.

The **first number** in parenthesis indicates the number of answered items within each domain. The **second number** indicates how many items there are within each domain.

Color Coding by Actionable Scores

The color shading on the leftmost border of each Domain section indicates the value of the highest scored item within the domain.

Scores Color Coding

Life Domain Functioning (15/15)
Strengths (17/17)
Cultural Factors (8/8)
Behavioral/Emotional Needs (15/15)

Score	Color
0	Gray
1	Light Blue
2	Orange
3	Red

The color coding of the borders matches the highest actionable score within the domain section.

New assessments will also appear differently as to when scores are entered into an assessment.

This is how the **Assessment Navigator** appears when a new assessment is opened.

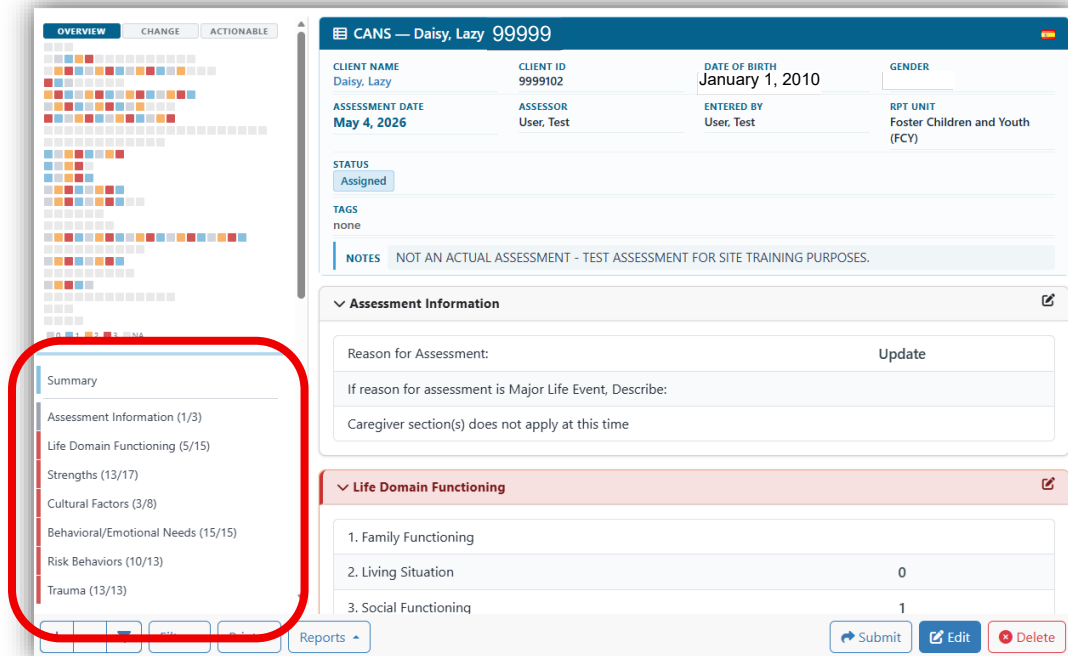
Summary
Assessment Information (0/3)
Life Domain Functioning (0/15)
Strengths (0/17)
Cultural Factors (0/8)
Behavioral/Emotional Needs (0/15)
Risk Behaviors (0/13)
Trauma (0/13)
Ages 0-5 Early Childhood (0/22)
Transition Age Youth (TAY) (0/12)
Family Difficulties (0/8)
Developmental Needs (DD) (0/5)
Sexuality Module (Sex-Related Problems) (0/5)
School (0/8)
Permanence (0/10)
Traumatic Stress Symptoms (0/6)
Substance Use Disorder (SUD) (0/7)
Violence/Juvenile Justice (0/20)
Sexually Aggressive Behavior (SAB) (0/10)
Runaway (0/8)
Fire Setting (0/9)
Vocational (VOC) (0/5)

This is how the **Assessment Navigator** appears when scores have been entered.

Summary
Assessment Information (1/3)
Life Domain Functioning (5/15)
Strengths (13/17)
Cultural Factors (3/8)
Behavioral/Emotional Needs (15/15)
Risk Behaviors (10/13)
Trauma (13/13)
Ages 0-5 Early Childhood (0/22)
Transition Age Youth (TAY) (0/12)
Family Difficulties (8/8)
Developmental Needs (DD) (4/5)
Sexuality Module (Sex-Related Problems) (5/5)
School (8/8)
Permanence (8/10)
Traumatic Stress Symptoms (0/6)
Substance Use Disorder (SUD) (0/7)
Violence/Juvenile Justice (20/20)
Sexually Aggressive Behavior (SAB) (0/10)
Runaway (8/8)
Fire Setting (0/9)
Vocational (VOC) (5/5)

How to Utilize the Assessment Navigator

1. With an assessment open (in either **View** or **Edit** mode), go to the bottom left-hand side of the screen.



OVERVIEW CHANGE ACTIONABLE

CANS — Daisy, Lazy 99999

CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE May 4, 2026	ASSESSOR User, Test	ENTERED BY User, Test	RPT UNIT Foster Children and Youth (FCY)

STATUS
Assigned

TAGS
none

NOTES
NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

▼ Assessment Information

Reason for Assessment: Update

If reason for assessment is Major Life Event, Describe:

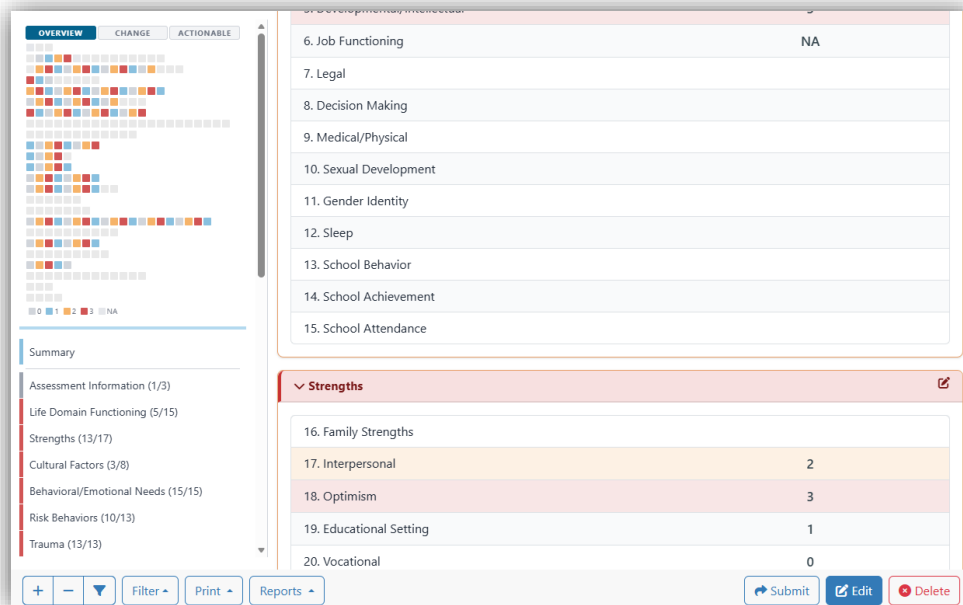
Caregiver section(s) does not apply at this time

▼ Life Domain Functioning

1. Family Functioning	
2. Living Situation	0
3. Social Functioning	1

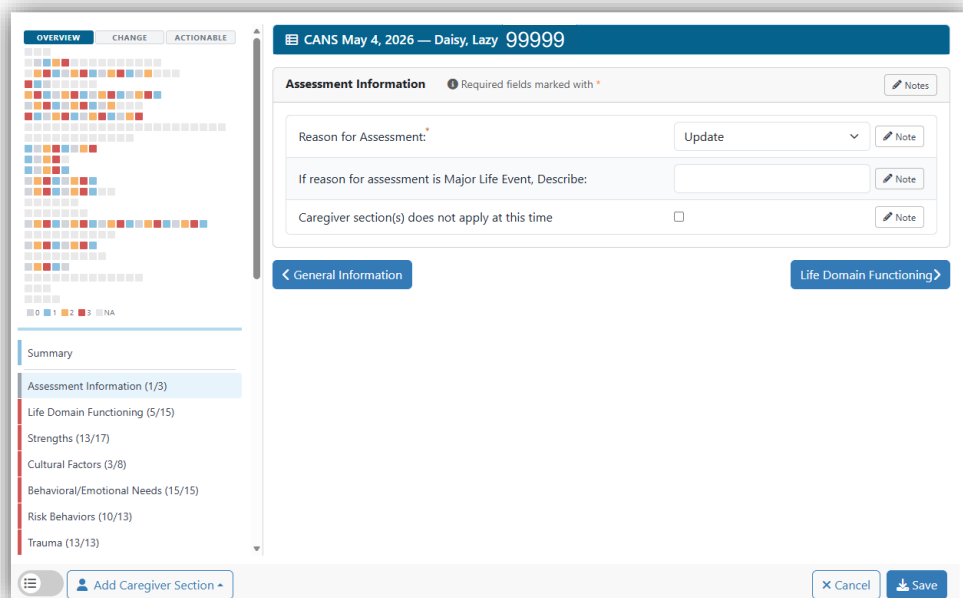
Submit Edit Delete

2. To navigate to any section listed, scroll to the desired domain and click the section name. This will take you directly to that part of the assessment.
3. When you are in **View Mode**, the full assessment is displayed on a single page, similar to how it appears in **Quick Data Entry**. When you switch to **Edit Mode**, the assessment automatically opens the specific section you selected and displays only that section.



The screenshot shows the 'View Mode' of the assessment tool. On the left is a sidebar with a grid of colored squares representing different assessment domains. Below the grid is a 'Summary' section with a list of domains and their counts: Assessment Information (1/3), Life Domain Functioning (5/15), Strengths (13/17), Cultural Factors (3/8), Behavioral/Emotional Needs (15/15), Risk Behaviors (10/13), and Trauma (13/13). The main area displays a list of 15 domains with their corresponding scores: 6. Job Functioning (NA), 7. Legal, 8. Decision Making, 9. Medical/Physical, 10. Sexual Development, 11. Gender Identity, 12. Sleep, 13. School Behavior, 14. School Achievement, and 15. School Attendance. Below this list is a 'Strengths' section with a list of 5 domains and their scores: 16. Family Strengths, 17. Interpersonal (2), 18. Optimism (3), 19. Educational Setting (1), and 20. Vocational (0). At the bottom of the main area are buttons for '+', '-', 'Filter', 'Print', 'Reports', 'Submit', 'Edit', and 'Delete'.

Assessment in View Mode.



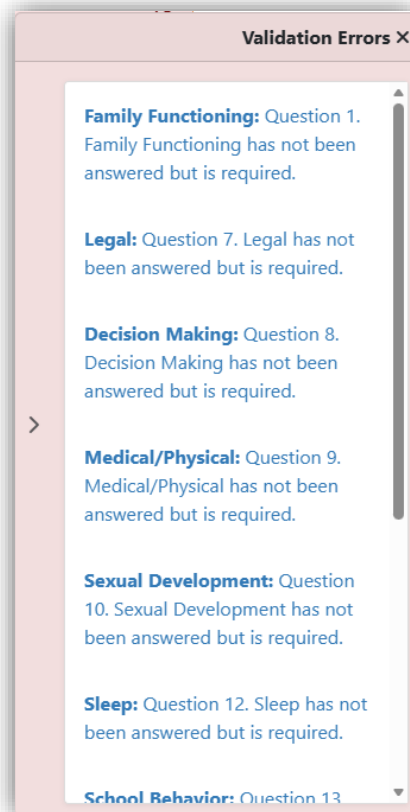
The screenshot shows the 'Edit Mode' of the assessment tool. The top header bar displays 'CANS May 4, 2026 — Daisy, Lazy 99999'. The left sidebar is identical to the View Mode. The main area is titled 'Assessment Information' and contains a form with the following fields: 'Reason for Assessment:' (with an 'Update' dropdown and a 'Note' icon), 'If reason for assessment is Major Life Event, Describe:' (with a text input and a 'Note' icon), and 'Caregiver section(s) does not apply at this time' (with a checkbox and a 'Note' icon). Below the form are two tabs: 'General Information' and 'Life Domain Functioning'. At the bottom of the main area are buttons for 'Add Caregiver Section', 'Cancel', and 'Save'.

Assessment in Edit Mode.

Validation Errors

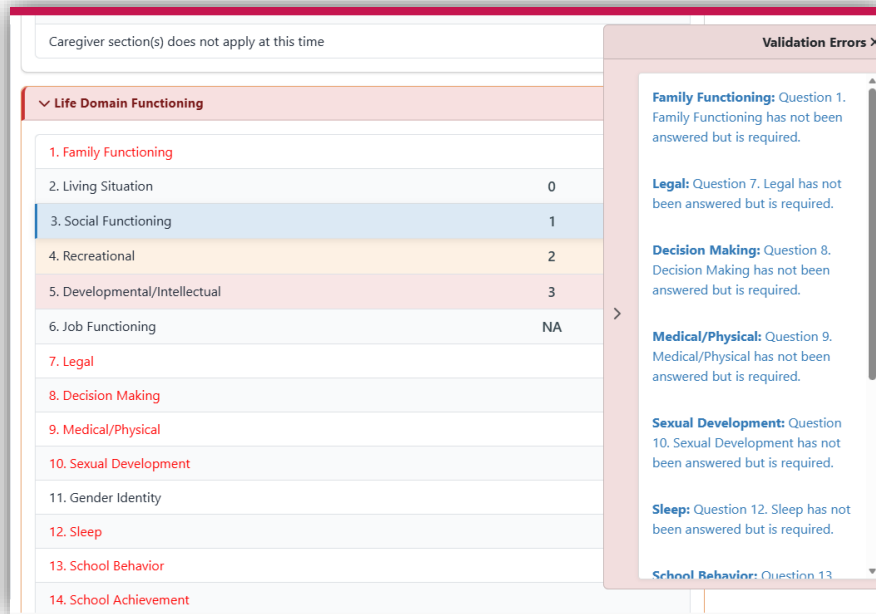
An assessment submitted without all the required information entered will prevent the assessment from being submitted successfully and will return with validation errors.

A **Validation Errors panel** will appear on the right side of your screen. It provides a list of all the items that must be completed in the TCOM assessment by linking the item name, number, and error reason. This is designed to ensure that all required parts of the assessment are completed before submitting successfully.



An example of the Validation Errors panel.

1. Click any **Validation Error** link from the panel. It will move your screen to where that item is located in the assessment.



