# apex

# Quick-Start Guide: CANS

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# CANS Command Center Quick-Start Guide

## Overview

Using Apex Evaluation's Command Center platform, the Performance Outcomes Reporting Tool (PORT): CANS tool will aid in the digital collection of client data. This step-by-step guide will familiarize users with the new interface.

## Section 1: Accessing PORT: CANS in Command Center

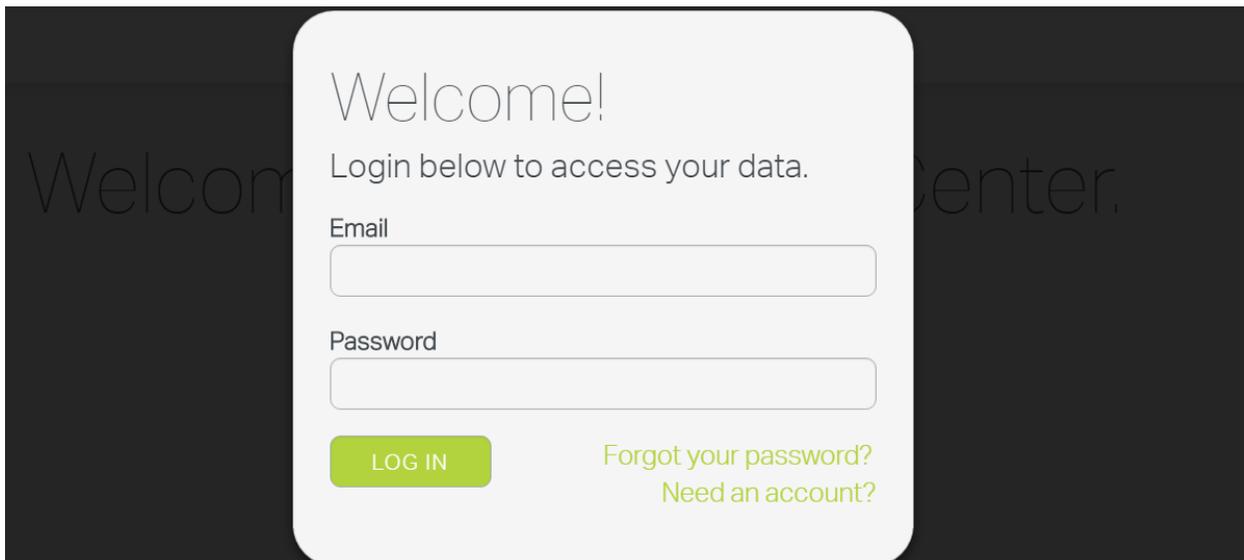1. Open an internet browser (Google Chrome, Microsoft Edge, Firefox).



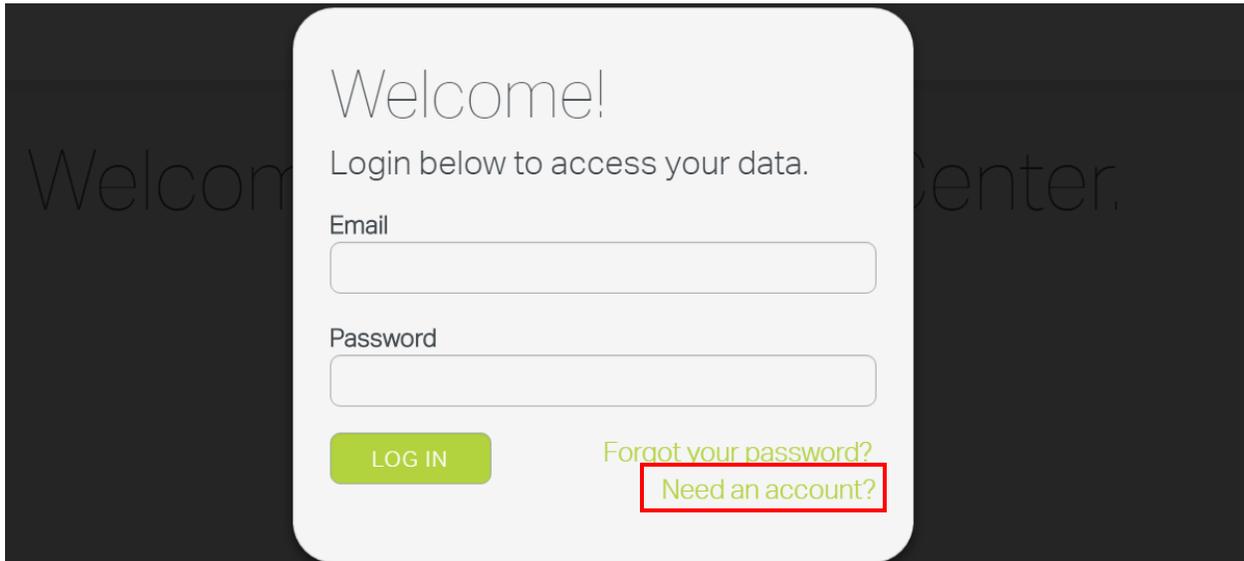2. In the address bar, input the following link: https://cc.apexeval.org/



