OBJECTIVE ARTS CLINICIAN USER GUIDE

System Administrator at your agency is:

Name(s)_____

Email(s)_____Phone/Extension _____

A.   Logging in
Log in here: https://contra-costa.oasmr.com (Ensure that you are NOT on OA Training).

B.   Password
You will receive an activation email. Follow the link in the email to set your initial password. If this link does not work or you do not receive the email your System Administrator can reset it. If your admin sets your password you should reset it immediately. Click on "Change Password"

Objective Arts   ToDo 0   Change Password   Logout

- Forgot your password? Please request a reset from your CCBHS (CANSPSC@cchealth.org) or CBO System Administrator.
    - **Tip**: OA will ask you to reset your password every 90 days.
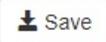
C.   Creating Assessments
The easiest way to create an assessment is to click on "**Workload**"
Here you will see a list of clients who are assigned to you.

- Double click on Client's Name> Click **+ New Assessment** and the CANS or CANS 0-5 will auto appear based on your client's age > Click on   ☰ CANS   > and begin
    - Fields for Client ID, Client Name, Assessor, Date of Birth, Client Gender will auto populate. Disregard field Entered By.

- Field "**Assessment Date**:" This will auto-populate today's date and is the date that Assessment was first created. You are allowed to edit this date before hitting ➔ Submit

- Enter **"Org Unit"**: Enter the facility – program number for the client from the drop down list. Assessment won't save if an OU is not chosen.

- Go to **Assessment Information** and choose from:
    - *Initial*: First due when opening case (within 60 days of Episode Opening Date)
    - *Reassessment*: At 6 month mark or Annual (due by the end of the 5th month for 6th month mark or 11th month for annual)

o ***Update (Initial or Reassessment)***: When you have already submitted an Initial or Reassessment but need to make changes to that prior assessment. This falls out of the "6 month" or "Annual" mark. Reasons for an update may include clinically significant changes that have occurred in client's life. Include narrative in next box (i.e. "Client was hospitalized for danger to self at Willow Rock" or "Client entered Juvenile Hall." Or "Client was removed from mother's care and now in foster care."

o ***Discharge***: When discharge is planned with client and/or caregiver

o ***Admin Discharge***: When discharge is unplanned (i.e. client has been no-showing despite outreach efforts, etc. or clinician has not been able to communicate with client). In this case, you will complete the CANS to the best of your knowledge or copy data from the most recent CANS done with the client.

- If you are ready to **finalize and submit** the Assessment, hit [± Save] and refer to **Section E.**
- If you need to return to the Assessment and complete another day, hit [± Save] refer to **Section D.**

D.   Editing Assessment (i.e, once you've already hit [± Save] once)

- You can access assessments "in progress" two ways:

    1. From the Dashboard/Home Page, click on **Workload** [Workload / My Workload] **OR**

    2. Click the "Data Portal" icon and then at the top of the screen using the "Assessments" tab. Select from the drop down list "My In-Progress" and all the Assessments that have been started but not yet completed and/or approved will appear there as one of three things: Assigned or Submitted. Once it has been approved, it will appear as "Approved by…"

- Identify which client you need to work on, **double click on** client's name and the saved Assessment should appear with the saved data
- Hit [☑ Edit] on the bottom right and you will able to enter data
- Scroll all through the Domains to ensure that required items are scored, including the extension modules
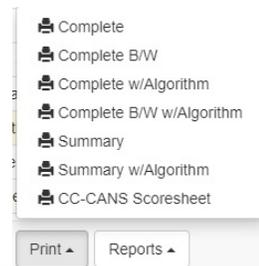   *Tip: Required items are marked with an asterisk**

E.   Submitting Assessments

- If your "role" in OA is "Clinician", your assessments must be approved before finalized and submitted. Hit [➜ Submit]
- If your "role" in OA is a "Senior Clinician", you will have the permissions to approve your own assessments. Hit [✔ Submit & Approve]

Tip: For more information, please refer to your internal agency's protocols for approving assessments.

F.   Printing Assessments

- Once submitted, you can print out the assessment with the following choices:
- If sending to CCBHS UR, print the "CC-CANS Scoresheet"
    o Once printed, make sure to sign at the top with your credentials as you would a regular assessment.

| 🖨 Complete |
| 🖨 Complete B/W |
| 🖨 Complete w/Algorithm |
| 🖨 Complete B/W w/Algorithm |
| 🖨 Summary |
| 🖨 Summary w/Algorithm |
| 🖨 CC-CANS Scoresheet |

[Print ▲] [Reports ▲]

CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) -- CONTRA COSTA		
CHECK ONE: ○ Initial CANS	○ Six Month CANS ○ Annual CANS	○ Discharge CANS
Child's Name: Alabama, Aaron	Identifier: 345678919	Program: ProgramA2
Date of Birth: 11/29/2012	Age: 6	Date Assessed: 11/08/2019
Assessor's Name: Battis, Claire	Assmt Status: Assigned	Signature: _____

Helpful Hints about…

Dashboard

To view Dashboard, hit Home at any time.   `Home`

Entering Data

- ✓ Enter data by clicking on bubbles or using the **Tab** button on your keyboard to enter numbers
- ✓ Click on   `Add Note`   if you would like to enter narrative

Extension Modules

- ✓ Extension Modules are **required if triggered by a score or 1, 2, or 3** on the corresponding core item. Leave these modules blank if the trigger item is scored 0. You will know which items trigger an extension module as they have a ('module abbreviation') next to them:
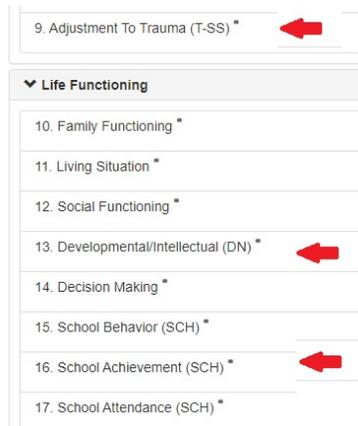
Pre-Populate

- ✓ Once an assessment for a client exists in OA, you will be able to use the data entered from a previous Assessment by hitting the **Pre-Populate** button. If you hit **Pre-Populate** it copies the scores from the previous assessment to the new assessment, so you don't have to worry about overriding the previous one.

- ✓ You are able to pre-populate an assessment that was completed by another clinician and/or from another reporting unit.

Miscellaneous

- ✓ Google Chrome is the recommended browser.
- ✓ Your OA user name is always your work email (the email used to register on Schoox).
- ✓ Save periodically. OA system DOES NOT save automatically. Users must do this on their own.
- ✓ If inactive after 30 minutes, you will be logged off automatically. If you are doing an assessment and leave the window open and have not saved the assessment, you may lose it! Please save at least every 15 minutes.