Caregiver section(s) does not apply at this time

Life Domain Functioning

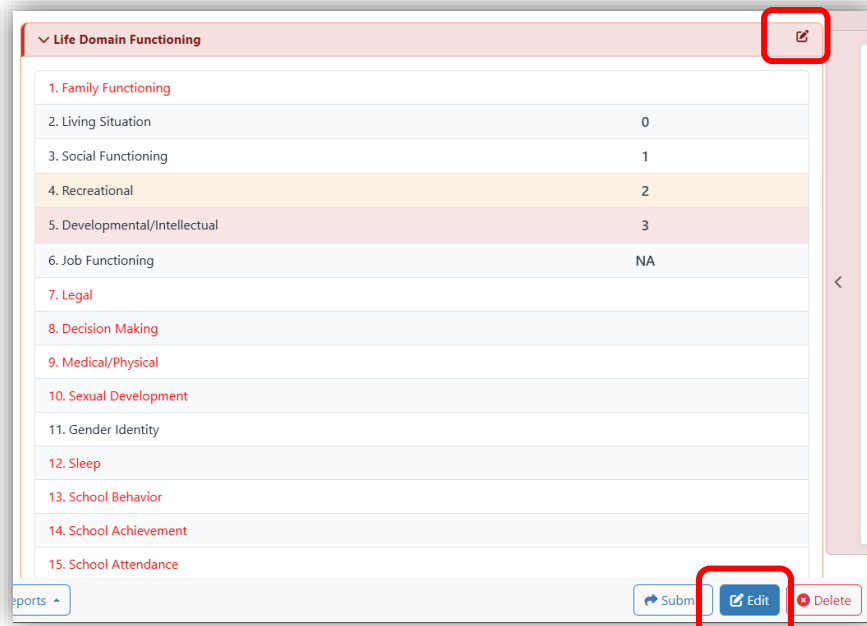
1. Family Functioning	
2. Living Situation	0
3. Social Functioning	1
4. Recreational	2
5. Developmental/Intellectual	3
6. Job Functioning	NA
7. Legal	
8. Decision Making	
9. Medical/Physical	
10. Sexual Development	
11. Gender Identity	
12. Sleep	
13. School Behavior	
14. School Achievement	

Validation Errors X

- Family Functioning:** Question 1. Family Functioning has not been answered but is required.
- Legal:** Question 7. Legal has not been answered but is required.
- Decision Making:** Question 8. Decision Making has not been answered but is required.
- Medical/Physical:** Question 9. Medical/Physical has not been answered but is required.
- Sexual Development:** Question 10. Sexual Development has not been answered but is required.
- Sleep:** Question 12. Sleep has not been answered but is required.
- School Behavior:** Question 13

*Domain Items requiring attention will appear in red text in **View Mode**.*

2. To make a change, go into **Edit Mode** by clicking the **paper and pencil icon** (located at the top-right corner of that section), or click the **Edit** button at the bottom of the screen and address your first error.



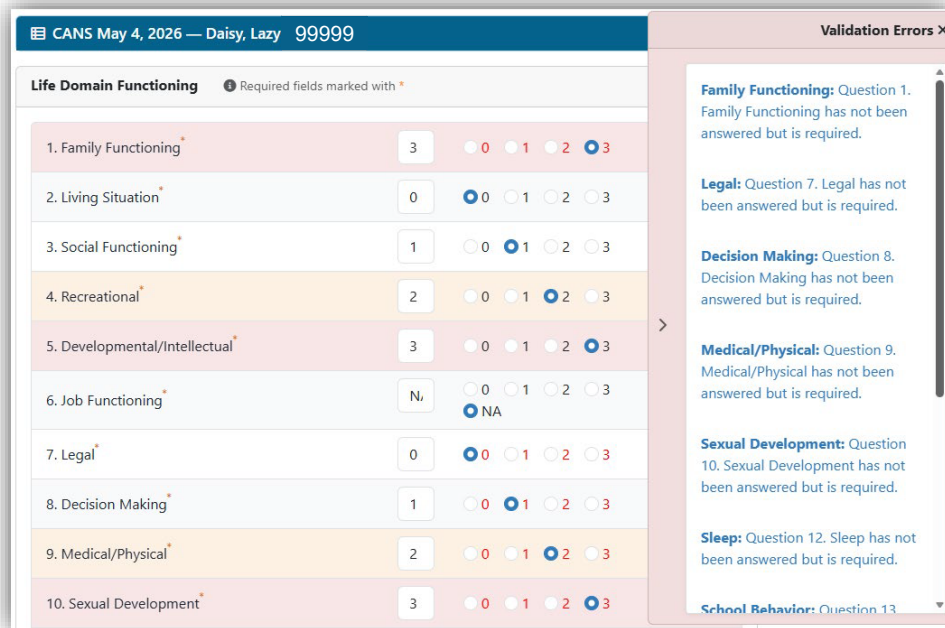
Life Domain Functioning

1. Family Functioning	
2. Living Situation	0
3. Social Functioning	1
4. Recreational	2
5. Developmental/Intellectual	3
6. Job Functioning	NA
7. Legal	
8. Decision Making	
9. Medical/Physical	
10. Sexual Development	
11. Gender Identity	
12. Sleep	
13. School Behavior	
14. School Achievement	
15. School Attendance	

Reports

Submit Edit Delete

3. Open the **Validation Error** panel again and repeat this process until all errors have been addressed.



CANS May 4, 2026 — Daisy, Lazy 99999

Life Domain Functioning Required fields marked with *

1. Family Functioning *	3	☐ 0	☐ 1	☐ 2	☒ 3
2. Living Situation *	0	☒ 0	☐ 1	☐ 2	☐ 3
3. Social Functioning *	1	☐ 0	☒ 1	☐ 2	☐ 3
4. Recreational *	2	☐ 0	☐ 1	☒ 2	☐ 3
5. Developmental/Intellectual *	3	☐ 0	☐ 1	☐ 2	☒ 3
6. Job Functioning *	NA	☐ 0	☐ 1	☐ 2	☐ 3
7. Legal *	0	☒ 0	☐ 1	☐ 2	☐ 3
8. Decision Making *	1	☐ 0	☒ 1	☐ 2	☐ 3
9. Medical/Physical *	2	☐ 0	☐ 1	☒ 2	☐ 3
10. Sexual Development *	3	☐ 0	☐ 1	☐ 2	☒ 3

Validation Errors X

- Family Functioning:** Question 1. Family Functioning has not been answered but is required.
- Legal:** Question 7. Legal has not been answered but is required.
- Decision Making:** Question 8. Decision Making has not been answered but is required.
- Medical/Physical:** Question 9. Medical/Physical has not been answered but is required.
- Sexual Development:** Question 10. Sexual Development has not been answered but is required.
- Sleep:** Question 12. Sleep has not been answered but is required.
- School Behavior:** Question 13

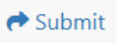
*Domain items requiring attention will appear with red scores in **Edit Mode**.*

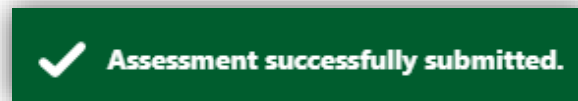
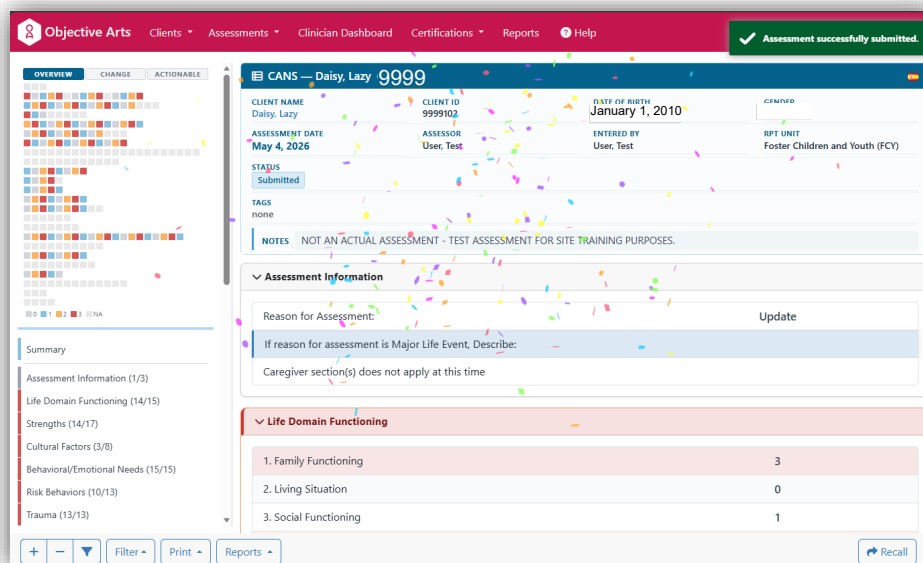
4. Click **Save** to save your changes.

Note: You will not receive an update on pending or missing Validation Errors until you attempt to submit the assessment again (repeat process as necessary).

Submitting or Recalling an Assessment

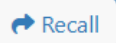
Once assessment data entry is complete and all your validation errors have been addressed, you are ready to **submit** the assessment to your supervisor for approval.

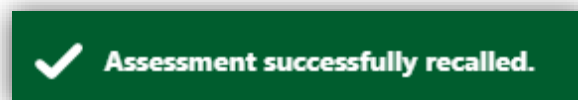
1. Click the  button located at the bottom of your screen. You'll be notified if it's successfully submitted on the top-right hand side of the screen and with confetti across the screen.

Life Domain Functioning	
1. Family Functioning	3
2. Living Situation	0
3. Social Functioning	1

In the event you notice that further changes need to be made before your supervisor reviews your assessment, you can **recall** the assessment.

2. Click the  button located at the bottom of your screen. You'll be notified if it's successfully recalled on the top right-hand side of the screen.

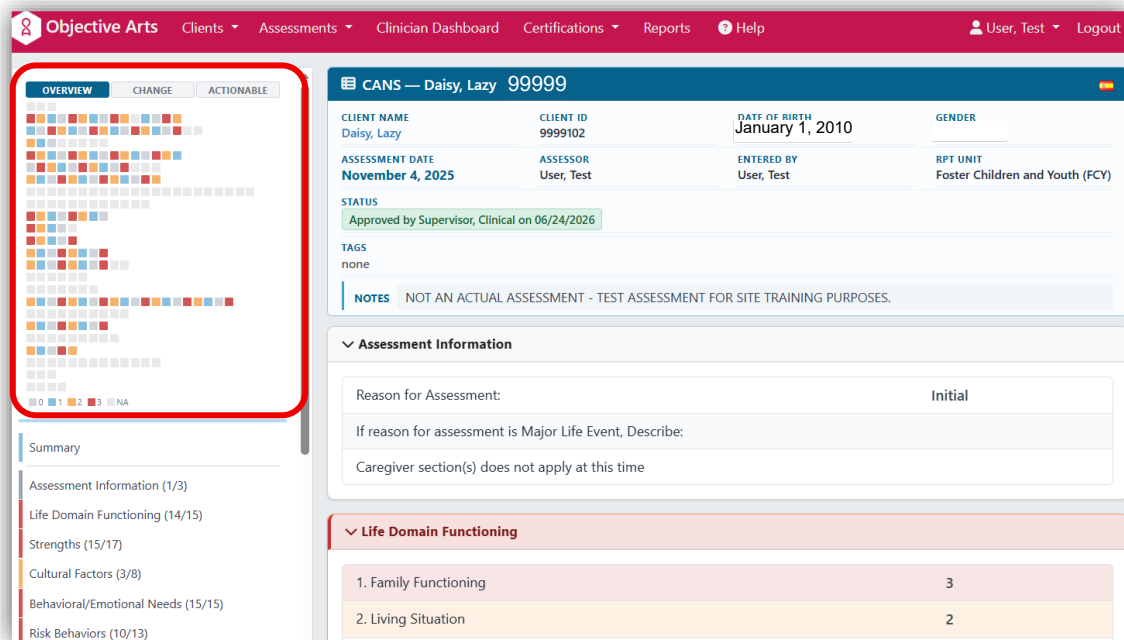


3. When ready for re-submission, repeat **Step 1**.

Heat Map Panel

The **Heat Map Panel** is located in the upper-left area of the Assessment screen. It is organized into three (3) main tabs:

- **Overview**
- **Change**
- **Actionable**

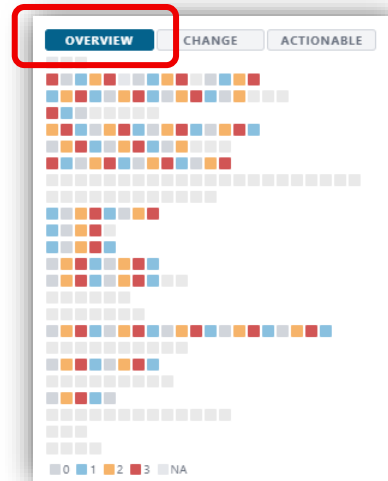


The screenshot displays the 'Objective Arts' assessment interface. On the left, the 'Heat Map Panel' is visible with three tabs: 'OVERVIEW', 'CHANGE', and 'ACTIONABLE'. The 'OVERVIEW' tab is selected, showing a grid of colored squares representing scores. Below the grid is a legend with color-coded boxes: 1 (yellow), 2 (orange), 3 (red), and NA (gray). The main content area shows client details for 'Daisy, Lazy' (ID: 9999102, DOB: January 1, 2010). The assessment date is 'November 4, 2025', and the assessor is 'User, Test'. The status is 'Approved by Supervisor, Clinical on 06/24/2026'. The notes section contains the text: 'NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.' Below this, the 'Assessment Information' section includes fields for 'Reason for Assessment' (Initial), 'If reason for assessment is Major Life Event, Describe:', and 'Caregiver section(s) does not apply at this time'. The 'Life Domain Functioning' section shows two items: '1. Family Functioning' with a score of 3, and '2. Living Situation' with a score of 2.

The **Heat Maps** offer a way to visually review your client's scores across current and prior assessments. Color coding of items allows actionable items to come into focus:

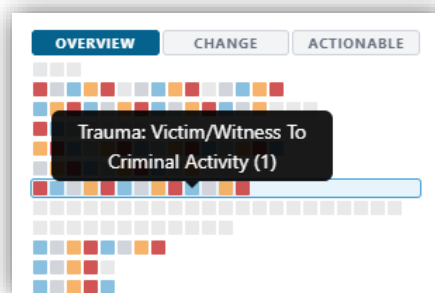
- Areas in yellow, orange and/or red are considered "hot" spots and help point you to actionable needs found in the assessment.
- Areas in white, gray, green and/or blue are considered "cold" spots where the client has shown more strength.