*Note* - You may want to favorite this link if you will be using it often on the same computer.
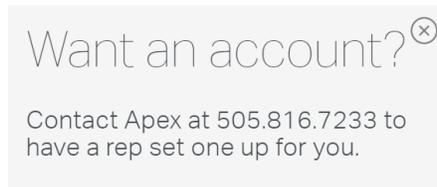
3. https://cc.apexeval.org/ should direct you to the Apex Command Center login page.

4. If you do not have an account, click the "Need an Account" hyperlink on the homepage.



A pop-up window will appear providing contact information for an Apex representative who will assist with your account creation.



5. Once your account has been created, input your login information – the system will then prompt you to create a new login if this is your first-time logging in.
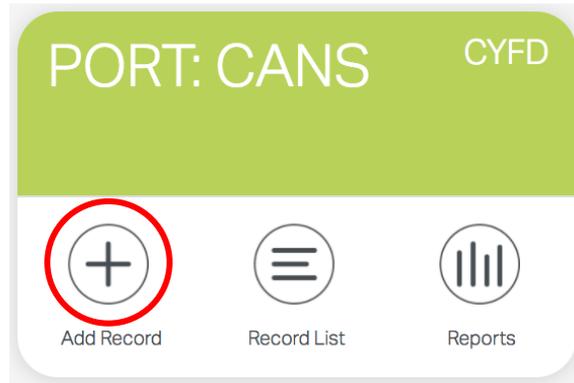
6. Once logged in, you will be taken to the Command Center homepage. This page is populated with data sets tailored specific to your login credentials. (NOTE: the live dataset will be green)
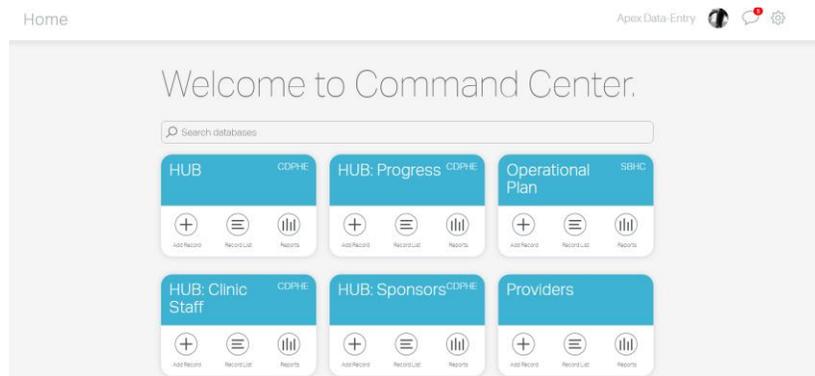
## Section 2: Enter new clients from the home page

1. We will be using the PORT: CANS data set

2. To add a new client to the data, select "Add Record"



3. The first screen will be a basic demographics screen, capturing name, DoB, treatment location, gender, race/ethnicity, LGBTQ status, services client is receiving, type of coverage, funding source, and parental status.

