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 2021.1

February 17, 2021

I. Access the Application

Step 1- Open the web browser.

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

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

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

Early & Periodic Screening, Diagnostic &Treatment

Sign In   Sign In With An External Account

* Username   [   ]   [Azure AD]

* Password   [   ]

                □ Remember me?

                [Sign in] [Forgot your password?]

Check your email for the security code. Enter security code. Click Verify.

Enter security code

Code [   ]

Check your email for the security code.

Verify

b. If your account has been converted to Azure Active Directory, click the Azure AD button. You can use your existing Active Directory credentials to access the application.

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

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 CANSs.

Client ID	First Name	Last Name	Date Of Birth	Gender	
▬	▬	▬	▬	▬	⌄
▬	▬	▬	▬	▬	View PSCs
▬	▬	▬	▬	▬	View CANSs
					Client Details

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	███	Initial	6/3/2019	███	███	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.

Administrative Information

IBHIS Client ID

███████

PSC ID

—

Assessment Type *

Assessment Date *

Practitioner Reviewing (NPI) *

Provider Number *

☐ **Caregiver declined to respond**

☐ **Caregiver did not respond to all required questions**

Respondent Name *

Respondent Relationship *

Pediatric Symptom Checklist

Add PSC Administrative Close Assessment:

Click on "Add PSC" on the top right. A pop-up window called Add PSC will appear. Select Administrative Close from the Assessment Type drop-down. 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

Administrative Information

IBHIS Client

███████████

PSC ID

—

Assessment Type *

Administrative Close

Assessment Date *

Administrative Close Reason *
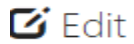
Practitioner Reviewing (NPI) *

Provider Number *

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

▓▓▓▓▓▓▓▓

PSC ID

2-19-20200831-000024

Assessment Type *

Initial

Assessment Date *

8/5/2020

Practitioner Reviewing (NPI) *

▓▓▓▓▓▓▓▓ ✖ 🔍

Provider Number *

▓▓▓▓ ✖ 🔍

☐ **Caregiver declined to respond**

☐ **Caregiver did not respond to all required questions**

Respondent Name *

NIO

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	▬▬	Initial	6/11/2019	▬▬	▬▬	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

▬▬▬▬▬

CANS ID

—

Assessment Type *

▾

Assessment Date *

📅

Assessing Practitioner (NPI) *

🔍

Provider Number *

🔍

Client has a caregiver *

▾

Contributor Name

Contributor Relationship

▾

Add CANS Administrative Close Assessment:

Click on "Add CANS" on the top right. A pop-up window called Add CANS will appear. Select Administrative Close from the Assessment Type drop-down. 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

███████

CANS ID

—

Assessment Type *

Administrative Close

Assessment Date *

Administrative Close Reason *

Assessing Practitioner (NPI) *

Provider Number *

Edit CANS:

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

███████████

CANS ID

1-19-20190701-000012

Assessment Type *

Re-assessment

Assessment Date *

7/1/2019

Assessing Practitioner (NPI) *

████████████   ✖ 🔍

Provider Number *

██████   ✖ 🔍

Client has a caregiver *

Yes ▾

Contributor Name

Contribution Name A

Contributor Relationship

Caregiver ▾

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