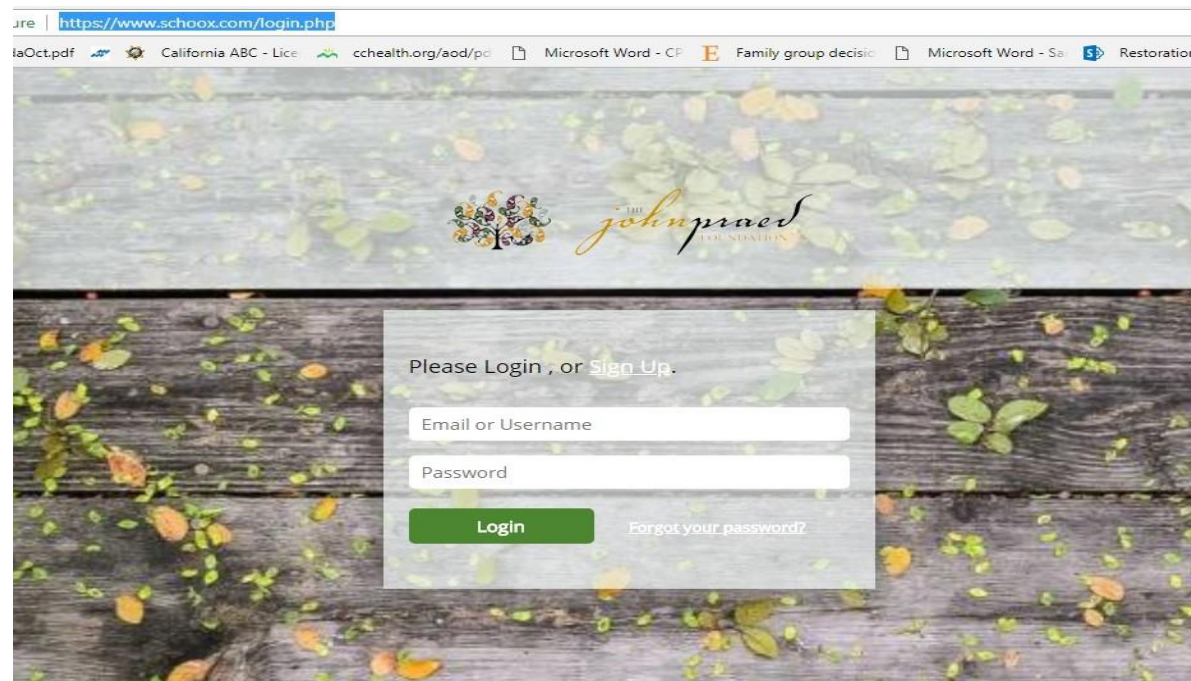


CANS and ANSA At-Home Training and Certification Instructions for Contra Costa Behavioral Health Services Providers

Contra Costa Behavioral Health Services providers who have never attended a Contra Costa CANS or ANSA 101 Training and wish to complete the online “do-it-yourself” training. Note that this online training course is an alternative to going to a live Zoom training with CANS and ANSA Trainers. It takes about 6 hours to complete but does not need to be completed in one sitting.



<https://www.schoox.com/academy/cansacademy>

1st Time User – How to Register

- Log in through <https://www.schoox.com/academy/CANSAcademy/register>
- To Register: Enter your information, including the primary email you use for **work**
- Choose a Country (United States of America), Region (California), then Agency (you can start typing in your agency name, and the drop down list should populate with your agency followed by ‘- Contra Costa County’. i.e., **‘Mt. Diablo USD - Contra Costa County’** or **‘Contra Costa County Behavioral Health – Contra Costa County’**)
- After entering your information, check the *I’m not a robot* box
- Click *Sign up Now*

REMEMBER YOUR LOGIN INFORMATION!