4. Select "Save & Continue" to advance to the next screen.

Save & Continue

5. This will bring you directly to the client's CANS survey. You can begin the questionnaire immediately by selecting "Ready! – click to begin".

## CANS Quickstart

| interview type | status |
|---|---|
| Baseline | Ready! - click to begin |

**OR**

You can also find the client entry by searching the records list, either with the search by or by scrolling through the list.

*You can use the search bar at the top to find your client quickly, searching by name*

### Please select a record below to edit or update.

🔍 Search clients
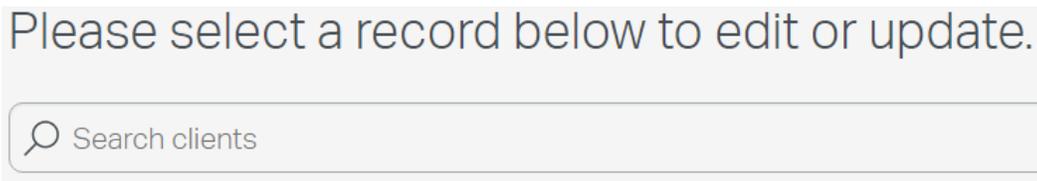
6. (In the records list) notice each client entry displays information, as well as three hyperlinks.

| Quickstart, CANS | not started |
|---|---|
| Six Flags - test | View   Edit   Update |
| JJS ID: | |
| PS ID: | |

- View – quickly view demographic info entered when client record was first created
- Edit – edit demographic info entered when client record was first created
- Update – view and edit CANS survey questions

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7. Select "Update". This will direct you to pre-interview screen.

8. Select Ready! – click to begin

## CANS Quickstart

| interview type | status | report | interview date |
|---|---|---|---|
| Baseline | Ready! - *click to begin* | | |

9. This will bring you to the CANS survey section.

← ☰ UPDATING: CANS Quickstart

## CANS Quickstart *Baseline*

Interview Date

Residence Status

+ Traumatic / Adverse Childhood Experiences
+ Traumatic Stress Symptoms
+ Child Strengths
+ Life Domain Functioning
+ Acculturation
+ Child Behavioral/Emotional Needs
+ Child Risk Behaviors
+ Ratings Of Children 5 Years And Younger
+ Transition To Adulthood
+ Caregiver Needs And Strengths
+ Clinical Summary
+ Services and Referrals

Here you can select each section to reveal a drop down menu of questions for each section.

- Traumatic / Adverse Childhood Experiences

## Exposure to Potentially Traumatic/Adverse Childhood Experiences Domain

These ratings are made based on LIFETIME exposure of trauma or adverse childhood experiences.

For this domain, the following categories and action levels are used:
- 0 = a dimension where there is no evidence of any trauma of this type.
- 1 = a dimension where a single incident of trauma occurred or suspicion exists of this trauma type.
- 2 = a dimension where the child has experienced multiple incidents or moderate degree of this trauma type.
- 3 = a dimension which describes repeated and severe incidents of trauma with medical /physical consequences.

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10. When you are finished with a section, you may select Save & Continue to complete the current section and advance to the next one.

**OR**

If you need to save current progress and exit Command Center, selection Save & Exit.
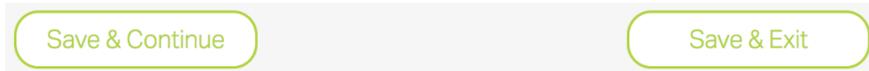


11. As you complete each section, it will be marked with a green checkmark.



## Section 3: Updating or Editing an Existing Client

1. Select "Records List" from CANS Chiclet.
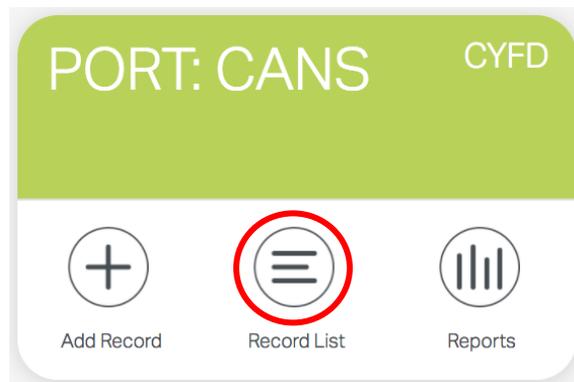


2. Find your client in the list of clients, either by using the search bar or scrolling. To continue the CANS survey with a client that is already in progress, select "Update".