Overview Item Heat Map



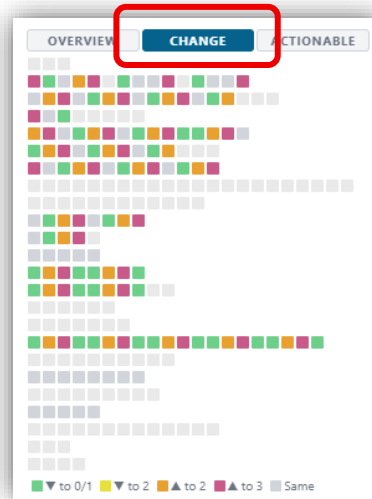
The **Overview** tab in the Heat Map Panel displays a heat map representing all items included in the CANS/ANSA assessment currently being viewed.

- Each row in the heat map corresponds to a domain. The row order matches the order of domains as they appear in the assessment.
- Each square within a row represents a single item.
- Color coding is used to show the concentration (or count) of ratings scored as 2s or 3s within each domain and across the entire assessment.
- A **color key** is provided at the bottom of the panel to indicate how each color corresponds to specific rating values.
 - Areas in orange and red are considered "hot" spots and help point you to actionable needs found in the assessment.
 - Areas in white, gray and blue are considered "cold" spots where the client has shown more strength in.



Hover your pointer over a square to view the scoring value of an item. Click the square to navigate to that item.

Change Item Heat Map



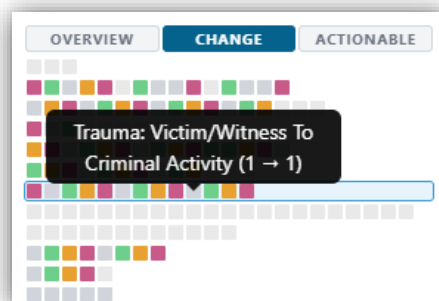
The **Change** tab in the Heat Map Panel displays how item ratings have changed compared to the previous CANS/ANSA assessment.

Consistent to the Overview tab layout, each row represents an assessment domain. However, unlike the Overview tab, the **Change Item Heat Map** highlights the direction of change for each item relative to its previous rating.

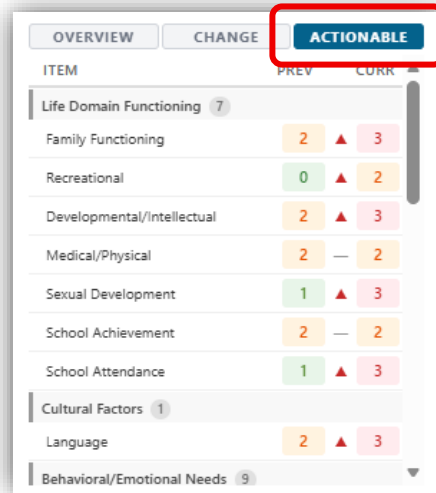
Interpreting The Color Key

The color key at the bottom explains how each color reflects both the direction of change (*increase* or *decrease*), and the current rating value.

- Orange and dark pink items indicate that an item *increased* from a previous rating of **0** or **1** to a current rating of **2** or **3**.
- Green items indicate that an item *decreased* from a rating of **2** or **3** on the previous assessment to a current rating of **0** or **1**, meaning it is now non-actionable.
- Yellow items indicate a *decrease* from a previous rating of **3** to a current rating of **2**.



Actionable Item Heat Map



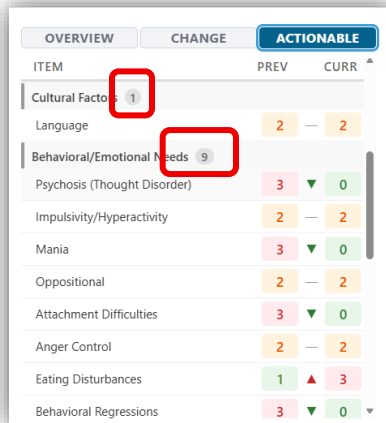
ITEM	PREV	CURR
Life Domain Functioning 7		
Family Functioning	2 ▲	3
Recreational	0 ▲	2
Developmental/Intellectual	2 ▲	3
Medical/Physical	2 —	2
Sexual Development	1 ▲	3
School Achievement	2 —	2
School Attendance	1 ▲	3
Cultural Factors 1		
Language	2 ▲	3
Behavioral/Emotional Needs 9		

Selecting the **Actionable** tab in the Heat Map Panel updates the display to show item-level information related to actionable statuses across the current and previous CANS/ANSA assessments.

This view includes only items that are actionable in at least one assessment:

- Actionable in the current assessment,
- Actionable in the previous assessment, or
- Actionable in both.

Items that were non-actionable in both the current *and* previous assessments *are not* displayed.



ITEM	PREV	CURR
Cultural Factors 1		
Language	2 —	2
Behavioral/Emotional Needs 9		
Psychosis (Thought Disorder)	3 ▼	0
Impulsivity/Hyperactivity	2 —	2
Mania	3 ▼	0
Oppositional	2 —	2
Attachment Difficulties	3 ▼	0
Anger Control	2 —	2
Eating Disturbances	1 ▲	3
Behavioral Regressions	3 ▼	0

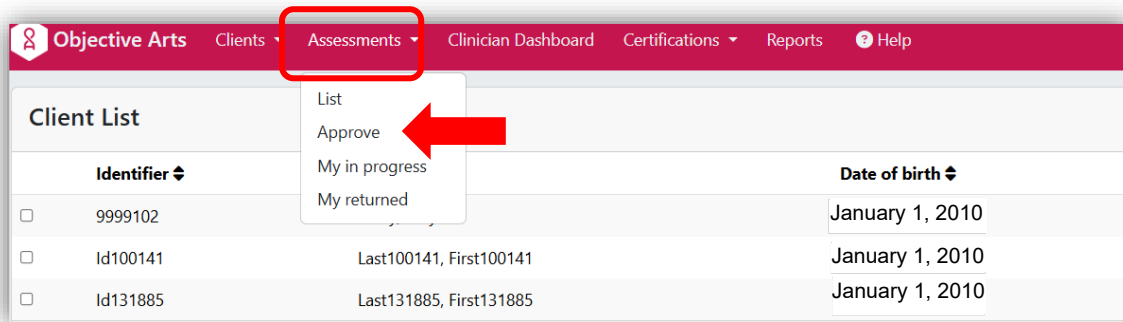
A small bubble next to each domain name indicates the number of actionable items within that domain.

APPROVING ASSESSMENTS

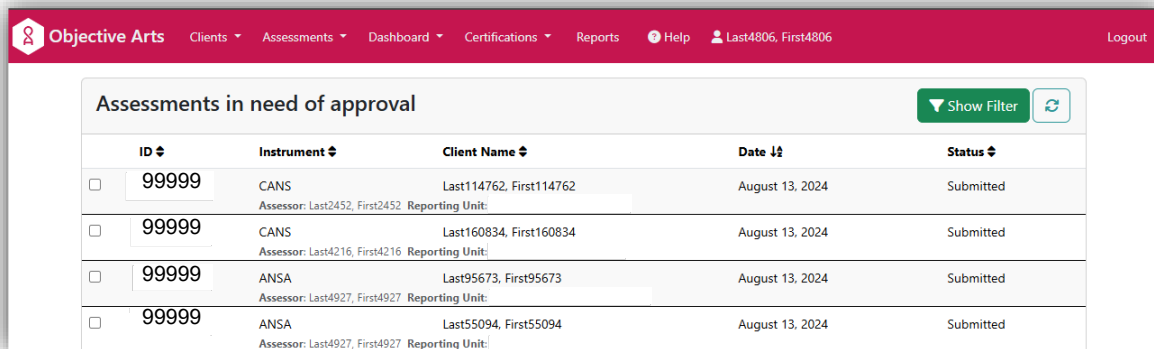
Assessment Approval

Once an assessment has been submitted by clinical staff, it must be approved by their supervisor. An approval can only be done by users assigned with either the Supervisor or Clinical Administrator user roles.

1. From the **Data Portal Toolbar**, click **Assessments** and select **Approve** from the drop-down menu.



2. A list of submitted assessments will be displayed.
 - This list is sortable by **ID number**, **Instrument**, **Client Name**, **Date**, or **Status** of assessment.



The screenshot shows the 'Objective Arts' Data Portal interface. The top navigation bar includes 'Objective Arts', 'Clients', 'Assessments', 'Dashboard', 'Certifications', 'Reports', 'Help', and 'Logout'. The 'Assessments' dropdown menu is open, showing options: 'List', 'Approve', 'My in progress', and 'My returned'. Below the menu, a table titled 'Assessments in need of approval' is displayed. The table has columns for 'ID', 'Instrument', 'Client Name', 'Date', and 'Status'. The table contains four rows of assessment data.

ID	Instrument	Client Name	Date	Status
99999	CANS	Last114762, First114762	August 13, 2024	Submitted
99999	CANS	Last160834, First160834	August 13, 2024	Submitted
99999	ANSA	Last95673, First95673	August 13, 2024	Submitted
99999	ANSA	Last55094, First55094	August 13, 2024	Submitted

There are three ways you can choose to approve assessments from this screen:

- **Method #1: "Traditional"** - Open the assessment by clicking on the assessment row, then approve.
- **Method #2: "Sequential Approve"** – Select a number of assessments by clicking on the checkbox(es) to the left of the IDs and click the dedicated button to approve or reject each one on a rolling basis.

- **Method #3: “Batch Approve”** – Select a number of assessments by clicking on the checkbox(es) to the left of the IDs and click the dedicated button to open the Batch Approve page.

As you approve, you can refresh the list periodically by clicking the  icon located to the right of the **Show Filter** button, to see if any other assessments have been submitted for approval.

3. The assessments to be approved can be filtered by using the **Show Filter** button.

Assessments in need of approval

Hide Filter

Assessment ID	Assessment internal ID	Assessment External ID	Assessment external ID
Assessment Date	MM/DD/YYYY		
Instrument(s)	Select	Status	1 checked
Client First Name	Client First Name	Client Last Name	Client Last Name
Client Identifier	Client Identifier		
Reporting Unit(s)	Reporting Unit(s)	Tag(s)	Tag(s)
Show mine only	☐		
Assessor Last Name	Assessor Last Name	Assessor First Name	Assessor First Name
Approver Last Name	Approver Last Name	Approver First Name	Approver First Name

Clear

Filter

The **Sequential** and **Batch Approve** options offer similar approval processes but come with slightly different viewing formats. Both options can be accessed via the toolbar at the bottom-right of the screen.

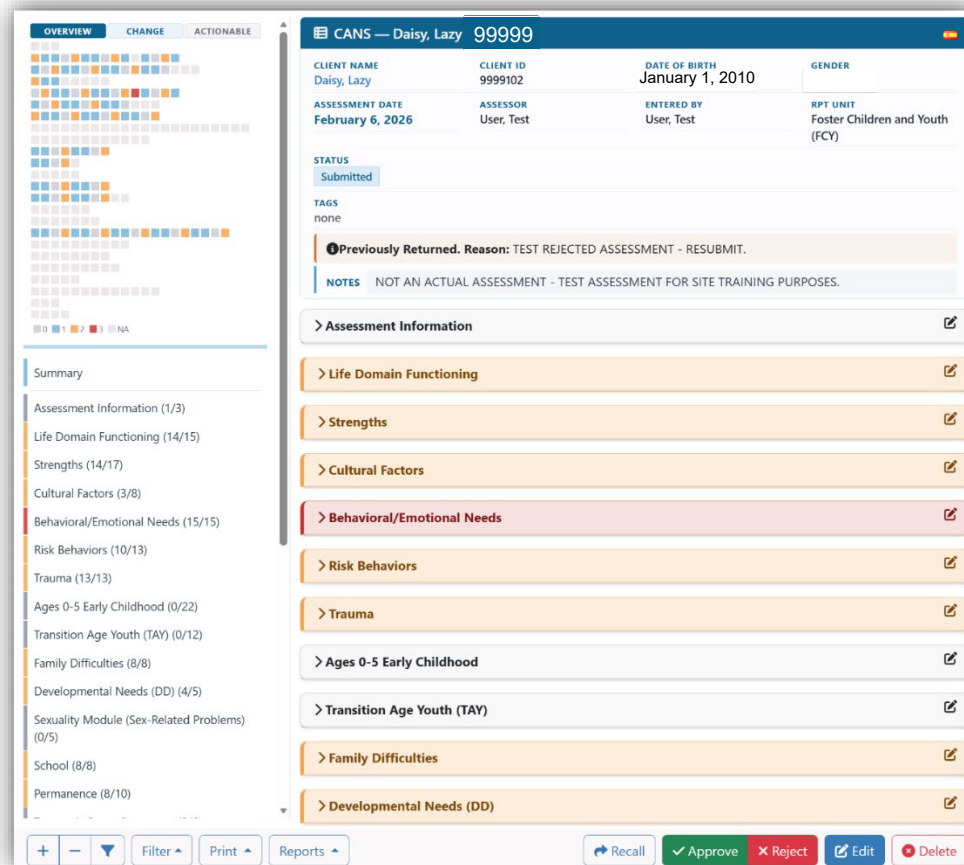


Sequential Approve

1. Click the **Sequential Approve** button at the lower right of the screen to access Assessments in need of approval.



2. The first assessment in the list will open in the format below:



CANS — Daisy, Lazy 99999

CLIENT NAME Daisy, Lazy	CLIENT ID 9999102	DATE OF BIRTH January 1, 2010	GENDER
ASSESSMENT DATE February 6, 2026	ASSESSOR User, Test	ENTERED BY User, Test	RPT UNIT Foster Children and Youth (FCY)

STATUS: Submitted

TAGS: none

Previously Returned. Reason: TEST REJECTED ASSESSMENT - RESUBMIT.

NOTES: NOT AN ACTUAL ASSESSMENT - TEST ASSESSMENT FOR SITE TRAINING PURPOSES.

Assessment Information

- > Life Domain Functioning
- > Strengths
- > Cultural Factors
- > Behavioral/Emotional Needs
- > Risk Behaviors
- > Trauma
- > Ages 0-5 Early Childhood
- > Transition Age Youth (TAY)
- > Family Difficulties
- > Developmental Needs (DD)

Buttons: Recall, Approve, Reject, Edit, Delete

3. From here you can approve or reject each listed assessment on a rolling basis.
 - For example, once you **Approve** or **Reject** the first assessment, the second assessment in the list opens for you to approve or reject, then the third, and so on. In this view, you can also **Edit** before approving, if necessary.

Batch Approve

1. Click the **Batch Approve** button at the lower right of the screen to access Assessments in need of approval.




- In this view, to the left of the screen is a panel of the assessments that need approval.
- To the right of the screen will display the first CANS-SB/ANSA-SB score sheet that needs approval. Notice that this assessment format is much like the Print CANS-SB/ANSA-SB scoresheet.