Forgot Password

- If you have forgotten your password select the *Forgot Password* link and enter the email you used to register.
- A link to reset your password will be sent to the email associated with the account.
- Follow emailed instructions.
- If you don’t receive an email, you can contact *support@schoox.com*

****Schoox.com works best on Firefox or Chrome. Use on Internet Explorer is not recommended***

Enrolling in the “At-Home” Training

- Hover your mouse over “Training” and the following row of options should appear
- Click on “Bundles”

The screenshot shows the SCNOOX website interface. The top navigation bar includes 'Home', 'Me', 'Training', 'Content', 'Tools', 'Manage', and 'My Schoox'. Below this, a row of options is visible: 'My Training', 'Courses', 'Bundles', 'Curricula', and 'Events'. A red arrow points to the 'Training' menu item, and another red arrow points to the 'Bundles' option. Below the navigation, there is a section for 'Online Academy' and a calendar view for July 2019. The calendar shows events for various days, including '6a CANS-NY General Training' on Tuesday, '6a CANS-NY Supervisory Training' on Wednesday, and '9a Contra Costa County Child and Adolescent Needs and Strengths (CANS)' on Thursday.

Hi Claire

Calendar [Sync calendar] Choose Location Choose Agency Choose Category

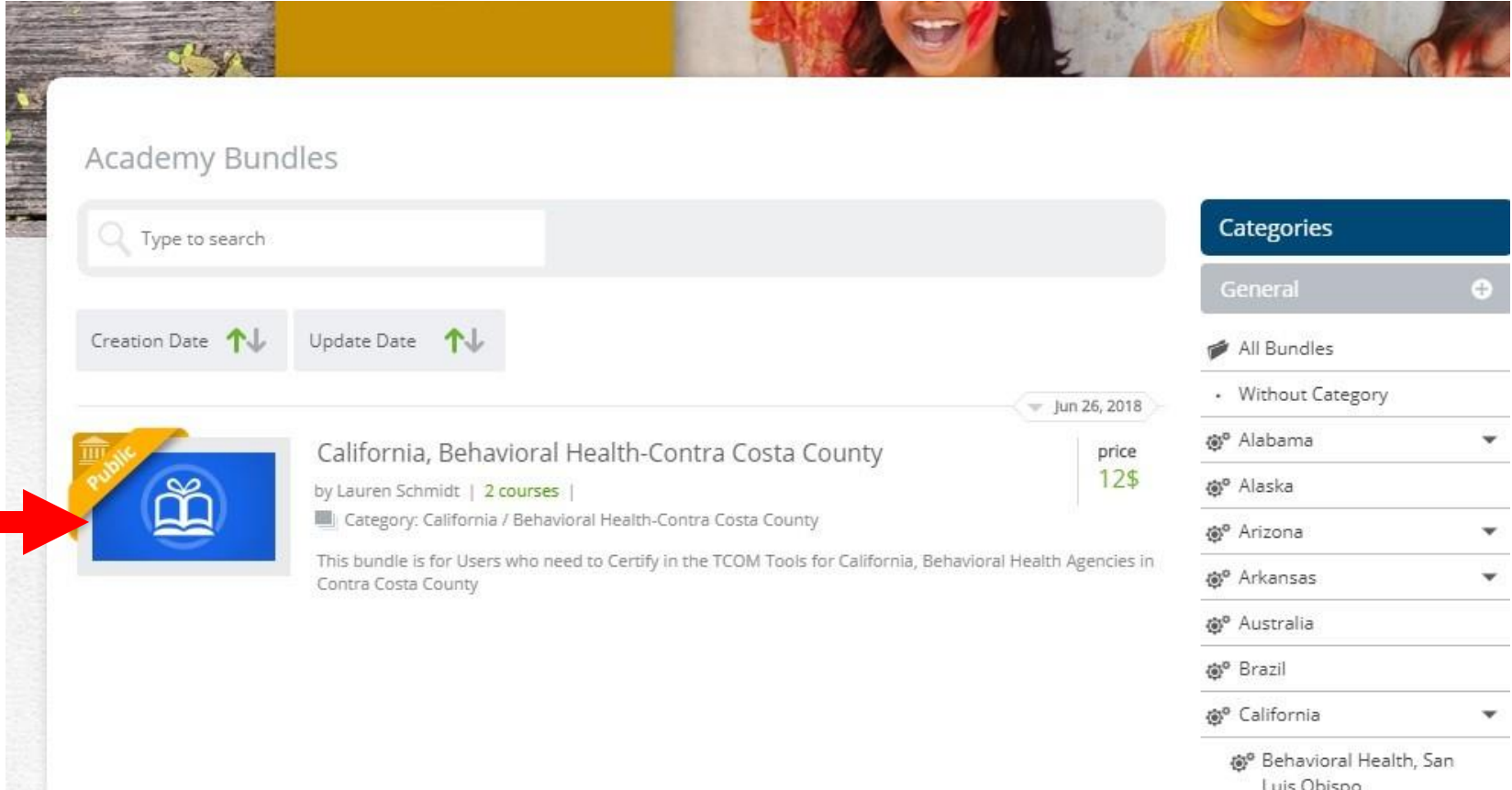
Day View Week View Month View My events Type Zip Code or Address View All Events >