3. Select "Ready! – click to continue". This will take you to the last saved point in the survey.

## CANS Quickstart

| interview type | status | report | interview date |
|---|---|---|---|
| Baseline | Ready! - *click to begin* | | |

## Section 4: Viewing Reports

1. To view data reports, select "Reports" on the CANS Chiclet.
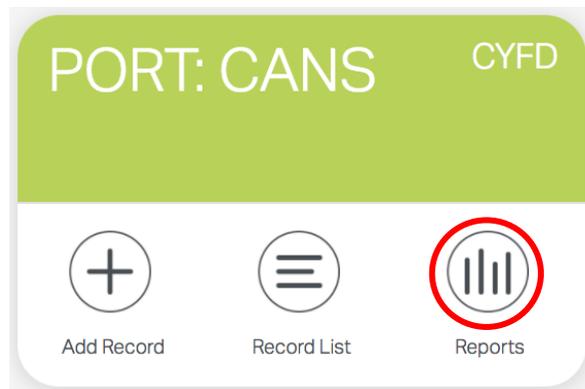


2. This screen displays basic reporting statistics of the COMPLETED surveys.
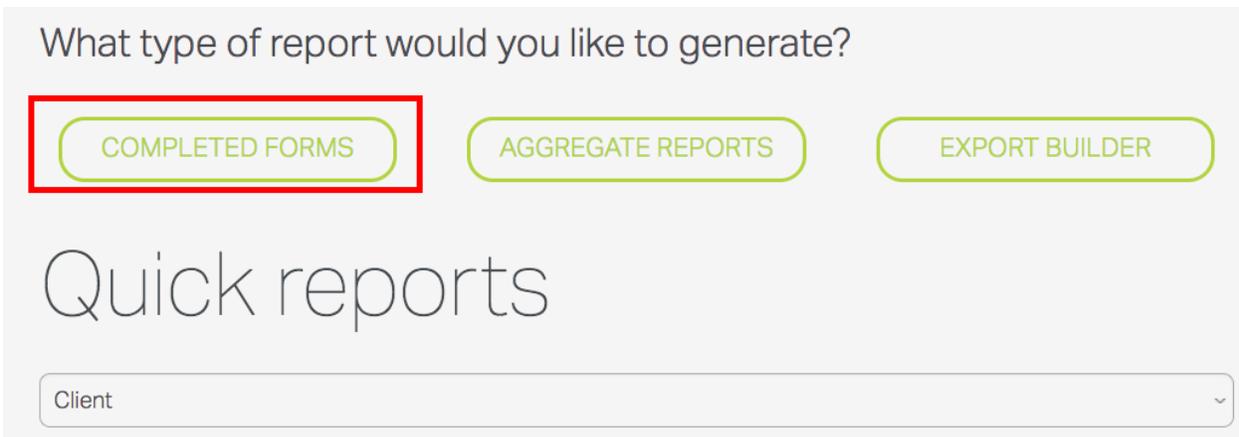
3. Select Completed Forms



From here, multiple client or single client reports can be exported (CSV or PDF).

For a single client report, the user has the option of exporting the CANS report (PDF or HTML), the ACE report (PDF), or the Text report (PDF or HTML).

- Get PDF CANS report – downloads the Bubble report to users computer as a PDF file.
- Get HTML CANS report – opens the Bubble report in a new window in browser.
- Get PDF ACE – downloads the Adverse Childhood Experiences (ACE) Bubble report to users computer as a PDF file.
- Get PDF Text – downloads a summary report of the CANS that includes text answers to users computer as a PDF file.
- Get HTML Text – opens a summary report of the CANS that includes text answers in a new window in browser.

The PDF Bubble option creates a report that displays patient results, strengths, and actions needed, with a scale of responses (0 to 3). Action items are flagged.