Assessments

ID	Client Name	Date
9999	Last236918, First236918	2026-06-19
9999	Last83763, First83763	2026-06-19
9999	Last175278, First175278	2026-06-19
9999	Last223788, First223788	2026-06-19

CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) SAN BERNARDINO

CHECK ONE: ☐ Initial CANS ☒ Update CANS ☐ Transition/Discharge CANS
 Date Assessed: 06/19/2026
 Assessment Status Submitted: ☐ Under 6 Y/O ¹ ☐ Over 15 Y/O ²
 Date of Birth: Medical Record No: 9999 Program:
 Assessor's Name: Signature:

LIFE DOMAIN FUNCTIONING

0 = no evidence of problems 1 = history, mild, monitor
2 = actionable - moderate 3 = immediate/intensive services

	PV	N/A	0	1	2	3
Living Situation ³			☐	☐	☐	☐
Social Functioning	3		☐	☐	☐	☐
Recreational	3		☐	☐	☐	☐
Developmental/Intellectual ⁴			☐	☐	☐	☐
Job Functioning ¹⁴			☐	☐	☐	☐
Legal ¹⁰			☐	☐	☐	☐
Decision Making			☐	☐	☐	☐
Medical/Physical			☐	☐	☐	☐
Sexual Development ⁵			☐	☐	☐	☐
Gender Identity			☐	☐	☐	☐
Sleep			☐	☐	☐	☐
School Behavior ⁶	3		☐	☐	☐	☐
School Achievement ⁶			☐	☐	☐	☐
School Attendance ⁶			☐	☐	☐	☐

STRENGTHS DOMAIN

0 = no evidence of problems 1 = history, mild, monitor
2 = actionable - moderate 3 = immediate/intensive services

	PV	N/A	0	1	2	3
Family Strengths			☐	☐	☐	☐
Interpersonal	3		☐	☐	☐	☐
Optimism	3		☐	☐	☐	☐
Educational Setting			☐	☐	☐	☐
Vocational			☐	☐	☐	☐
Talents and Interests	3		☐	☐	☐	☐
Spiritual/Religious			☐	☐	☐	☐
Cultural Identity			☐	☐	☐	☐
Community Life			☐	☐	☐	☐
Natural Supports			☐	☐	☐	☐
Relationship Permanence ⁷			☐	☐	☐	☐
Well-Being			☐	☐	☐	☐
Resiliency	3		☐	☐	☐	☐
Resourcefulness	3		☐	☐	☐	☐
Treatment Involvement	3		☐	☐	☐	☐
Progress To Goals	3		☐	☐	☐	☐
Discharge Preparation	3		☐	☐	☐	☐

CAREGIVER STRENGTHS & NEEDS

0 = no evidence of problems 1 = history, mild, monitor
2 = actionable - moderate 3 = immediate/intensive services

	PV	0	1	2	3
Psychosis (Thought Disorder)		☐	☐	☐	☐
Impulsivity/Hyperactivity	3	☐	☐	☐	☐
Depression		☐	☐	☐	☐
Anxiety		☐	☐	☐	☐
Mania		☐	☐	☐	☐
Oppositional		☐	☐	☐	☐
Conduct		☐	☐	☐	☐
Adjustment to Trauma ⁹		☐	☐	☐	☐
Attachment Difficulties		☐	☐	☐	☐
Anger Control		☐	☐	☐	☐
Eating Disturbances		☐	☐	☐	☐
Emotional/Physical Dysregulation	3	☐	☐	☐	☐
Behavioral Regressions		☐	☐	☐	☐
Somatization		☐	☐	☐	☐
Substance Use ⁹		☐	☐	☐	☐

RISK BEHAVIORS

0 = no evidence of problems 1 = history, mild, monitor
2 = actionable - moderate 3 = immediate/intensive services

	PV	0	1	2	3
Suicide Risk		☐	☐	☐	☐
Non-Suicidal Self-Injurious Behavior		☐	☐	☐	☐
Other Self-Harm (Racklessness)		☐	☐	☐	☐
Danger to Others ¹⁰		☐	☐	☐	☐
Sexual Aggression ¹¹		☐	☐	☐	☐
Runaway ¹²		☐	☐	☐	☐
Delinquent Behavior ¹³		☐	☐	☐	☐
Fire Setting ¹³		☐	☐	☐	☐
Intentional Misbehavior		☐	☐	☐	☐
Exploitation ¹⁵		☐	☐	☐	☐
Grave Disability		☐	☐	☐	☐
Non Prior Psych Hospitalizations ¹⁶		☐	☐	☐	☐
Psych Crisis Episodes w/o Hosp		☐	☐	☐	☐

PV = Previous Value of question from most recent previous assessment; display value when different; display blank when not different or when previous value not present.

Modules 1 = 0 to 5 2 = TAY 3 = Family Difficulties 4 = Developmental Needs (DD) 5 = Sexuality 6 = School 7 = Resiliency 8 = Traumatic Stress 9 = Substance Use Disorder (SUD) 10 = Violent/Juvenile Justice 11 = Sexually Aggressive Behavior (SAB) 12 = Runaway 13 = Fire Setting (FS) 14 = Vocational (VOC) 15 = Commercial Sexual Exploitation of Children (CSEC) 16 = Hospitalization 17 = Residential

Printed 7-1-2026 Page 1 of 5

CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) SAN BERNARDINO

CHECK ONE: ☐ Initial CANS ☒ Update CANS ☐ Transition/Discharge CANS
 Date Assessed: 06/19/2026
 Child/Youth's Name: Last236918, First236918

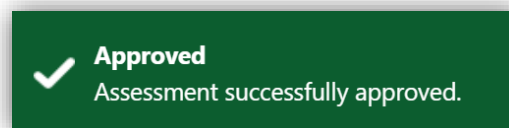
- You will be able to **Approve** or **Reject** the assessment and move to the next assessment automatically, like in Sequential Approval.

Assessments 		
ID	Client Name	Date
99999	Last114762, First114762	2024-08-13
99999	Last160834, First160834	2024-08-13
99999	Last66321, First66321	2024-08-13
99999	Last177121, First177121	2024-08-13
99999	Last204701, First204701	2024-08-13

- For both processes, you will click the buttons (shown below) to either approve or reject the given assessment.



- After you approve the assessment, you will receive a green confirmation message near the top right of your screen that says, *“Assessment successfully approved”*.



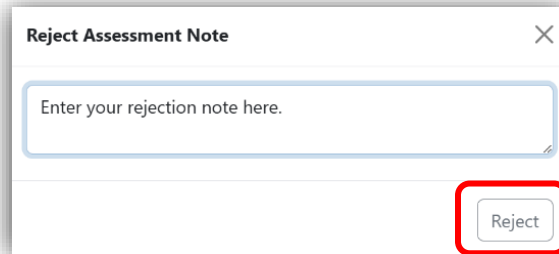
- If you choose to reject the assessment, you will receive a **Reject Assessment Note** box in which you must note why the assessment is being rejected. The rejected assessment will be sent back to the Assessor's To Do List.

Reject Assessment Note 

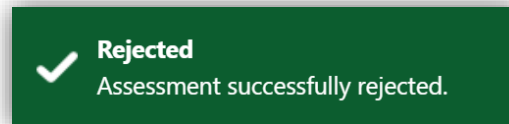
Enter your rejection note here.

Reject

3. Once you have entered your reason, click **Reject** to confirm the rejection. If necessary, click the “X” at the top-right to cancel the reject note process. You cannot reject an assessment without submitting a rejection note.

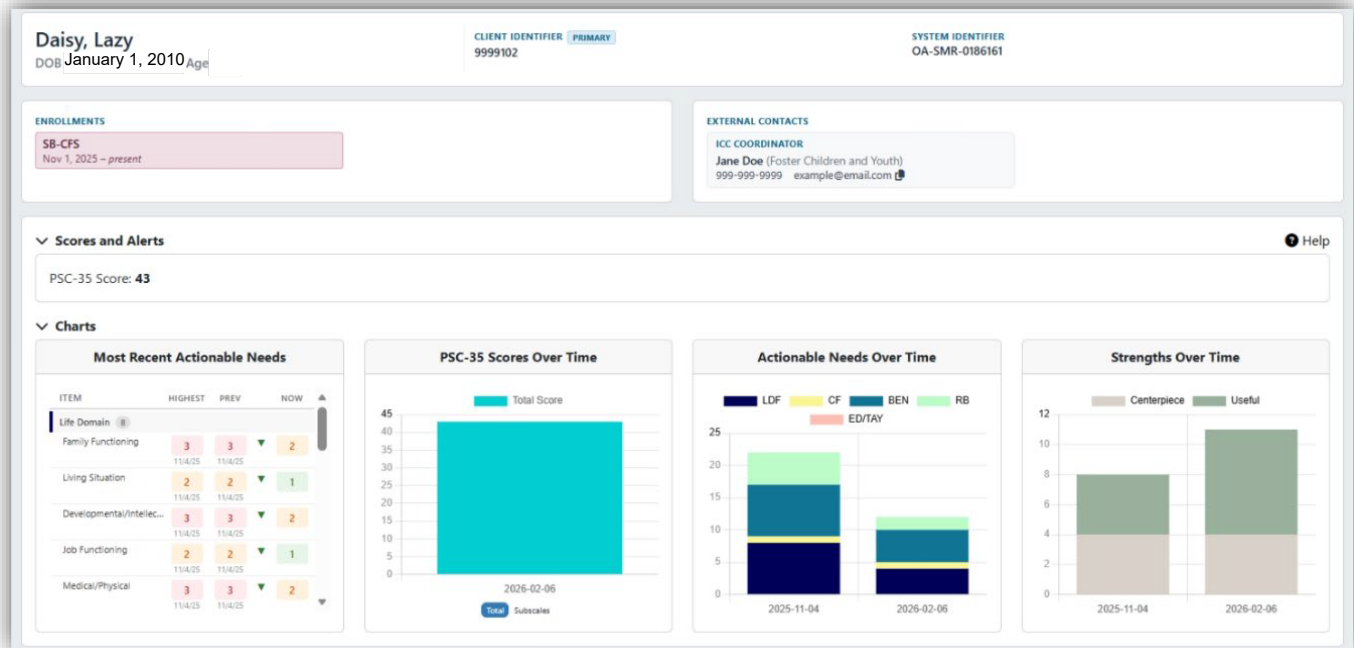
A dialog box titled "Reject Assessment Note" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Enter your rejection note here." and a "Reject" button in the bottom right corner, which is highlighted with a red rectangle.

- Once you click **Reject**, you will see a green confirmation message near the top right that says, “*Assessment successfully rejected.*”



DASHBOARDS

Client Summary Dashboard

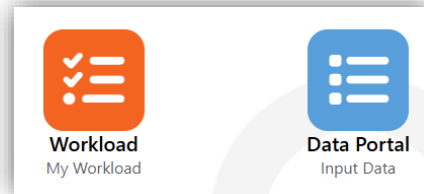


The Client Summary Dashboard is a section within the Client Page (more information on the *Client* Page can be found on page 28).

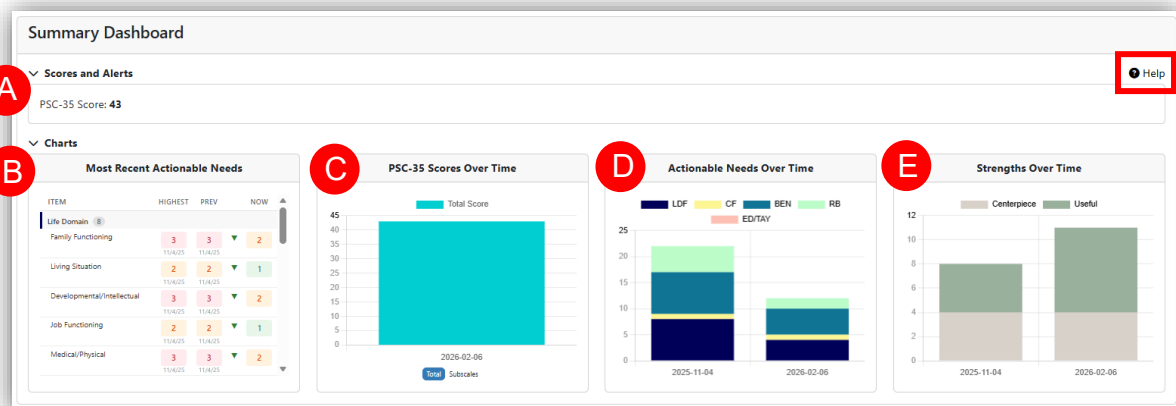
The Client Summary Dashboard provides scores, alerts, and graphical data for the client's most recent assessments.

How to Navigate to the Client Summary Dashboard:

1. From the Home screen, click **Workload** or **Data Portal**.



2. Click on the client's name to open their **Client Page**.
 - a. Contained in the Client Page is the **Client Summary Dashboard**. If there are assessments in OA for the client, the screen will contain information about their assessment scores in graphic form. If there are no assessments in OA for the client, it will return "No data found!"



Click the Help button for more information about each Dashboard item.

