


| <b>BHS Policies and Procedures</b>   |  |
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|  <p style="margin-top: 10px;">City and County of San Francisco<br/>Department of Public Health<br/>San Francisco Health Network<br/>BEHAVIORAL HEALTH SERVICES</p>  | <p>1380 Howard St., 5<sup>th</sup> Flr<br/>San Francisco, CA 94103<br/>(628) 754-5900<br/>FAX (628) 754-9585</p>                                       |
| <p><b>Policy or Procedure Title: CANS and PSC-35 Implementation</b></p>  |  |
| <p>Issued By: <span style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block; text-align: center;">DocuSigned by:<br/><i>Maximilian Rocha</i><br/>EB51A346C32641B...</span></p> <p>Maximilian Rocha<br/>Director of Systems of Care, Behavioral Health Services</p> <p>Date: October 15, 2024</p> | <p>Manual Number: 3.10-13</p> <p>References: BHIN 18-007, 18-029, and 18-048, and <i>Katie A. v. Bonta, et al.</i>; <i>All County Letter 15-11</i></p> |

**Substantive Revision. Replaces 3.10-13 of August 4, 2020.**

**Equity Statement:** The San Francisco Department of Public Health, Behavioral Health Services (BHS) is committed to leading with race and prioritizing Intersectionality, including sex, gender identity, sexual orientation, age, class, nationality, language, and ability. BHS strives to move forward on the continuum of becoming an anti-racist institution through dismantling racism, building solidarity among racial groups, and working towards becoming a Trauma-Informed/Trauma Healing Organization in partnership with staff, members, communities, and our contractors. We are committed to ensuring that every policy or procedure, developed and implemented, leads with an equity and anti-racist lens. Our policies will provide the highest quality of care for our diverse members. We are dedicated to ensuring that our providers are equipped to provide services that are responsive to our members’ needs and lived experiences.

**Purpose/Background:**

Establishes documentation requirements to ensure compliance as specified in *DHCS' MHSUDS INFORMATION NOTICE NO.: 17-052, 18-007, 18-029, and Katie A. v. Bonta, et al.*; *All County Letter 15-11*.

**Scope:**

This policy and procedure is applicable to all Behavioral Health Services (BHS) Children, Youth, and Families System of Care (CYF) civil service and contracted providers who complete a comprehensive mental health assessment prior to the start of planned *specialty mental health services* to children and youth ages 0 thru 20. Furthermore, elements of this policy and procedure are also applicable to *designated* civil service and contracted providers serving children, youth, or Non-Minor Dependents who are already in foster care and are not currently receiving specialty mental health service who require mental health screening.

**Policy:**

All CYF civil service and contracted providers are required to be CANS certified before administering the Child and Adolescent Needs and Strengths (CANS) Assessment. BHS Quality Management will track that CYF Providers are CANS certified. All providers are required to be CANS or ANSA certified before administering the CANS and are responsible for maintaining their annual certification status. For providers

who are newly hired, certification from other counties is acceptable as long as this has not expired.

**Procedure:**

Training:

The CANS Certification Instructions are located on the BHS website: [CANS-ANSA Certification Instructions.pdf \(sf.gov\)](#). The PRAED foundation is the only certifying body [<https://praedfoundation.org/training-and-certification>]. To become CANS certified, providers need to first create an account with the PRAED Foundation, <https://www.schoox.com/academy/CANSAcademy/register>.

Timeframe:

The *CANS CYF 0 thru 5 Assessment*, *CANS CYF 6 thru 20 Assessment*, and *PSC-35* are to be completed:

- 1) The *CANS and PSC-35 Initial* is to be completed at initial intake and/or should be completed as soon as possible after Episode Opening
- 2) The *CANS and PSC-35 Update* is to be completed:
  - Every 6 months from the completion date of the Initial CANS/PSC-35 assessment until member discharge
  - When there is clinically significant change
- 3) The *CANS and PSC-35 Closing* is to be completed:
  - Upon discharge of each member and if the case has been opened for more than 30 days after Episode Opening.

**Age Range:**

*PSC-35* is to be completed by the caregiver or legal guardian for members ages 3 to 18. *CANS CYF 0 thru 5 Assessment* is to be completed for children ages 0 through 5 years. *CANS CYF 6 thru 20 Assessment* is to be completed for children and youth ages 6 through 20 years who are receiving services from a CYF provider.

**Documentation:**

The programs responsible for completing a comprehensive mental health assessment are also responsible for completing the applicable CANS Assessment and PSC-35. If more than one program is serving the same member: (1) For the CANS, the provider who first starts seeing the member is responsible for ensuring the initial CANS and subsequent 6-month updates are completed, and (2) for the PSC-35, then programs must coordinate with one another and identify which program will complete the required initial PSC-35 and updates thereafter. Providers will complete the appropriate CANS directly in the electronic health record; they may use the paper version but must also enter the information into the electronic health record. CANS Ratings from a previous CYF CANS Assessment completed within the last 12 months can be “pulled forward” to assist with the completion of a current CYF CANS Assessment. For the PSC-35, if the form is unable to be completed, providers must select the reason on the form. The form notes the following reasons for decline:

- 1) Minor Consent/No Known Caregiver;
- 2) Parent/Caregiver refused or declined to complete form; and
- 3) Parent/Caregiver unavailable to complete form. CANS and PSC-35 forms, training manuals, and other information can be found here: [Behavioral Health Services Provider Portal | San](#)

[Francisco \(sf.gov\)](https://sf.gov) under the “CANS and ANSA quality improvement and measurement documents” section.

- Data entry
  - Mandatory inclusion of Member (Client) Index Number (CIN) (per IN-20-003)

**Beneficiaries who have Presumptive Transfer or Waivered status:** Members residing in San Francisco with Presumptive Transfer of Medi-Cal shall receive the appropriate CANS Assessment and PSC-35 as described above.

**Contact Person:**

Director of Children, Youth, & Families System of Care, 628-754-9518

**Attachment(s):**

- **Child and Adolescent Needs and Strengths SAN FRANCISCO: CANS – SF 3.0 Ages 0 thru 5; and 6 through 20 Years-Old:**[CANS-SF Manual 3.0, Ages 0-5](#)
- [CANS-SF Manual 3.0, Ages 6-20](#)

**Pediatric Symptom Checklist (PSC-35):**

- [PSC-35 Checklist](#)
- [PSC-35 Checklist Overview](#)
- [PSC-35 Scoring Sheet](#)

**Distribution:**

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