**CENTERPIECE STRENGTHS:**
Family, Interpersonal, Educational Setting, Vocational, Coping And Savoring Skills, Optimism, Talent/interests, Community Life, Relationship Permanence, Resilience

**STRENGTHS NOT YET IDENTIFIED:**

**IMMEDIATE ACTION NEEDED:** 🚩🚩
**TRAUMATIC STRESS SYMPTOMS:**
Dissociation

**ACTION NEEDED:** 🚩
**TRAUMATIC / ADVERSE CHILDHOOD EXPERIENCES:**
School Violence, Witness/victim To Criminal Activity
**TRAUMATIC STRESS SYMPTOMS:**
Re Experiencing

## Traumatic / Adverse Childhood Experiences

0 = no trauma detected, 1 = mild exposure, 2 = action needed, 3 = immediate action needed, U = unknown

| | 0 | 1 | 2 | 3 | NA | U |
|---|---|---|---|---|---|---|
| 1. SEXUAL ABUSE | ● | ○ | ○ | ○ | | |
| 2. PHYSICAL ABUSE | ○ | ● | ○ | ○ | | |
| 3. EMOTIONAL ABUSE | ○ | ● | ○ | ○ | | |
| 4. NEGLECT | ○ | ● | ○ | ○ | | |
| 5. MEDICAL TRAUMA | ○ | ● | ○ | ○ | | |
| 6. WITNESS TO FAMILY VIOLENCE | ● | ○ | ○ | ○ | | |
| 7. COMMUNITY VIOLENCE | ● | ○ | ○ | ○ | | |

| | 0 | 1 | 2 | 3 | NA | U |
|---|---|---|---|---|---|---|
| 8. SCHOOL VIOLENCE 🚩 | ○ | ○ | ● | ○ | | |
| 9. NATURAL OR MAN | ● | ○ | ○ | ○ | | |
| 10. WAR AFFECTED | ● | ○ | ○ | ○ | | |
| 11. TERRORISM AFFECTED | ● | ○ | ○ | ○ | | |
| 12. WITNESS/VICTIM TO CRIMINAL ACTIVITY 🚩 | ○ | ○ | ● | ○ | | |
| 13. PARENTAL CRIMINAL BEHAVIOR | ● | ○ | ○ | ○ | | |
| 14. DISRUPTIONS IN CAREGIVING/ATTACHMENT LOSSES | ● | ○ | ○ | ○ | | |

The PDF ACE option creates a shorter report that displays patient results on only the Adverse Childhood Experiences (ACE) questions of the CANS. This report also has a scale of responses (0 to 3). A Total ACE Score is provided at the end of the report.

## Adverse Childhood Experiences (ACE)

0 = no need detected, 1 = possible need, 2 = action needed, 3 = immediate action needed, U = unknown

| | 0 | 1 | 2 | 3 | NA | U | |
|---|---|---|---|---|---|---|---|
| 1. SEXUAL ABUSE - (1,2,3) | ● | ○ | ○ | ○ | ○ | ○ | = 0 |
| 2. PHYSICAL ABUSE - (1,2,3) | ○ | ● | ○ | ○ | ○ | ○ | = 1 |
| 3. EMOTIONAL ABUSE - (1,2,3) | ○ | ● | ○ | ○ | ○ | ○ | = 1 |
| 4. NEGLECT - (1,2,3) | ○ | ● | ○ | ○ | ○ | ○ | = 1 |

## 4. Aggregate Reports

What type of report would you like to generate?

COMPLETED FORMS     **AGGREGATE REPORTS**     EXPORT BUILDER

Aggregate Reports section allows the user to view client data in five ways.

What type of report would you like to generate?

COMPLETED FORMS     AGGREGATE REPORTS     EXPORT BUILDER

+ Individual Progress Report

+ Individual vs State Progress Report

+ Item Breakout Report

+ Aggregate Needs Over Time Report

+ Aggregate Strengths Over Time Report

- Individual Progress Report – This report is available for a client who has a completed baseline and at least one completed follow-up report. This report compares a clients baseline and follow-up scores and provides the user with a view of the clients scores in each domain.