July 2019 today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10 6a CANS-NY General Training	11 6a CANS-NY Supervisory Training	12 9a Contra Costa County Child and Adolescent Needs and Strengths (CANS)	13	14

Enrolling in the “At-Home” Training

- Click on “California, Behavioral Health- Contra Costa County”



The screenshot displays the 'Academy Bundles' interface. At the top, there is a search bar with the placeholder text 'Type to search'. Below the search bar are two filter buttons: 'Creation Date' and 'Update Date', each with an up/down arrow icon. A date filter 'Jun 26, 2018' is also visible. The main content area shows a list of bundles. The first bundle is 'California, Behavioral Health- Contra Costa County', which is highlighted with a red arrow. This bundle is marked as 'Public' and is priced at '12\$'. It is authored by 'Lauren Schmidt' and contains '2 courses'. The category is 'California / Behavioral Health- Contra Costa County'. A description below the bundle states: 'This bundle is for Users who need to Certify in the TCOM Tools for California, Behavioral Health Agencies in Contra Costa County'. On the right side of the interface, there is a 'Categories' sidebar with a 'General' section and a list of categories including 'All Bundles', 'Without Category', and various states like 'Alabama', 'Alaska', 'Arizona', 'Arkansas', 'Australia', 'Brazil', and 'California'. The 'California' category is currently selected.

Enrolling in the “At-Home” Training



This bundle is offered by:  Praed Foundation
Collaborative Training Website (CANS)

Redeem

\$12 /annually

# of Users	Per User	Total
<input type="text" value="1"/>	\$12	\$12

Buy Now



California CANS 50 1.0

- Enter the promo code in the box.
****If you do not already have a promo code, email your name and the name of the agency or clinic you work at to CANSPSC@cchealth.org***
- Select *Redeem*
- Once a valid promo code has been entered, the price will change to *Free* and you can select *Enroll*
- Click on the course

Enrolling in the “At-Home” Training

The screenshot shows a web interface for a training catalog. At the top, there are navigation tabs: Home, MC, Training, Content, Tools, Manage, My School. Below the navigation is a filter bar with options: All Active, All Languages, Alphabetical A-Z, Creation Date, Update Date, and Priority. A date filter is set to Nov 8, 2018. The main content area displays three course cards:

- Action Planning Development** (Public): 13 steps | 3 reviews. Description: This training goes over the approach for translating a completed TCOM tool (CANS, ANSA, FAST, etc...) into an Action Plan (e.g., case, service, treatment plan). Date: Nov 8, 2018.
- Contra Costa CANS 1.0** (Private): 65 steps | No reviews. Description: This is the Contra Costa CANS Certification Course. Your Total Progress: [Progress Bar] Total Time: 1:40:59. Date: Aug 9, 2018. A red arrow points to this course.
- California CANS 50 1.0** (Private): 31 steps | 3 reviews. Description: This is the California CANS 6-21 Certification Course. Your Total Progress: [Progress Bar] Total Time: 0:10:02. Date: Jul 5, 2018.