Summary Dashboard Overview

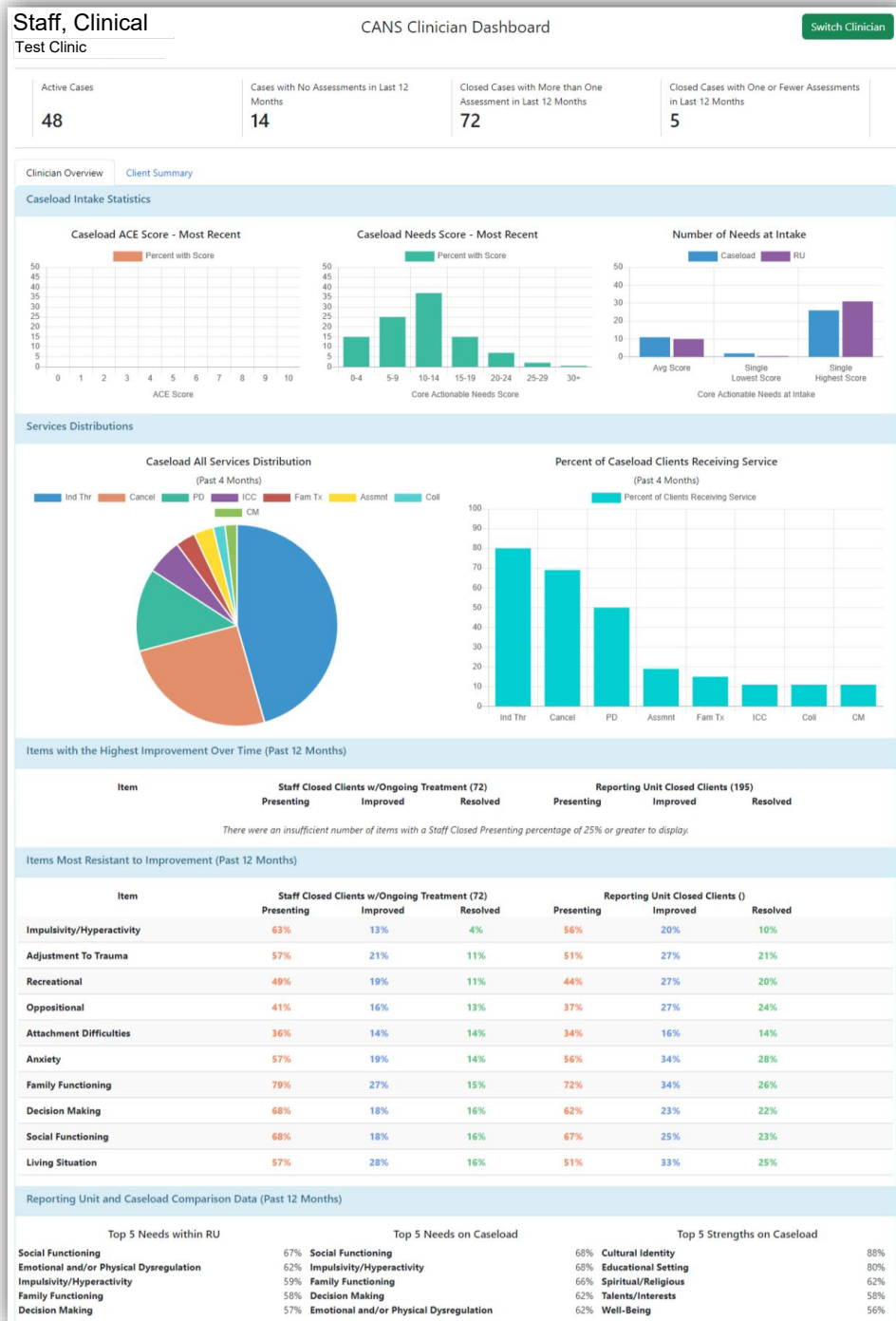
A. Scores and Alerts	• This section appears at the top of the dashboard. A score for the most recent ACE and/or PSC-35 assessment is displayed. If no ACE or PSC-35 has been completed, this area will read “<i>No scores or alerts to show.</i>” • If any of the questions for Suicide Risk, Danger to Others, or Adjustment to Trauma were scored as an actionable need (2’s or 3’s) in the client’s most recent assessment, then an alert will populate next to the recent ACE and/or PSC-35 scores.
B. Most Recent Actionable Needs	• This chart shows a list of all actionable needs (scores of 2 & 3). The rows list items in the same order as they appear in the assessments, where they are color-coded based on the domain it falls under. • There are two columns of data, historical and current. The numbers in blue are a count of the sum of Actionable Needs. The historical column shows the date and score where the item was first scored as actionable. It will say “<i>No hist.</i>” if the item has never been rated above 0 or 1 in the past. The current column displays the scores of historical actionable items that have stayed the same, or newly scored actionable items that were rated in the most recent assessment. • Scores of 0 and 1 appear in a green circle, scores of 2 are in yellow, and scores of 3 are in red.
C. PSC-35 Scores Over Time	• This graph shows the dates and scores of the six most recent PSC-35 assessments. By default, the height of each bar represents the total score for that specific assessment. • Click Subscales to break down each score into the following categories: <i>Attention, Internalizing, & Externalizing.</i>

D. Actionable Needs Over Time	- This graph shows the count of actionable items (scores of 2 & 3) from the six most recent assessments by domain. Each band represents a domain which can overlap based on the number of actionable needs tallied at each point. - The following key outlines each domain's abbreviation and assigned color: <table border="1" data-bbox="534 531 1334 785"> <tbody> <tr> <td>LDF</td><td>Life Domain Functioning</td></tr> <tr> <td>CF</td><td>Cultural Factors</td></tr> <tr> <td>BEN</td><td>Behavioral/Emotional Needs (CANS only)</td></tr> <tr> <td>BHN</td><td>Behavioral Health Needs (ANSA only)</td></tr> <tr> <td>RB</td><td>Risk Behaviors</td></tr> <tr> <td>ED/TAY</td><td>Early Development/Transitional-Age Youth</td></tr> </tbody> </table> - You can hover your cursor over any of the points on the graph to see the number of actionable needs for the domain(s) from that specific assessment.	LDF	Life Domain Functioning	CF	Cultural Factors	BEN	Behavioral/Emotional Needs (CANS only)	BHN	Behavioral Health Needs (ANSA only)	RB	Risk Behaviors	ED/TAY	Early Development/Transitional-Age Youth
LDF	Life Domain Functioning												
CF	Cultural Factors												
BEN	Behavioral/Emotional Needs (CANS only)												
BHN	Behavioral Health Needs (ANSA only)												
RB	Risk Behaviors												
ED/TAY	Early Development/Transitional-Age Youth												
E. Strengths Over Time	This graph shows the count of centerpiece (scores of 0) and useful (scores of 1) strengths from the six most recent assessments. You can hover your cursor over any of the points on the graph to see the number of strengths from that specific assessment.												



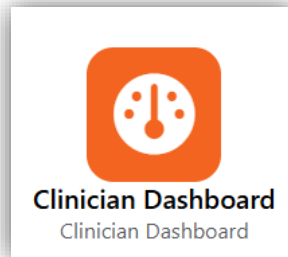
Clinician Dashboard

The Clinician Dashboard provides you with an insight into what your caseload looks like, as well as how your clients are scoring, the number of assessments that are being administered, and how your caseload compares within your RU.

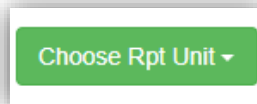


How to Navigate to the Clinician Dashboard:

1. From the **Home** screen, click **Clinician Dashboard**.



2. Choose your **RU** (if you are in multiple RUs).



- If you're in multiple RUs, then you will see a green box in the top-right corner that reads "**Choose Rpt Unit.**" You will see data for whichever RU you have selected. You can verify the RU that you're looking at by checking the RU listed under your name in the top-left corner. If you are only in one RU, you will not see the green button.

Clinician Overview Breakdown

The top of this dashboard provides you with a brief overview of your caseload according to the TCOM assessment you administer.

It will give you a breakdown of the number of:

- Active Cases,
- Cases with No Assessments in the Last 12 Months,
- Closed Cases with More than One Assessment in the Last 12 Months, and
- Closed Cases with One or Fewer Assessments in the Last 12 Months.

Staff, Clinical

Test Clinic

CANS Clinician Dashboard

Switch Clinician

Active Cases

48

Cases with No Assessments in Last 12 Months

14

Closed Cases with More than One Assessment in Last 12 Months

72

Closed Cases with One or Fewer Assessments in Last 12 Months

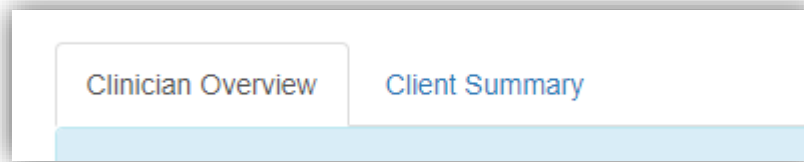
5

Clinician Overview

Client Summary

Example of case overview for a CANS Clinician Dashboard.

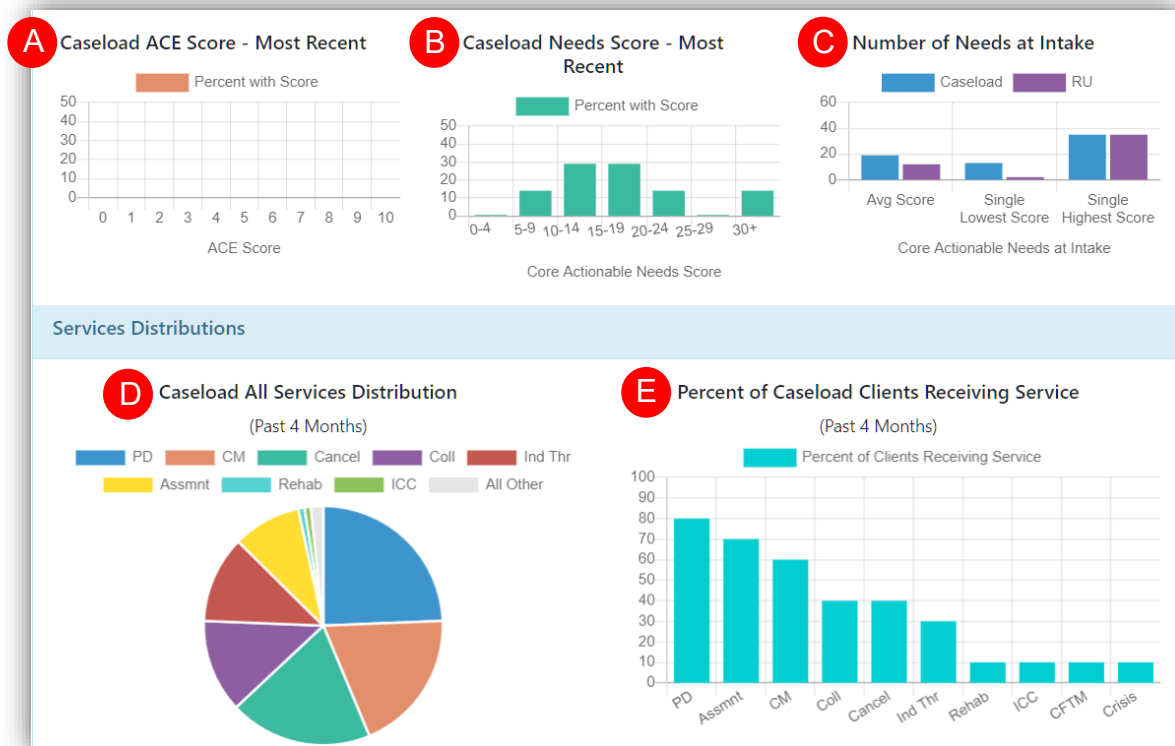
Clinician Overview Tab



This is the default tab that you will see when you first access the **Clinician Dashboard**. The tabs are in the top-left corner under the count of Active Cases. There are several sections of the Clinician Overview tab, they include:

1. Caseload Intake Statistics and Services Distributions

This section contains the following five graphs:



A. Caseload ACE Score - Most Recent

This graph shows the percentage of clients by ACE score. Only clients who have received an ACE assessment will appear on this graph.

B. Caseload Needs Score - Most Recent	This graph shows the percentage of clients by CANS score. The groups are based off the number of actionable items (<i>scores of 2 or 3</i>) within the core needs domains of the CANS assessment. The groups include 0-4, 5-9, 10-14, 15-19, 20-24, 25-29, and 30+.
C. Number of Needs at Intake	This graph shows data for both the clinician (<i>in blue</i>) and the program (<i>in purple</i>). The Avg Score bars show the average number of actionable items (<i>score of 2 or 3</i>) of all clients within the core needs domains of the CANS assessment. The Single Lowest Score bars show the score of the client with the lowest number of actionable items (<i>score of 2 or 3</i>) within the core needs domains of the CANS assessment at intake. The Single Highest Score bars show the score of the client with the highest number of actionable items (<i>score of 2 or 3</i>) within the core needs domains of the CANS assessment at intake.
D. Caseload All Services Distribution	This pie chart divides all the services that the clinician has provided over the past four months. The service type percentage can be estimated by looking at the pie chart. You can see the number of services provided by hovering over an item on the graph.
E. Percent of Caseload Clients Receiving Service	This graph shows the percentage of the clients in the clinician's caseload that have received each service in the past four months. You can see the percent of clients receiving each service by hovering over an item on the chart.

2. Items with the Highest Improvement Over Time (Past 12 Months)

Items with the Highest Improvement Over Time (Past 12 Months)						
Item	Staff Closed Clients w/Ongoing Treatment (35)			Reporting Unit Closed Clients (216)		
	Presenting	Improved	Resolved	Presenting	Improved	Resolved
Impulsivity/Hyperactivity	35%	57%	57%	31%	25%	19%
Anger Control	61%	50%	50%	38%	34%	31%
Suicide Risk	30%	41%	41%	23%	28%	28%

This chart lists the items from the CANS assessment with the highest improvement over the past 12 months for all closed clients. Any item presenting (*score of 2 or 3 at initial assessment*) with under 25% is excluded from this list. The list is sorted by the Staff Improved column from highest to lowest. The chart includes data from the clinician's caseload and from the Reporting Unit for comparison.

3. Items Most Resistant to Improvement (Past 12 Months)

Items Most Resistant to Improvement (Past 12 Months)						
Item	Staff Closed Clients w/Ongoing Treatment (43)			Reporting Unit Closed Clients ()		
	Presenting	Improved	Resolved	Presenting	Improved	Resolved
Substance Use	44%	0%	0%	52%	6%	4%
Psychosis(Thought Disorder)	37%	0%	0%	30%	9%	8%
Intimate Relationships	60%	0%	0%	34%	1%	1%
Transportation	39%	0%	0%	15%	0%	0%
Decision-Making/Judgment	32%	0%	0%	23%	0%	0%
Medication Compliance	27%	0%	0%	14%	0%	0%
Residential Stability	48%	9%	0%	20%	3%	0%
Social Functioning	67%	0%	0%	78%	4%	2%
Recreational	60%	3%	3%	63%	6%	4%
Self-Care	58%	4%	4%	61%	5%	4%

This chart lists the items from the CANS assessment that are most resistant to improvement over the past 12 months for all closed clients. Any item presenting (*score of 2 or 3 at initial assessment*) with under 25% is excluded from this list. The list is sorted by the Staff Improved column from lowest to highest. The chart includes data from the clinician's caseload and from the Reporting Unit for comparison.

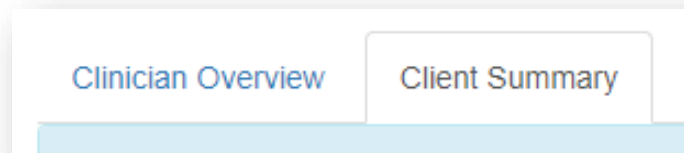
4. Reporting Unit and Caseload Comparison Data (Past 12 Months)

This section contains the following three sections:

Top 5 Needs within RU		Top 5 Needs on Caseload		Top 5 Strengths on Caseload	
Family Functioning	80%	Living Situation	100%	Family Strengths	100%
Living Situation	76%	Decision Making	100%	Talents/Interests	100%
Decision Making	70%	School Achievement	100%	Cultural Identity	100%
Social Functioning	65%	Impulsivity/Hyperactivity	100%	Educational Setting	80%
Impulsivity/Hyperactivity	63%	Family Functioning	80%	Interpersonal	60%

A. Top 5 Needs within RU	This chart shows the top five needs (<i>score of 2 or 3</i>) for all clients in the Reporting Unit.
B. Top 5 Needs on Caseload	This chart shows the top five needs (<i>score of 2 or 3</i>) for all clients in the clinician's caseload.
C. Top 5 Strengths on Caseload	This chart shows the top five strengths for all clients in the clinician's caseload.

