



LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH
hope. recovery. wellbeing.

Early & Periodic Screening, Diagnostic & Treatment (EPSDT)

Child & Adolescent Needs & Strengths (CANS) Assessment

Pediatric Symptom Checklist (PSC) Assessment

User Manual

Version 2019.2

June 19, 2019

I. Access the Application

Step 1- Open the web browser (Microsoft Internet Explorer or Edge).

Step 2- Type the following link: <https://dmhepsdt.dynamics365portals.us>

Step 3- Add the link to Favorites (Optional).

Step 4- Enter your username and password. Click Sign in.

Early & Periodic Screening, Diagnostic & Treatment

Sign In

* Username

* Password

Remember me?

Sign in

[Forgot your password?](#)

Step 5- Check your email for the security code. Enter security code. Click Verify.

Enter security code

Code

Check your email for the security code.

Verify

II. Main Page and Client Search

Once you sign-in, you will see the main page.

Step 1- Click on Client Search on the top right

Client Search

Manual

Release Notes

Step 2- On the Client Search page, type in client's first name, client's last name, or client's ID in the Search bar.

Client Search

Client ID **First Name** **Last Name** **Date Of Birth** **Gender**

III. Client Search (Continued)

Step 1: Find the client you would like to add, edit, view, or delete an assessment.

Step 2: Click on the caret symbol on the right side of each assessment and a dropdown will appear.


Step 3: Click on View PSCs or View CANs.

Client ID	First Name	Last Name	Date Of Birth	Gender	
2494631	██████	██████████	██████	███	
2726321	██████	██████	██████	███	View PSCs View CANs Client Details
5208032	██████	██████	██████	██████	

IV. Pediatric Symptom Checklist (PSC)

Refer to page 4 on instructions on how to search for a client whose PSC assessment you would like to view, edit, delete, or add a new one.

To view, edit, or delete existing assessment, click on the caret symbol on the right of each assessment and click View, Edit, or Delete. To easily find your desired assessment you may sort by a specific category by clicking on the title header (ex. Click on Assessment Date for the dates to be ordered in descending order).

PSC ID	Status	IBHIS Client ID	Assessment Type ↑	Assessment Date ↓	Provider Number	Practitioner Reviewing (NPI)	Created By	Created On	Modified By	Modified On	
2-19-20190620-000015	Active	2494631	Initial	6/3/2019	1234B	1234567890	Sharon Vinh	6/19/2019 5:31 PM		6/19/2019 5:31 PM	 View Edit Delete

To create a new assessment, click on Add PSC on the top right.

Pediatric Symptoms Checklist

Add PSC

Add CANS


Add New PSC Assessment:

Click on “Add PSC” on the top right. A pop-up window called Add PSC will appear. The red asterisks (*) indicates required fields. Fill in all the required fields under the Administrative Information and Pediatric Symptom Checklist sections. Scroll-down and press **Submit** to save all your work.


Add PSC

2494631

Assessment Type *

Initial 

Assessment Date *

6/3/2019 

Practitioner Reviewing (NPI) *

1234567890

Provider Number *

1234B

Caregiver declined to respond

Caregiver did not respond to all required questions

Respondent Name *

John Doe

Respondent Relationship *

Agency Staff 

Pediatric Symptom Checklist

1. Complains of aches and pains

0 - Never 

Edit PSC:

Click "Edit", a pop-up window called Edit will appear, make necessary edits, scroll down and press "Submit" to save changes.

 Edit

Administrative Information

IBHIS Client ID

2494631

PSC ID

2-19-20190620-000015

Assessment Type *

Initial

Assessment Date *

6/3/2019

Practitioner Reviewing (NPI) *

1234567890

Provider Number *

1234B

Caregiver declined to respond

Caregiver did not respond to all required questions

Respondent Name *

John Doe

Respondent Relationship *

Agency Staff



Pediatric Symptom Checklist

View Details of PSC:

Click on "View", a pop-up window called View Details will appear, scroll down to view details then close the window.

 View details

Administrative Information

IBHIS Client ID

2494631

Assessment Type *

Initial

Practitioner Reviewing (NPI) *

1234567890

Caregiver declined to respond

Respondent Name *

John Doe

PSC ID

2-19-20190620-000015

Assessment Date *

6/3/2019

Provider Number *

1234B

Caregiver did not respond to all required questions

Respondent Relationship *

Agency Staff

Pediatric Symptom Checklist

Delete/Deactivate PSC Assessment:

Click on “Delete”, a pop-up window called Deactivate will appear. Click the “Delete” button to confirm deletion/deactivation or click “Cancel” to cancel the deletion/deactivation.

Deactivate



Are you sure you want to delete this record?

Delete

Cancel

V. Child and Adolescent Needs and Strength (CANS)

Refer to page 4 on instructions on how to search for a client whose CANS assessment you would like to view, edit, delete, or add a new one.

To view, edit, or delete existing assessment, click on the caret symbol on the right of each assessment and click Edit, Delete, or View. To easily find your desired assessment you may sort by a specific category by clicking on the title header (ex. Click on Assessment Date for the dates to be ordered in descending order).

CANS ID	Status	IBHIS Client ID	Assessment Type ↑	Assessment Date ↓	Provider Number	Assessing Practitioner (NPI)	Created By	Created On	Modified By	Modified On	
1-19-20190611-000002	Active	2494631	Initial	6/11/2019	1234A	1111111111	Justin Taylor	6/11/2019 2:06 PM	Sharon Vinh	6/11/2019 2:27 PM	▼

- View
- Edit
- Delete

To create a new assessment, click on Add CANS on the top right.

Child and Adolescent Needs and Strengths

[Add CANS](#) [Add PSC](#)

Create New CANS Assessment:

Click on “Add CANS” on the top right. A pop-up window called Add CANS will appear. The red asterisks (*) indicates required fields. Fill in all the required fields under the “Administrative Information” and “Child and Adolescent Needs and Strengths” sections. Scroll-down and press “Submit” to save all your work.

Add CANS

Administrative Information

IBHIS Client ID

2494631

CANS ID

—

Assessment Type *

Assessment Date *

Assessing Practitioner (NPI) *

Provider Number *

Client has a caregiver *

Contributor Name

Contributor Relationship

Edit CANS:

Click "Edit", a pop-up window called Edit will appear, make necessary edits, scroll down and press "Submit" to save changes.



Administrative Information

IBHIS Client ID

2494631

CANS ID

1-19-20190611-000002

Assessment Type *

Initial

Assessment Date *

6/11/2019

Assessing Practitioner (NPI) *

1111111111

Provider Number *

1234A

Client has a caregiver *

Yes

Contributor Name

Toyota

Contributor Relationship

Other

View Details of CANS:

Click on “**View**”, a pop-up window called View Details will appear, scroll down to view details then close the window.

 [View details](#)

Administrative Information

IBHIS Client ID

2494631

CANS ID

1-19-20190611-000002

Assessment Type *

Initial

Assessment Date *

6/11/2019

Assessing Practitioner (NPI) *

1111111111

Provider Number *

1234A

Client has a caregiver *

Yes

Contributor Name

Toyota

Contributor Relationship

Other

Delete/Deactivate CANS Assessment:

Click on “Delete”, a pop-up window called Deactivate will appear. Click the “Delete” button to confirm deletion/deactivation or click “Cancel” to cancel the deletion/deactivation.

Deactivate



Are you sure you want to delete this record?

Delete

Cancel