On the right side, there is a sidebar with a search filter for 'All Courses' and a list of states/regions with gear icons: Alabama, Alaska, Arizona, Arkansas, Australia, Brazil, Canada, Casey Family Pr, Colorado, Compliance Co, Connecticut, Delaware, District of Colu (Washington D), England, Florida.

- Select “Contra Costa CANS 1.0” **OR** “Contra Costa ANSA 1.0” depending on the training you need.

Navigating the “At-Home” Training

- Make sure to download the **CANS** or **ANSA Manual** and other helpful guides in the “Supplemental materials” section if you don’t have them already
- You will need to reference your **CANS** or **ANSA Manual** when doing the test

Home Me Training Content Tools Manage My School EN

Contra Costa CANS 1.0

65 Steps 4 Supplemental materials

Total Progress Total Time 1:45:34 Completed 1 time(s)

About 65 Steps 4 Supplemental materials Discussion Board

Supplemental Materials: search

Contra Costa Behavioral Health Services Child and Adolescent Needs and Strengths Ages Birth-21

Domain: Introduction

Download

CANS User Tip Sheet

Domain: Introduction to Training

Download

TCOM Needs and Strengths

Domain: Action Levels for Strength Items

Download

TCOM Training Tips Test Taking Tips

Domain: Test Taking Tips

Download

Navigating the “At-Home” Training

- Review the videos, materials and practice quizzes in the “Steps” section
- Simply click on a domain title, i.e., “Introduction” to review that domain.
- You do not have to complete the domains in order
- **The final step will be the “Certification Exam”**

The image displays two screenshots of the Schoox training interface. The left screenshot shows a list of domains under the 'Steps' section. The domains listed are: Domain 1: Introduction to Training (Step 1, Completed), Domain 2: Introduction (Step 2, Completed), and Domain 3: TCOM Overview: Five Decision Points of Care. The right screenshot shows a continuation of the steps, including Domain 46: Test Taking Tips (Step 63, Pending!), Vignette 1: Practice Exam (Step 64, Pending!), and Vignette 2: Certification Exam (Step 65, Completed). Red arrows point from the text in the left box to the 'Steps' tab, the 'Introduction' domain, and the 'Certification Exam' step.

Taking Your Certification Test

- Click “Start Vignette” to begin the Certification Exam

Vignette: Certification Exam

For the course: Contra Costa County ANSA 1.0 [Back to Course](#)

Vignette Assumption

When completing the vignettes, there is a vignette assumption. That is, when reading assume that a full assessment has been done and no mention of a need is 'no evidence'. This is the standard quality assurance if it is not documented it does not exist assumption. What that means, then if there is no mention of a need, the rating should be a '0'. If there is no mention of a strength, then the rating should be a '3'. So, no mention of any suicide risk would result in a rating of '0' on Suicide Risk. No mention of any talents or interests would result in a rating of '3' on Talents/Interests.

Another way to think about it is to start the assessment with all 0 ratings on the Needs and all 3 ratings on the Child/Youth Strength and then you look for evidence to adjust scores accordingly using the action levels. Caregiver ratings use the Need action levels for the vignettes.

Ordinarily certain items would have an N/A option (for example Job Functioning for an underage child, or Foster Caregiver for a child not in foster care). For the purposes of this test please rate such items as '0' for needs and as '3' for strengths.

Good luck!