Client Summary Tab



1. Actionable Count Summary for Caseload

Actionable Count Summary for Caseload					
Life Domain Functioning					
Family Relationships	4	Social Functioning	4 L	Recreational	10 H
Developmental/Intellectual	1	Employment Functioning	2	Legal	0
Physical/Medical	2	Sexual Relations	3	Sleep	5
Living Skills	8	Residential Stability	2	Self-Care	7
Medication Compliance	4	Decision-Making/Judgment	1	Involvement in Recovery/Motivation for Treatment	1
Transportation	6 H	Parenting Roles	0	Intimate Relationships	5
Educational Attainment	1				
Behavioral Health Needs					
Psychosis (Thought Disorder)	4	Impulse Control	1	Depression	8 H
Anxiety	8 H	Antisocial Behavior	0	Adjustment to Trauma	3
Anger Control	4	Eating Disturbances	5 H	Somatization	0
Substance Use	4	Cognition	0	Mania	2

This chart shows the number of actionable items (*score of 2 or 3*) in a clinician's caseload. The items are grouped by domain/module. If a number for a specific item is significantly higher for the clinician compared to the overall Reporting Unit, then an "**H**" will be displayed. If a number for a specific item is significantly lower for the clinician compared to the overall Reporting Unit, then an "**L**" will be displayed. If you hover your cursor over the "**H**" or "**L**", you can see the percentage of clients with that need for both your caseload and the Reporting Unit.

2. Assessed Clients List

Client Name	Opening Date	Days Open	Age	Days Btw Tx Svcs	Avg Hrs of Svc/Month	Days Since Last Svc	I	CANS 2LU	LU	RSV	Needs Counts IMP	UNR
First172627 Last172627	January 1, 2010	419		17 (41)	01:15 (00:20)	82 (80)	14		12	2	5	12
First29335 Last29335	January 1, 2010	289		11 (24)	01:50 (00:45)	74 (53)	13					
First135274 Last135274	January 1, 2010	1557		-- (--)	-- (--)	275 (374)	11		1	10	11	1
First116735 Last116735	January 1, 2010	1030		-- (1)	-- (22:20)	-- (46)	13	11	10	5	5	8
First160378 Last160378	January 1, 2010	1091		-- (13)	00:20 (00:50)	109 (45)	14	4	5	9	10	5

This chart shows each client that has been assessed within the last 12 months. It lists:

- The client's name,
- The opening date,
- The number of days the client has been open,
- The age of the client,
- The average number of days between services,
- The average hours of services per month,
- The number of days since the last service,
- The number of actionable items on the initial CANS assessment,
- The number of actionable items on the second to last update of the CANS assessment,
- The number of actionable items on the last update of the CANS assessment,
- The number of needs that have been resolved,
- The number of needs that have improved, and
- The number of needs that are unresolved.

Note: All values in parenthesis are for any service provider other than the clinician.

3. Clients Unassessed in Last 12 Months

Client Name	Opening Date	Days Open	Age	Days Btw Tx Svcs	Avg Hrs of Svc/Month	Days Since Last Svc	Time Since Last Assessment
First48456 Last48456	January 1, 2010	717		-- (5)	-- (03:40)	275 (62)	1 Year 11 Months
First63048 Last63048	January 1, 2010	849		-- (15)	-- (00:50)	297 (52)	1 Year 1 Month
First84057 Last84057	January 1, 2010	1991		-- (15)	-- (01:05)	292 (48)	No Approved/Submitted assessments yet completed.
First167560 Last167560	January 1, 2010	542		-- (61)	-- (00:10)	207 (109)	1 Year 5 Months
First198895 Last198895	January 1, 2010	367		-- (41)	-- (00:15)	220 (118)	1 Year

This chart shows each client that has **not** been assessed within the last 12 months. It lists:

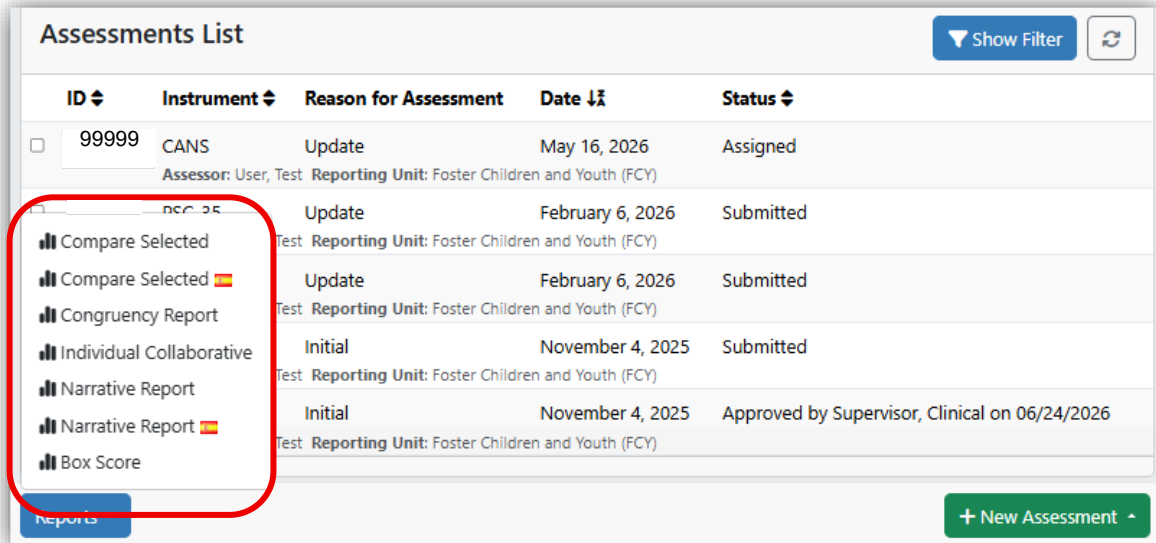
- The client's name,
- The opening date,
- The number of days the client has been open,
- The age of the client,
- The average number of days between services,
- The average hours of services per month,
- The number of days since the last service, and
- The time since the last assessment.

Note: All values in parenthesis are for any service provider other than the clinician.

INDIVIDUAL CLIENT REPORTS

Overview

There are several reports that can be generated for a client from the client's **Assessment List** screen that are based on the client's assessment data.



ID	Instrument	Reason for Assessment	Date	Status
99999	CANS	Update	May 16, 2026	Assigned
Assessor: User, Test Reporting Unit: Foster Children and Youth (FCY)				
		Update	February 6, 2026	Submitted
Test Reporting Unit: Foster Children and Youth (FCY)				
		Update	February 6, 2026	Submitted
Test Reporting Unit: Foster Children and Youth (FCY)				
		Initial	November 4, 2025	Submitted
Test Reporting Unit: Foster Children and Youth (FCY)				
		Initial	November 4, 2025	Approved by Supervisor, Clinical on 06/24/2026
Test Reporting Unit: Foster Children and Youth (FCY)				

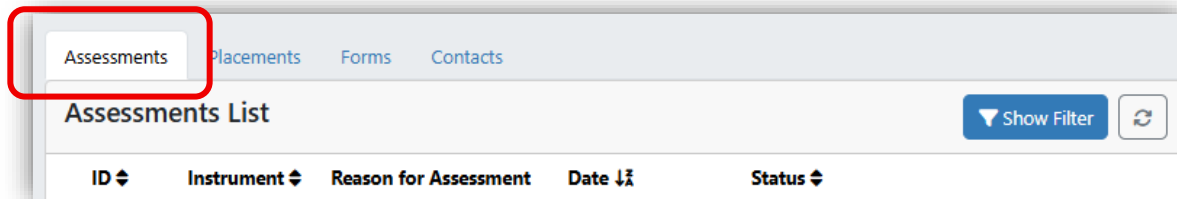
Reports

+ New Assessment

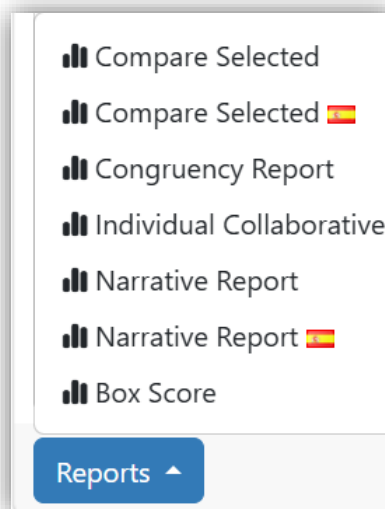
Note: Please refer to the *Objective Arts Reports Manual* for an in-depth guide to various reports that can be run in OA, including guidelines on what each report is and the purpose they were intended for.

How to Access Client Reports

1. Select a client (from the **Data Portal** or your **Workload**) and open their Client Page.
2. Scroll down to the client's **Assessment List**.



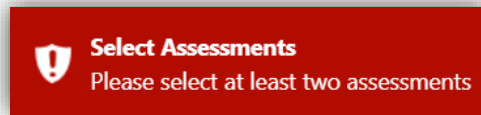
3. On the bottom left-hand side, click the **Reports** button. This will open a list of reports available to be generated.



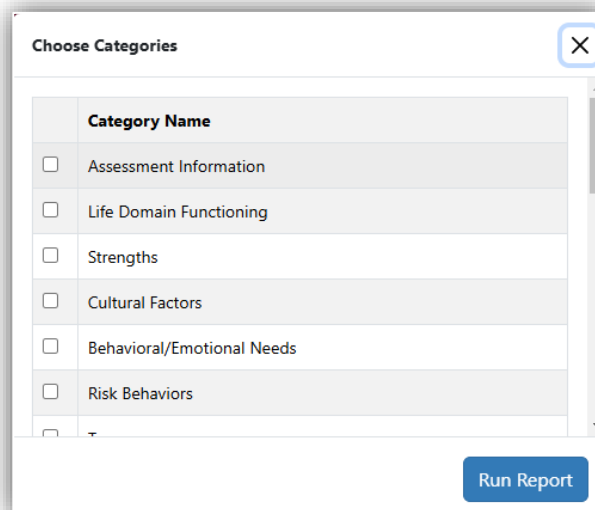
Note: A select number of reports are available in Spanish. (Please see the *Switching Languages* section on page 75).

4. Click the **name** of the report you would like to generate.

Note: Depending on the report, it may prompt you to select additional information, such as assessments, categories, Reporting Units, and/or episodes for it to generate.



An error message will appear when criteria are not met for the selected report.



Choose Categories

	Category Name
☐	Assessment Information
☐	Life Domain Functioning
☐	Strengths
☐	Cultural Factors
☐	Behavioral/Emotional Needs
☐	Risk Behaviors
☐	

Run Report

A menu will open for reports that allow you to select parameters specific to your needs.

5. The report will open in a new tab/window or will replace your current page.

Compare Selected Report

The Compare Selected report is a side-by-side comparison of selected assessments that is used to show changes to a client's item scores over time.

Client Information			
Daisy, Lazy		(9999102)	
Date of Birth:	January 1, 2010		
Gender:			

Algorithm Scores			
CANS Core Needs Actionable Items	(22.0)	(12.0)	(21.0)
CANS Core Needs Actionable Items w/ Classifications	20+ (22.0)	10-14 (12.0)	20+ (21.0)
Eating Disturbances Age GE 14	Not Actionable (0.0)	Actionable (1.0)	Not Actionable (0.0)
ICC Evaluation	ICC Evaluation Required (11-15) (14.5)	ICC Evaluation Required (5-10) (6.75)	ICC Evaluation Required (5-10) (9.25)

CANS			
AssessmentStatus:	Approved	Submitted	Assigned
Assessor:	User,Test	User,Test	User,Test
Org Unit:	FCY	FCY	FCY
Assessment Date:	11-04-2025	02-06-2026	05-16-2026

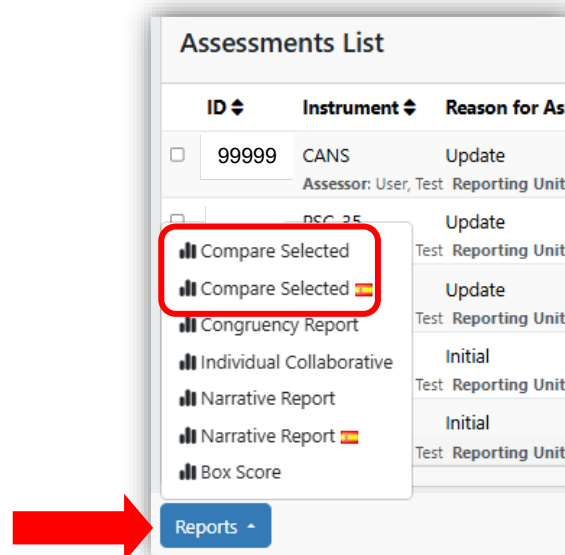
Assessment Information			
Reason for Assessment:	Initial	Update	Update
If reason for assessment is Major Life Event, Describe:			
Caregiver section(s) does not apply at this time			

Life Domain Functioning			
1	Family Functioning	3	2
2	Living Situation	2	1
3	Social Functioning	1	1
4	Recreational	0	0
5	Developmental/Intellectual	3	2
6	Job Functioning	2	1
7	Legal	1	1
8	Decision Making	0	0
9	Medical/Physical	3	2
10	Sexual Development	2	1
11	Gender Identity		
12	Sleep	1	1
13	School Behavior	0	0
14	School Achievement	3	2
15	School Attendance	2	1

1. From your client's **Assessment List**, select the assessments you would like to compare by clicking the **checkbox** to the left of each row. Up to five (5) assessments can be selected for comparison.

ID	Instrument	Reason for Assessment	Date	Status
☒ 99999	CANS	Update	May 16, 2026	Assigned
☐ 99999	PSC_35	Update	February 6, 2026	Submitted
☒ 99999	CANS	Update	February 6, 2026	Submitted
☐ 99999	PSC_35	Initial	November 4, 2025	Submitted
☒ 99999	CANS	Initial	November 4, 2025	Approved by Supervisor, Clinical on 06/24/2026

2. Click the **Reports** button in the bottom-left of your screen and select **Compare Selected**.



Note: You can also generate the report in Spanish by selecting the Compare Selected Report with the **Spanish flag** icon next to it.



