NEW YORK STATE OF OPPORTUNITY. Office for People With Developmental Disabilities

Requirement for CANS/CAS Assessment Fact Sheet

State laws and regulations require that an assessment chosen by OPWDD must be used to review and record a person's strengths and needs as a condition of receiving OPWDD services[1].

To conduct these required assessments, OPWDD uses the Child and Adolescent Needs and Strengths (CANS) for individuals ages 17 and younger, and the Coordinated Assessment System (CAS) for individuals ages 18 and older. These person-centered assessment tools are very effective at helping OPWDD to learn more about the strengths and needs of people with intellectual and/or developmental disabilities. Participation from you and/or people who are close to you is necessary. The CANS or CAS will provide important information to your Care Manager/Qualified Intellectual Disabilities Professional (QIDP) to assist with care planning and connecting you with appropriate services. Completion of the CAS assessment is required for adults, prior to the authorization of OPWDD services.

Your Care Manager/QIDP will discuss the results of the CANS or CAS with you, your family (as appropriate), and your providers (on an as-needed basis), to assist you in making a Life Plan that takes into account your opinions about your strengths, needs, goals, likes, and dislikes.

Your Care Coordination Organization (CCO) or residential setting will be notified when you've been assigned for assessment. Your Care Manager/QIDP will notify you about your assessment assignment, and will help make sure your assessment is completed as timely as possible. You will receive a phone call from a trained assessor who works for OPWDD, or New York Medicaid Choice (also known as Maximus), an OPWDD-approved organization that has assessors completing assessments for OPWDD. The assessor will give you more information about the process and answer any of your questions. The assessor will also schedule a meeting to talk to you and complete the CANS or CAS. If you have recently been deemed eligible for OPWDD services, an assessor will be reaching out in a week or so to schedule your assessment.

The conversation with the assessor will cover different areas of your life, such as health (how you feel), moods and reactions to experiences and people in your environment, relationships (i.e., friends, family and people you may like or dislike), and how you feel about your life (i.e., what you would like to change and what you would keep the same). The assessor will also be talking about your life goals, that is, what you would like to be or want to do. The conversation length may vary, and, if you need a break, you can take one at any time.

Please be advised that assessment meetings are occasionally selected for a routine OPWDD CANS/CAS Field Observation (CFO). OPWDD is committed to ensuring that assessors are conducting quality assessments, in order to best identify care planning needs, supports, and services. For this reason, it is necessary for us to routinely review an assessor's work by observing their process. This means that an OPWDD Field Observer (FO) may sit in and observe the assessment meeting. The FO would not actively participate in the interview, but would be there to listen and observe the assessor's process. As with any assessment, the person's private information will be protected as per OPWDD's Privacy Practices.

Because the assessment is being conducted by an OPWDD-approved organization, the assessor is also authorized to look at some of your medical and service records (i.e., Person-Centered Service Plan, such as a Life Plan, doctor's notes, etc.) to help answer some of the

[1] *See*, e.g., NY Soc. Serv. §366(7)(f); 14 NYCRR §636-1.6,

assessment questions. Supporting documentation should be provided to the assessor prior to or on the day of the assessment.

CAS Assessment Process Outline (If You are Over Age 18):

Step 1. An assessor will contact you to schedule a meeting with you (and your family or other support, if applicable). You may let the assessor know if you would like someone close to you, such as a family member, friend, or Legal Guardian(s), with you for support during the assessment. It is important that the CAS assessment is scheduled on a day, time, and at a location that best meets your needs.

Step 2. If you have a Care Manager/QIDP, the assessor will notify them of the date, time, and location of your scheduled meeting, as well as if you have requested anyone else to be present. The Care Manager may attend if you like, however their attendance is not mandatory.

Step 3. The Care Manager/QIDP will share this information and coordinate participation with anyone you have requested to be present, as well as actively involved family members or Legal Guardian(s) if applicable.

Step 4. Following your participation in the assessment, the assessor will talk to someone who knows you well. This person is someone that has known you for at least three months and sees you at least weekly. The assessor may also contact your advocate, actively involved family member or Legal Guardian(s) to collect additional information.

Step 5. Following completion of the assessment, your Care Manager/QIDP will schedule time to share, review, and discuss the CAS output summaries with you and your supports (parent/advocate or Legal Guardian, etc.), as appropriate. The Care Manager/QIDP will document their input as part of the assessment process and will use this information in the development of your Person-Centered Service Plan (i.e., Life Plan). If you have not yet enrolled in a CCO, your Care Manager/QIDP is responsible for reviewing your CAS summaries with you within 30 days of your CCO enrollment.

Step 6. If any concerns or discrepancies are identified after the assessment has been completed, the Care Manager will also document this as part of the assessment review.

CANS Assessment Process Outline (If You are 17 Years of Age or Younger):

Step 1. An assessor will contact your parent(s) or guardian(s) to schedule a meeting.

Step 2. If you have a Care Manager/QIDP, the assessor will notify them of the date, time, and location of your scheduled meeting. The Care Manager/QIDP may attend if you like, however, their attendance is not mandatory.

Step 3. The assessor will meet with your parent/guardian for an interview and would also like to meet with you. You are welcome to participate as much or as little as you feel comfortable.

Step 4. Following completion of the assessment, your Care Manager/QIDP will schedule time to share, review, and discuss the CANS Strengths and Needs Report with you, your parent/guardian, and other supports if applicable. The Care Manager/QIDP will document their input as part of the assessment process and will use this information in the development of your Person-Centered Service Plan (i.e., Life Plan). If you have not yet enrolled in a CCO, your Care Manager/QIDP is responsible for reviewing your CANS Strengths and Needs Report with you within 30 days of your CCO enrollment.

Step 5. If any concerns or discrepancies are identified after the assessment has been completed, the Care Manager/QIDP will also document this as part of the assessment review.

If you have any questions regarding the CANS or CAS, please call OPWDD at (518) 473-7484.

For more information about the CANS or CAS, please visit the OPWDD website:

https://opwdd.ny.gov/providers/assessments

CANS:
https://opwdd.ny.gov/providers/child-and-adolescent-needs-and-strengths-cans-assessment

CAS:
https://opwdd.ny.gov/providers/coordinated-assessment-system-cas