[Start Vignette](#)

Taking Your Certification Test

1. The case vignette will be at the top of the screen for you to read.

2. You will score each item below, organized by domains

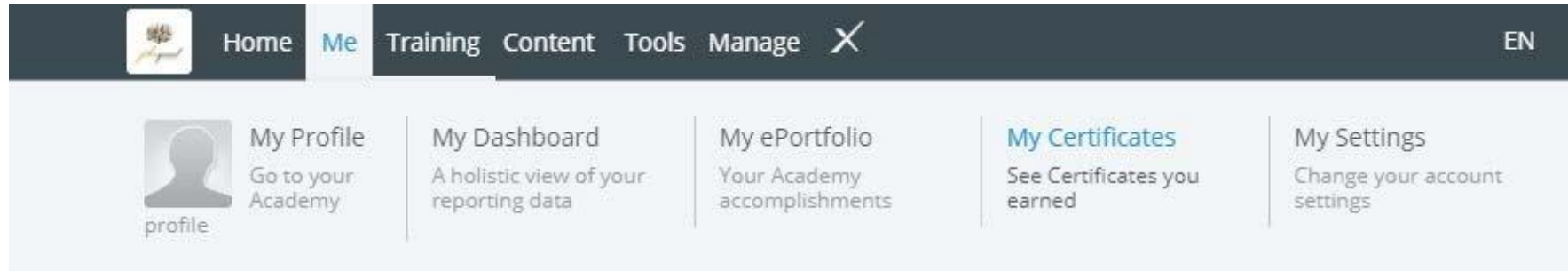
The screenshot displays a test interface for 'Contra Costa County ANSA 1.0'. At the top right is a 'Leave Vignette' button. Below the course title is a 'Vignette Assumption' header with a right-pointing arrow. The 'Story:' section contains two paragraphs of text about a character named Tanner. Below the story is a progress bar showing '01:59:44' and 'Section: #1 of 5'. At the bottom, there are two scoring tables. The first table, titled 'Strengths', has a green background and shows '0, Centerpiece strength. Central to planning'. The second table, titled 'Family Strengths', has a blue background and shows a score of 0 out of 4, with four radio buttons.

3. Once you are ready to move on to the next domain, click “Next Section”

- You can always go back to a previous section when you need to

Taking Your Certification Test

- Once you score a .70 or higher on your certification test, you will automatically be assigned your CANS or ANSA certificate which is valid for a year from your test date.
- To access your CANS or ANSA certification at anytime, go to the Schoox home page and hover over “Me” at the top of the page.
- Click on “My Certificates”



Accessing Your Course

You do not need to complete your course in one sitting. If you log out of Schoox, you can log back in at a later time and pick up where you left off by doing the following:

- Hover your mouse over “Training” and the following row of options should appear
- Click on “Courses”

The screenshot shows the Schoox website interface. The top navigation bar includes 'Home', 'Me', 'Training', 'Content', 'Tools', 'Manage', and 'My Schoox'. A dropdown menu is open under 'Training', showing options: 'My Training', 'Courses', 'Bundles', 'Curricula', and 'Events'. A red arrow points from the 'Training' menu item to the dropdown, and another red arrow points from the 'Courses' option to the calendar below. The calendar is titled 'Hi Claire' and shows a monthly view for July 2019. The calendar grid has columns for days of the week (Mon-Sun) and rows for dates (1-14). Training events are listed in blue boxes: '6a CANS-NY General Training' on Wednesday, '6a CANS-NY Supervisory Training' on Thursday, and '9a Contra Costa County Child and Adolescent Needs and Strengths (CANS)' on Friday.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10 6a CANS-NY General Training	11 6a CANS-NY Supervisory Training	12 9a Contra Costa County Child and Adolescent Needs and Strengths (CANS)	13	14