Congruency Report

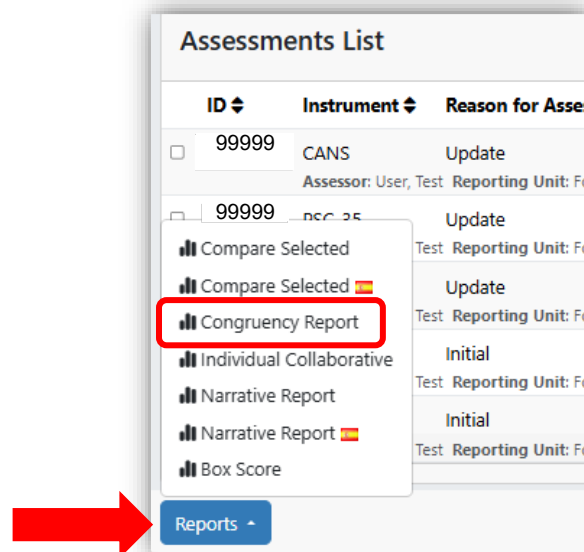
The Congruency Report displays the similarities between two CANS assessments done within a time frame. The report gives a percentage of agreement on all items, as well as items with actionable needs. The purpose of this report is to create communication between different Reporting Units that are treating the same client.

CANS Congruency Report -- 94 Days Difference		
Child/Youth's Name:	Daisy, Lazy	DOB: January 1, 2010
Assessment ID:	99999	Age: 99999
Reporting Unit:	FCY	Identifier: 9999102
Compared:	Nov 4, 2025	Feb 6, 2026
	Initial	Update
Contact Information		
Assessor:	User, Test	User, Test
Email:		
NOTE: All communications via email must be encrypted and password protected if Protected Health Information (PHI) is included.		
Congruency Scores		
Count of Actionable Priority Items Listed	8	1
Percentage of Agreement on Priority Items&	69% (20/29)	
Priority Items Note: Items with a discrepancy between actionable and non-actionable scores in the Behavioral Emotional Domain, Risk Behaviors, and School related items.		
Priority Items to Reconcile		
Behavioral/Emotional Needs		
Psychosis (Thought Disorder)	3	0
Mania	3	0
Attachment Difficulties	3	0
Eating Disturbances	1	3
Behavioral Regressions	3	0
Risk Behaviors		
Non-Suicidal Self-Injurious Behavior	3	0
Runaway	3	0
Exploitation	3	0
Life Functioning (School Only)		
School Attendance	2	1

1. From your client's **Assessments List**, select only two assessments by clicking the **checkbox** to the left of each row.

ID	Instrument	Reason for Assessment	Date	Status
☐ 99999	CANS	Update	May 16, 2026	Assigned
☐ 99999	PSC_35	Update	February 6, 2026	Submitted
☒ 99999	CANS	Update	February 6, 2026	Submitted
☐ 99999	PSC_35	Initial	November 4, 2025	Submitted
☒ 99999	CANS	Initial	November 4, 2025	Approved by Supervisor, Clinical on 06/24/2026

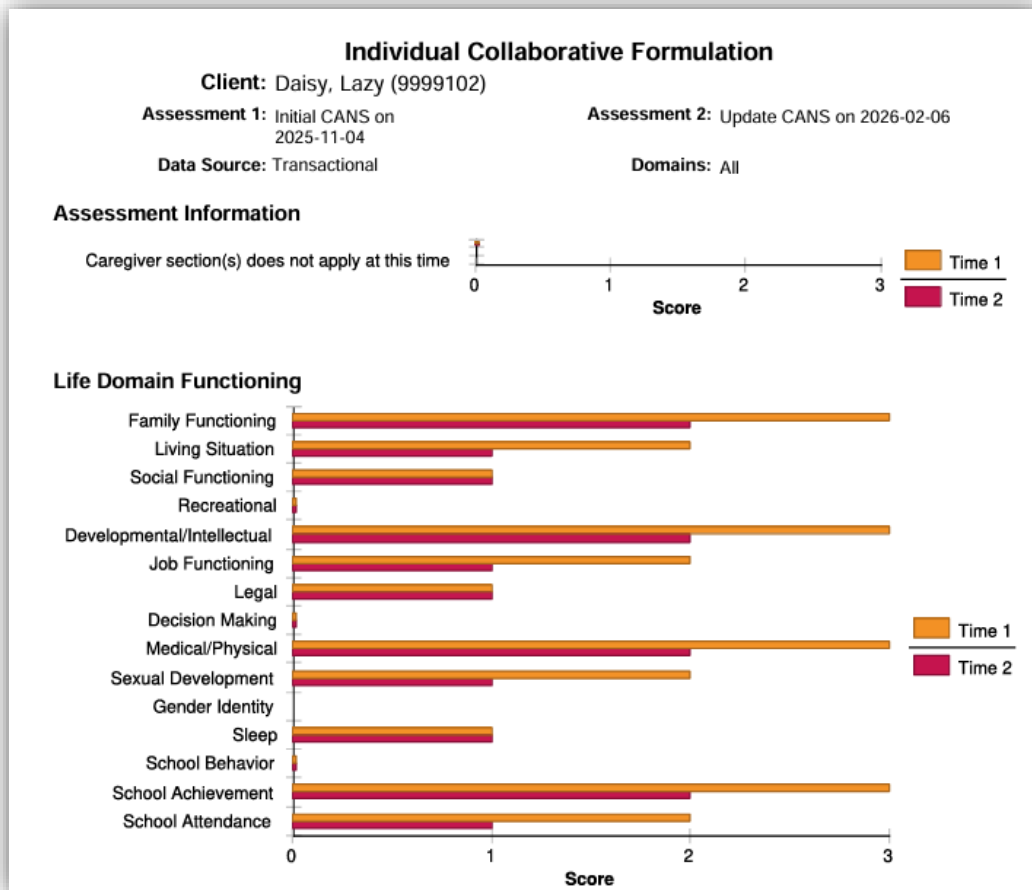
2. Click the **Reports** button in the bottom-left of your screen and select **Congruency Report**.



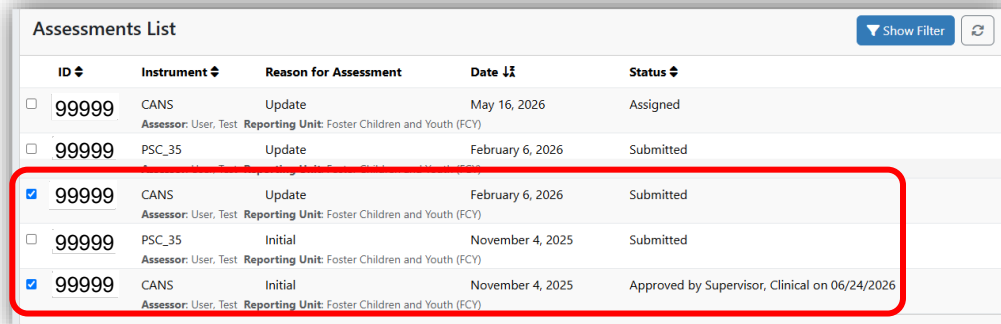
Once the Congruency Report is selected, it will automatically populate in a new window.

Individual Collaborative Report

The Individual Collaborative Report graphically represents a comparison of Time 1 and Time 2 (e.g. *Initial versus Update*) assessment scores.

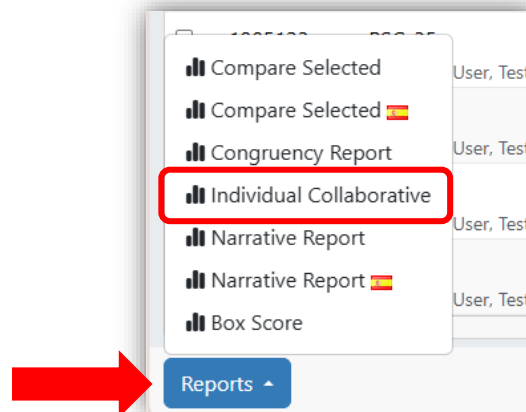


1. From your client's **Assessments List**, select two assessments by clicking the **checkbox** to the left of each assessment row.

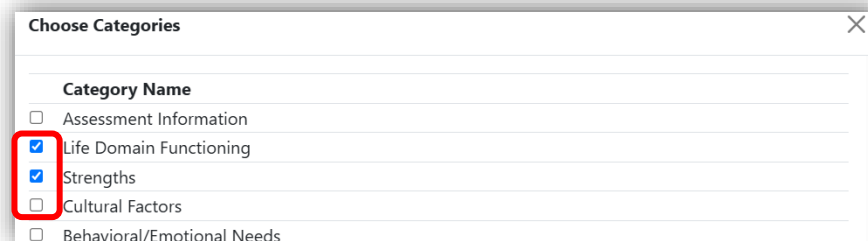


ID	Instrument	Reason for Assessment	Date	Status
☐ 99999	CANS	Update	May 16, 2026	Assigned
☐ 99999	PSC_35	Update	February 6, 2026	Submitted
☒ 99999	CANS	Update	February 6, 2026	Submitted
☐ 99999	PSC_35	Initial	November 4, 2025	Submitted
☒ 99999	CANS	Initial	November 4, 2025	Approved by Supervisor, Clinical on 06/24/2026

2. Click the **Reports** button in the bottom-left of your screen and select **Individual Collaborative**.



3. A screen will appear with the different assessment categories available. Click on the checkboxes to the right of the **Category Name** you would like to include in your report.

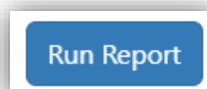


Choose Categories

Category Name

- ☐ Assessment Information
- ☒ Life Domain Functioning
- ☒ Strengths
- ☐ Cultural Factors
- ☐ Behavioral/Emotional Needs

4. Click **Run Report** at the bottom-right of the window to generate your report.



Narrative Report

The Narrative Report was created to provide an efficient way to share CANS information with others. It is especially suited for review at Child & Family Team Meetings. Specific items may be hidden at the clinician's discretion (e.g. *substance abuse, sexuality, etc.*).

Note: Reports shared at Child & Family Team Meetings contain Protected Health Information (PHI). Please use good clinical judgment regarding who may keep a copy of the Narrative Report.

CANS-Based Narrative Summary for: Daisy, Lazy

Client ID: 9999102

Date of Birth: January 1, 2010

Client Name: Daisy, Lazy

Client Gender:

Org Unit: Foster Children and Youth (FCY)

Child and Adolescent Needs and Strengths (CANS) -

San Bernardino County

Narrative Report

	Life Domain Functioning	Behavioral/Emotional Needs	Risk Behaviors	Additional Needs
High Need: Act Immediately and/or Intensively		• Eating Disturbances		
Help is Needed: Address in Services	- Family Functioning - Developmental/Intellectual - Medical/Physical - School Achievement	- Impulsivity/Hyperactivity - Oppositional - Anger Control - Somatization	- Other Self-Harm (Recklessness) - Delinquent Behavior	Family Finding
Previous Need, Now Improved	- Living Situation - Job Functioning - Sexual Development - School Attendance	- Psychosis (Thought Disorder) - Mania - Attachment Difficulties - Behavioral Regressions	- Non-Suicidal Self-Injurious Behavior - Runaway - Exploitation	Current Living Situation

Key

3 High Need

2 Help is Needed

1 or 0 Previous Need, Now Improved

Strengths Included | Notes Not Included | Print | Click Items to Hide

Intensive or Immediate Need(s):

2025-11-04 Initial

2026-02-06 Update

Eating Disturbances: The youth engages in some type of eating behaviors that severely affects their ability to function. This includes youth with clear eating disorders (e.g. bulimia), as well as, youth engaging in atypical eating patterns.	1	3
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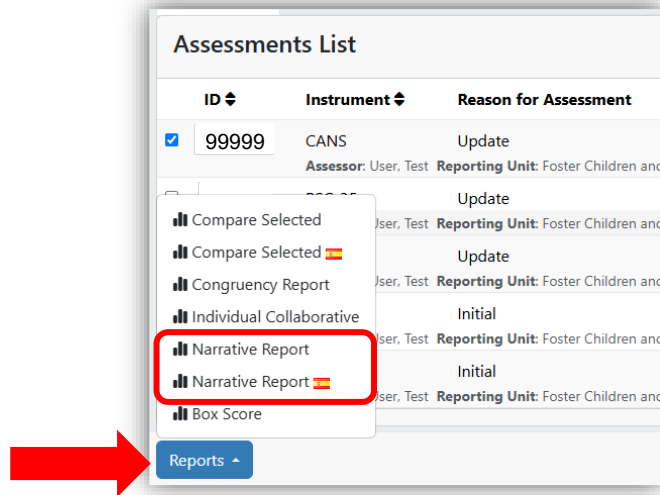
Need(s) that should be addressed:

2025-11-04 Initial

2026-02-06 Update

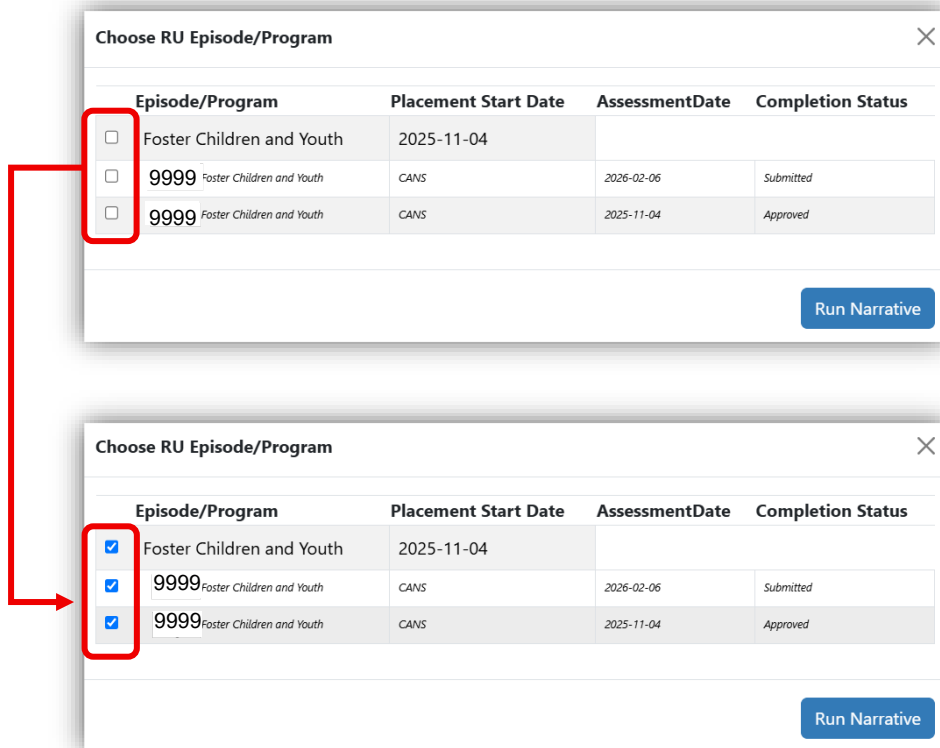
Family Functioning: The youth has moderate problems or conflicts with other family members. This may be manifested in frequent arguments, the lack of positive relationships, or other types of conflict.	3	2
Developmental/Intellectual: The youth is perceived to have some developmental delays. These may be in response to past traumas that may be addressed or consist of long-standing factors that are not addressed through mental health (e.g., mild intellectual disability).	3	2
Medical/Physical: The youth has some type of chronic illness and/or physical limitation that must be addressed regularly and considered when providing mental health services. This will require accommodations to be made and/or require regular contact with a physician for treatment.	3	2
School Achievement: The youth has moderate academic achievement problems. The youth is falling behind peers in school achievement and may be failing some subjects. A coordinated effort to address this should be implemented.	3	2
Impulsivity/Hyperactivity: The youth's impulsive, distractible, or hyperactive behaviors are negatively affecting their interactions with others and their ability to learn. These behaviors should be addressed in treatment, but the precise method of addressing these will vary by the youth's individual circumstances.	2	2
Oppositional: The youth engages in oppositional and/or defiant behaviors. Typically, these behaviors are present in all of the youth's life settings (e.g., school and home), but occasionally a youth may only engage in these behaviors in one setting. These behaviors make it difficult to have consistently positive interactions with others and likely affect their ability to learn. Help with this need should be incorporated within treatment, but how this is done will vary depending upon the youth's history (e.g., trauma).	2	2
Anger Control: The youth expresses anger inappropriately and this makes consistent positive interactions difficult. The expression of anger will vary based upon gender and age, but for this youth, anger control issues are affecting their ability to function and should be included in treatment.	2	2

1. From your client's Client Page, click **Reports** to the bottom-left of your screen and select **Narrative Report**.



Note: You do not have to select any assessments from the client's Assessment List.

