



# Client Information & FAQs About ICANS

## What is ICANS?

ICANS is an electronic, internet-based system used to administer and manage the Children and Adolescent Needs and Strengths (CANS) Assessments in Idaho.



## Why do I want my child's information available in ICANS?

The Child and Adolescent Needs and Strengths (CANS) is a tool for measuring your child and family's needs and strengths. The CANS is used in Idaho to help determine a child or youth's level of functional impairment and guide treatment planning decisions. In Idaho, the ICANS system uses the information from the CANS Assessment to help clinicians and other providers of children mental health services recommend the appropriate level of care.

To participate in or receive certain state-funded programs, such as the Youth Empowerment Services (YES Program), a child/youth will need to complete a CANS Assessment.

ICANS is the Idaho approved platform to administer and score the CANS. By not allowing your child's information to be available in the ICANS system your child may not be able to access certain state-funded services or programs.

Permitting your child's information to be entered into the ICANS system allows it to be available to authorized providers and staff to make more informed, collaborative decisions regarding your child's mental health services and care.

## Why do I need to complete and sign the informed consent?

By completing and signing the informed consent release form, you allow the agency listed to enter your child's information into the ICANS system.

Without the completed and signed informed consent release form, your provider cannot enter your child's information into the ICANS system.

## Who may input my child's information into the ICANS system?

The agency that you have named at the top of the informed consent release form has permission to add your child's information to ICANS.

## Who will have access to your child's information in ICANS?

Authorized users may have access to your child's information in ICANS.

An authorized user is an individual designated by a provider agency or Idaho Department of Health and Welfare Division of Behavioral Health needing to access ICANS for their job.

Examples of potential authorized users may include, but are not limited to:

- Division of Behavioral Health Children's Mental Health staff.
- Division of Family and Community Services (FACS) staff, including Developmental Disabilities and Child Welfare if your child is involved in their programs.
- Medicaid and/or Optum staff who are responsible for the coordination, payment, and quality management of behavioral health services in Idaho.
- Independent Assessment providers, who are contracted by Medicaid, who will assess children for eligibility for some state-funded children's mental health services.

All ICANS users must also abide by the ICANS policies and procedures which include Health Insurance Portability and Accountability Act of 1996 ("HIPAA") privacy and security standards. Use of the ICANS system for any other reason is strictly prohibited.

## What information may be viewable by ICANS authorized users?

Limited information entered into the ICANS system is viewable to all authorized users.

Only the following information in the ICANS system **may be shared** with all authorized users:

- Last Name
- First Name
- Birth Date
- Social Security Number\*
- Gender
- Race
- Ethnicity
- Address
- Identifiers (other numbers such as Medicaid ID number)

\*The Social Security Number (SSN) is collected for the purpose of identification of the participants, prevention of duplication of benefits and information. The SSN is a fundamental component for case management and care coordination activities.

*The Department of Health and Welfare is authorized to collect and use social security numbers (SSN) to determine Medicaid eligibility, verify information, and prevent duplicative participation. Providing your SSN may minimize administrative delays associated with the requested service. The Department will not disclose an individual's SSN without the consent of the individual to anyone outside of the Department except as mandated by law. 31 CFR 1.32; 42 CFR §435.910.*

The following information in the ICANS system is **not shared** with authorized users without a specific signed Release of Information:

- Diagnosis(s)
- Any information related to Substance Use.
- Ratings on any of the CANS items.
- Comments entered into ICANS related to the CANS scoring.
- Recommended Level-of-Care outcomes

### **How do I share my child's information between my child's treatment providers?**

A specific completed and signed Release of Information must be completed in addition to the ICANS informed consent release form so that your child's provider can access records completed by another provider agency.

### **What information may be viewable by my child's treatment provider?**

Your child's treatment provider can access any ICANS records for your child that have been entered by that specific provider and/or agency.

Please Note: A specific signed Release of Information must be completed in addition to the ICANS informed consent release form so that your child's provider can access records completed by another provider agency. The following information is available to your child's provider:

- Last Name
- First Name
- Birth Date
- Social Security Number\*
- Gender
- Race
- Ethnicity
- Address
- Identifiers (other numbers such as Medicaid ID number)
- Diagnosis(s)
- Any information related to Substance Use.
- Ratings on any of the CANS items.
- Comments entered into ICANS related to the CANS scoring.
- Recommended Level-of-Care outcomes

### **Can I revoke the ICANS informed consent release form?**

You may revoke the ICANS informed consent release form at any time. This will prevent any future use of ICANS but does not change any action that has already taken place using the informed consent release form.

After the informed consent release form has been revoked, the informed consent release form is no longer valid from that date forward. Copies or exact reproduction of the completed and signed informed consent release form will have the same force and effect as the original.

### **How is my child's privacy protected?**

Information shared through ICANS is protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"); federal regulations governing confidentiality of alcohol and drug abuse patient records, 42 C.F.R. Part 2; 45 C.F.R. Parts 160 & 164; and the Medicaid Act, 42 C.F.R. Part 431, Subpart F.

The ICANS system and participating providers use a combination of safeguards to protect your child's health information.

- Technical safeguards include encryption, password protections, and audit logs that track every participant's use of the system.
- Administrative safeguards include written policies that require limited access to information through ICANS. All participating providers must agree to follow these policies.
- The ICANS Security Safeguards can be found online at: <http://icans.dhw.idaho.gov/ResourcesandUserGuide/tabid/4105/Default.aspx>

All participating providers are also regulated by HIPAA, and other federal and state privacy laws. Providers must also have their own policies and other safeguards in place, including policies to train their staff and limit access to those who have a need to know.

### **Have questions not covered by this flyer or have concerns?**

**Please speak with your local Idaho Department of Health and Welfare Children's Mental Health office.**

[healthandwelfare.idaho.gov](http://healthandwelfare.idaho.gov)



IDAHO DEPARTMENT OF  
HEALTH & WELFARE