- Individual Progress Report

Traumatic/Adverse Childhood Experiences    Aaron, Hank - Six Flags - test    Display Report

User should select the preferred domain and client, then select Display Report.

- Individual vs State Progress Report – Provides the user with a comparison of a clients baseline scores next to the aggregate state scores in each domain.

- Individual vs State Progress Report

Traumatic/Adverse Childhood Experiences    Aaron, Hank - Six Flags - test    Display Report

User should select the preferred domain and client, then select Display Report.

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- Item Breakout Report – The user selects a question and a graph is provided that shows the percent of all participants with an actionable need in 5 areas (Initial, Continuity, Clinical Progress, Newly Identified, and Worsening).

- Item Breakout Report

Select Breakout ⌄  Display Report

User should select the preferred question, then select Display Report.

- Aggregate Needs Over Time Report – Provides the user with a comparison of all clients baseline vs current scores in each domain.

- Aggregate Needs Over Time Report

Traumatic/Adverse Childhood Experiences ⌄  Display Report

User should selects the preferred domain, then select Display Report.

- Aggregate Strengths Over Time Report – Provides the user with a comparison of all clients baseline vs current scores in the Child Strengths Domain. This report can provide insight about the development of all participants strengths over time.

- Aggregate Strengths Over Time Report

Child Strengths Domain ⌄  Display Report

User should select the preferred domain, then select Display Report.

## 5. Export Builder

### What type of report would you like to generate?

COMPLETED FORMS          AGGREGATE REPORTS          EXPORT BUILDER

## Quick reports

Client

Export builder allows for the user to narrow down which question he/she wishes to export for analysis.

COMPLETED FORMS          AGGREGATE REPORTS          EXPORT BUILDER

## PORT: CANS Export Builder

All sites          All clients          All interviews

○ all of time
○ by date

Traumatic / Adverse Childhood Experiences

☑ *check/uncheck all*
☑ 1. SEXUAL ABUSE - This rating describes the child's experience of sexual abuse.
☑ 2. PHYSICAL ABUSE - This rating describes the child's experience of physical abuse.
☑ 3. EMOTIONAL ABUSE - This rating describes the degree of severity of emotional abuse, including verbal and nonverbal forms. This item includes both "emotional abuse," which would include psychological maltreatment such as insults or humiliation towards a child and/or "emotional neglect" defined as the denial of emotional attention and/or support from caregivers.

Once the user has checked or unchecked all relevant fields, scroll to the bottom of the page and select Get CSV file.

Get CSV file

## 6. Quick Reports



# Quick reports

| Quickstart, CANS - Six Flags - test | | | ⌄ |

| ACE score: 4 | Baseline | Discharge |
| --- | :---: | :---: |
| **Traumatic / Adverse Childhood Experiences** | | |
| 1. SEXUAL ABUSE | 🟢 | 🟢 |
| 2. PHYSICAL ABUSE | 🟡 | 🟡 |
| 3. EMOTIONAL ABUSE | 🟡 | 🟡 |
| 4. NEGLECT | 🟡 | 🟡 |
| 5. MEDICAL TRAUMA | 🟡 | 🟡 |

Quick reports are a way for the user to view data on a single client without having to export the data into an external format.

Simply hover the cursor over each colored circle to see a more detail breakdown of the client's response.



There is no evidence that child has experienced sexual abuse.
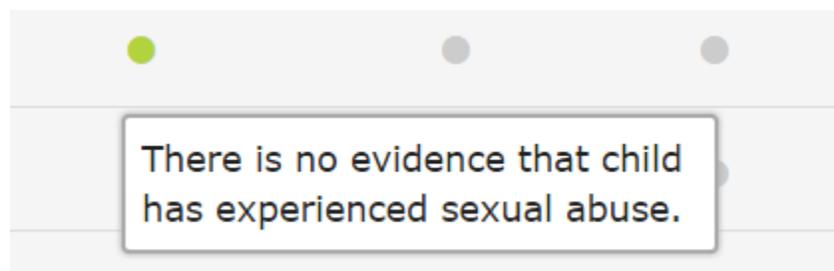
If you have any questions, please contact Apex:

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