2. When this report is selected, a pop-up window will appear showing the client's history of submitted and approved assessments grouped by episode. Select up to three (3) assessments to compare.





Note: For a breakdown of the additional features that the Narrative Report has, please refer to the Narrative Report section of the Objective Arts Reports Manual.

Additionally, you can also generate the report in Spanish by selecting the Narrative Report with the **Spanish flag** icon next to it.



Treatment Progress Report

The Treatment Progress Report (TPR) provides information on how your client's treatment is progressing. The report includes items prepopulated from OA and myAvatar and allows for input by the clinician via open text and dropdown menus. In creating these reports, it is important that the clinician is mindful of their audience when selecting which items are to be displayed. Items in the report can be "hidden", so they are not seen on the printed report.

TPR - Last131885, First131885

Client ID: Id131885

Client Name: Last131885, First131885

Form ID: 9999

Time Period for this Report: Rpt Unit: Foster Children and Youth (FCY)

Date of Birth: January 1, 2010

Client Gender:

Form Details

Agency: Foster Children and Youth (FCY)

Program: Foster Children and Youth (FCY)

Primary Clinical Contact: Jane Doe

Primary Clinical Contact Info: Jane.Doe@FCY.org

Date of Initial Assessment: September 2, 2022

Date of Last Service:

Dates of Last 3 Child Family Team Meetings:

Child and Family Team Action Items from Last Meeting: Client to listen about getting out of bed and ready for school. Client will go to bed at 8pm after picking out clothes. Dad will ask 2x max to wake up. If client has a good week with goal Dad will take client bowling.
For client to do chores: Client will do dishes, laundry, and livingroom per chore chart and schedule.

Current Medications:

Additional Program(s) Providing Services: none

Course of Care

Collateral Rehab/ADL Individual ICD Cancel Ind. Therapy No Show

Strengths which may be helpful in meeting Needs listed above:

Interpersonal: The youth has good interpersonal skills and has shown the ability to develop some healthy friendships. However, there is an element of this strength that needs to be developed to be consistently helpful.

Optimism: The youth is generally optimistic; however, there is some element of this strength that needs to be developed to be consistently helpful to the youth.

Educational Setting: The interactions between youth, parent, and school are generally positive and there are efforts to identify and address the youth's educational needs. For many youth, this will be accomplished through a regular education setting. If the educational needs are in place, the youth may like school, but still not engage fully or excel in school so that this could be considered an extremely useful strength.

Talents and Interests: Developing and maintaining a talent or interest (e.g., art, playing music, dance, sports, etc.) is a critical element of development for a youth. At this time, the youth has a talent, interest, or hobby with the potential to be a consistent source of pleasure and an aspect of self-esteem; however, it can be further

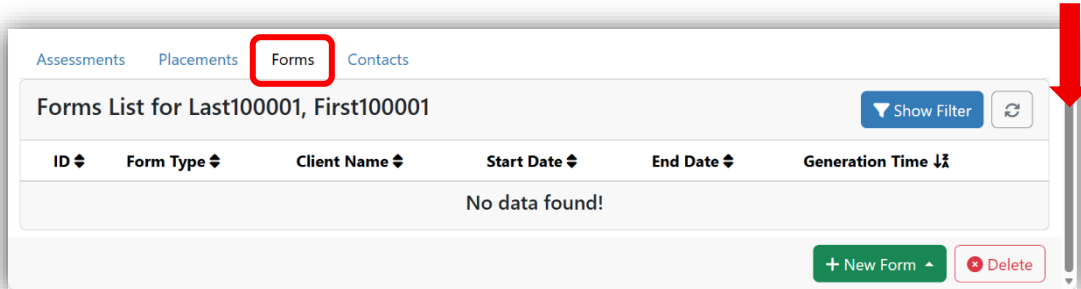
2022-09-02 Initial

2023-03-01 Update

2023-06-26 Planned Discharge

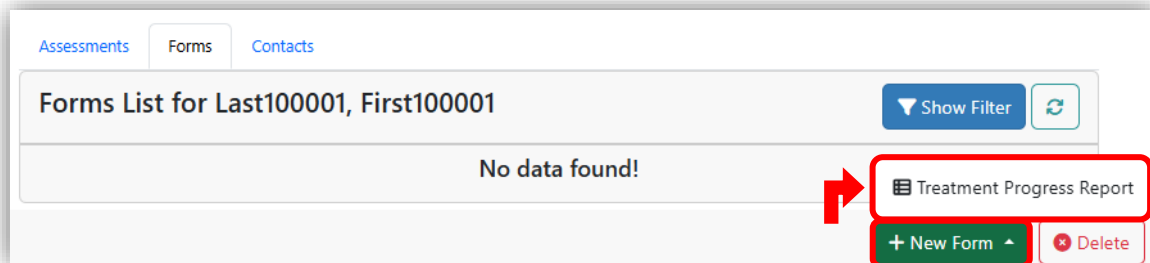
1	1	1
1	1	1
3	1	1
3	2	1

1. Open the client's **Client Page**.
2. Scroll down the page and open the **Forms** tab.

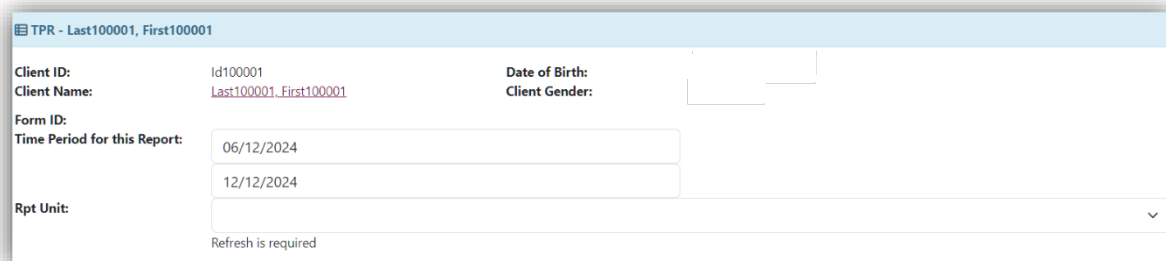


In the Forms tab, you can view previously generated TPRs for the client, if available.

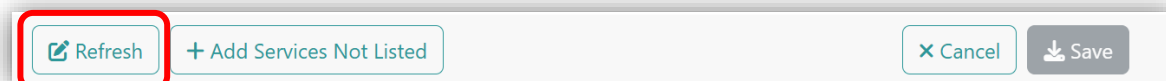
3. To create a new TPR, click on the **+ New Form** button and select **Treatment Progress Report**.



4. Keep or change the dates in the **Time Period for this Report** field to the desired timeframe.
5. Select the desired **Rpt Unit** (Reporting Unit).

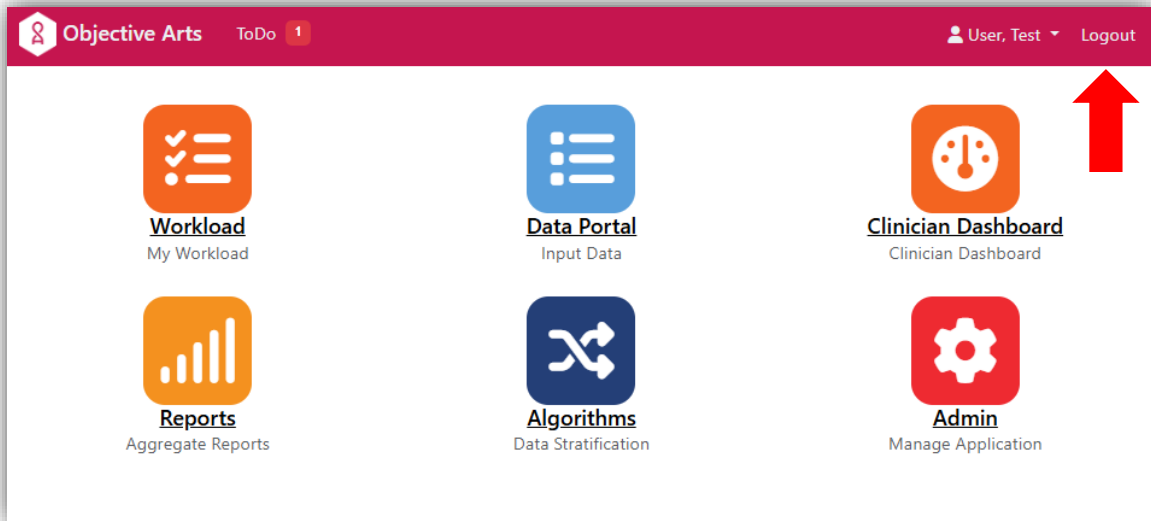


6. Click **Refresh** in the bottom-left corner to generate the report.



LOGGING OUT

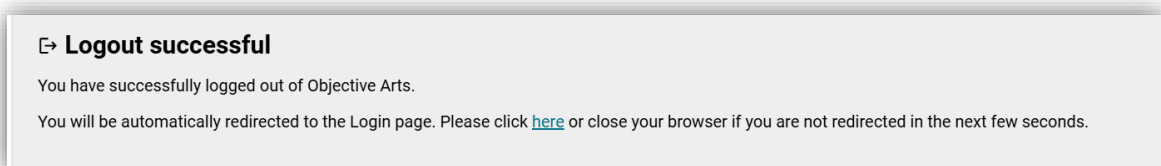
1. To log out of Objective Arts, click **Logout** at the top-right of the screen.
 - From the Home screen, click **Logout**.



- From all other screens with a toolbar, click **Logout**.



2. You will receive a notification that you have successfully logged out from OA, and the page will refresh and then take you back to the login screen.



3. To ensure maximum security, please close your browser after your OA session is complete.

BEST PRACTICES

1. Review the **Frequently Asked Questions (FAQ) guide** found on the DBH Transformational Collaborative Outcomes Management (TCOM) website <https://wp.sbcounty.gov/dbh/tcom/>.
 - It provides step-by-step guidance for these topics:
 - Site navigation
 - Administrative activities
 - CANS/ANSA assessments
 - Tickler report
2. Reach out to your Subject Matter Expert (SME).
 - SMEs are technical experts in the OA program for your organization. Your SME can help resolve OA issues, including:
 - Creating your OA TRAIN account (for the OA Basic Module in Relias)
 - Creating your OA Production (LIVE) account
 - Logging in and resetting your password
 - Problems completing an assessment
 - Problems with missing client data
 - Questions about OA reports
 - For issues that are beyond your SME's scope of knowledge, they will contact the [DBH-OA Inbox](#) directly.
3. Maintain good myAvatar sequencing habits.
 - Sometimes, myAvatar does not communicate well with OA. Please be mindful of these components:
 - **Program Assignment Sequencing:**
 1. Start with confirming that the Responsible User (provider) has a staff account active with their myAvatar staff number as their username/login in OA LIVE.
 2. Create the Program Assignment.
 3. Create the Clinical Assessment (Child Adolescent or Adult).
 4. When the assessment is finalized, submit the myAvatar form.
 - **Reporting Unit:** Choose your correct Reporting Unit location. OA does not recognize 00036 as a valid Reporting Unit. It is the overarching episode for San Bernardino County.
 - **Dates:** Be sure the assessment you are creating falls within the open and close dates of the Program Assignment.
 - **Housekeeping:** Don't forget about the assessments still in Draft. Be sure to submit the assessment to Final when complete.

4. Keep your account active.
 - OA will deactivate your account if you have no activity within 180 days.
 - Login at least once every 6 months to keep your account active.
 - Contact your SME if you have any issues logging into your account.
 - Verify your email address with your SME to ensure that it's up to date on your account.
 - Confirm any name, position, and/or user role changes with your SME.
5. Explore the DBH TCOM website: <https://wp.sbcounty.gov/dbh/tcom/>.
 - The website hosts additional information including:
 - How TCOM is utilized in San Bernardino County,
 - A breakdown of the **Clinical Staff Pathway** for providers,
 - Training opportunities for the Basic and SME courses, and
 - Supplemental instructional material.

APPENDIX A

Interchangeable Terms

Term	May also be referred to as one of the following:
Client	• Beneficiary • Member • Patient
Client Number	• Client ID • Client Identifier • Medical Record Number
Client Profile	• Client Page • Patient Page
Clinician	• Assessor • Clinical Staff • Service Provider • Responsible User
Placement	• MyAvatar Program Assignment • Reporting Unit • Program
Staff Number	• myAvatar Number • myAvatar Staff Number • Staff ID • Staff Master Number
User Profile	• Staff Account
Username	• Login ID • Login

Commonly Used Acronyms List

Acronym	Full Name
ANSA	Adult Needs and Strengths Assessment
CANS	Child and Adolescent Needs and Strengths
HIPAA	Health Insurance Portability and Accountability Act
OA	Objective Arts
OU	Organizational Unit
PHI	Protected Health Information
PII	Personally Identifiable Information
RU	Reporting Unit
SME	Subject Matter Expert
TCOM	Transformational Collaborative Outcomes Management