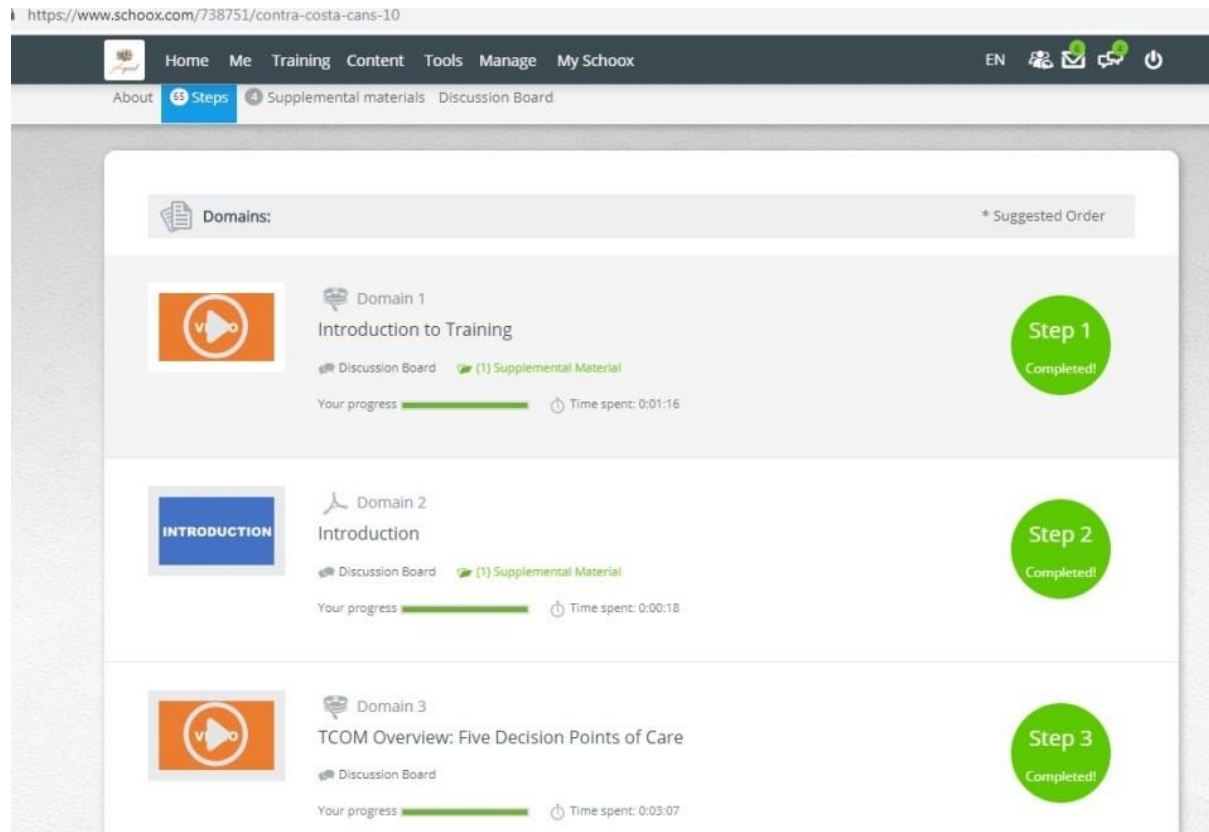
Accessing Your Course

The screenshot shows a user interface with a dark navigation bar at the top containing 'Home', 'Me', 'Training', and 'Content' with a close icon. Below the navigation bar, there are four course listings. The first two listings, 'Contra Costa County CANS 101 Training' and 'Contra Costa County ANSA 101 Training', are marked with a red 'no' symbol. The third listing, 'Contra Costa CANS 1.0', is circled in green and has a green arrow pointing to it from the right. The fourth listing, 'California CANS 50 1.0', is also marked with a red 'no' symbol. Each listing includes a logo, a title, a step count, a progress bar, and a total time.

- Select **“Contra Costa CANS 1.0”** OR **“Contra Costa ANSA 1.0”**

Accessing Your Course

You can skip to the step where you left off to continue with the training course



Certification Exam Tips

- USE YOUR MANUAL! It will provide you with clear definitions of each item and corresponding ratings.
- You are encouraged to ask questions and receive support from coworkers or trainers.
- Copy the vignette and paste it into a word doc so you can highlight important content or write notes.
- If you start a new vignette or restart the certification exam, you may receive a DIFFERENT vignette than the one you read before. Make sure to note which vignette you are rating.
- Remember that Strengths are rated differently than the other domains.