**COMPLETED BY:**

1. Licensed/Waivered Psychologist
2. Licensed/Registered/Waivered Social Worker or Marriage and Family Therapist
3. Licensed/Registered Professional Clinical Counselor
4. Physician (MD or DO)
5. Nurse Practitioner
6. Mental Health Rehabilitation Staff (MHRS) *Effective 9.15.23*

# COMPLIANCE REQUIREMENTS:

1. Clinical staff administering the SD-CANS must be trained and certified.
2. Certified clinical staff will complete the SD-CANS measure for clients 6-20 years of age receiving services from a mental health provider.
	1. Youth who are within 6 months of turning 21 at intake are excluded from CANS assessment requirements.
3. Completed at:
	1. Admission into the program (within 30 days of CCBH intake date).
	2. Every 6 months.
	3. Discharge (within 7 days from date of closing assignment).
		* If the CANS was completed within 60 days from discharge date, a discharge CANS does not need to be administered. The prior CANS will be accepted as the discharge measure.
4. Data must be entered into mHOMS database:
	1. Initial CANS must be entered within 30 days of CCBH intake date.
	2. 6 month CANS must be entered.
	3. Discharge CANS must be entered within 7 days from CCBH discharge date.

# DOCUMENTATION STANDARDS:

1. For each Domain Item, a rating of 0-3 must be determined, along with the corresponding documentation in the BHA for ratings of a ‘2’ or ‘3’ on the initial or reassessments and documentation in the Discharge Summary for the discharge assessment. (not required for TAY programs)
2. Clinicians and MHRS staff must receive annual certification to administer the tool by completing an on-line training course and passing a post test. The training can be accessed here the [CANS Coupon Request Form (smartsheet.com)](https://app.smartsheet.com/b/form/265436e49ac648ed84de06dd3647a34e).
3. For questions about data entry contact Health Services Research Center:
	1. mhoms@ucsd.edu

b. 858-622-1771 ext 7002

1. Medication only cases are exempt from completing the CANS.
2. Reports from mHOMS database should be reviewed by clinician with supervisor and shared as appropriate (CFT meetings, CFWB, Probation).
3. Use the SD-CANS to determine/identify eligibility criteria for additional services.

\* As a reminder for Children and Youth involved with Child and Family Well-Being (CFWB), BHS providers are required to ensure that there is one current working CANS. CANS results obtained by BHS from (CFWB) should inform the completion or updates to the CANS completed by the BHS provider.