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CANS Certification & DARMHA Registration Instructions

Communimetrics Instructions

- FCM's and FCM Supervisors must be certified in the CANS Comprehensive 5-17, while we do not require certification in the CANS 0-5, it is highly recommended that individuals view the videos for the 0-5 CANS.
 1. Go to the website where the CANS certification will be completed:
<http://www.communimetrics.com/CansCentralIndiana>
 2. Register with the site to begin the training and certification test.
 3. Go to "Training" to view the video clips. The video clips will take approximately four hours to complete.
 4. Practice using the CANS prior to attempting the certification test. The practice tests can be found under "Practice Tests".
 5. Take the CANS Comprehensive 5-17 certification test, which can be found under "Certification Tests". You must achieve a .70 or above reliability in order to become certified.
 6. Print out the page that lists your certification number, this number will be needed in the future so please keep it on file.

*To view the correct answers for your CANS practice test follow the instructions below:

1. Login to communimetrics.
2. Click on Practice Tests located on the menu on the left side of the screen.
3. Under the page title (List of Practice Tests) click on the link for Practice Test History.
4. View your completed practice test by clicking on the status of that test (you can only view answers for completed tests), the status is listed in blue.
5. Your answers are in the bubble sheet and the correct answers are listed in green to the right of the items.



Protecting our children, families and future

DARMHA Registration Instructions

The CANS, once complete, will be entered into the on-line system (DARMHA) which will produce recommendations for services. Each individual user must complete the Individual User and Confidentiality Agreement Form to register with DARMHA. DARMHA is set up on a tiered access system, requiring each Local Office to register their Local Office as a Provider with DARMHA before any individual users from their Local Office can register.

Each LOD is required to be the Local Office's designee with DARMHA, the designee will be the main contact within the Local Office and will sign off on all Individual User & Confidentiality Agreement Forms. Along with completing the Provider registration forms the LOD must also register as an individual user in DARMHA. Please follow the instructions below.

Local Office Director DARMHA Designee Registration Instructions

1. Complete the **Provider Site Enrollment Form** to register as the designee for your Local Office in DARMHA.
 - The **Provider Site Enrollment Form** is located at the following web address:
<https://dmha.fssa.in.gov/darmha/Documents/ProviderEnrollmentAgreementForm.pdf>
 - The form was designed for DMHA Providers and the terms used may not be familiar to you as a DCS employee. If you have any questions about what information is needed when filling out the form please see below:
 - Name of Mental Health Provider/ Organization: Your Local Office
 - Provider identification number: Not applicable, please leave blank
 - Type of organization: DCS Local Office
 - Provider/ Organization Address Information: Local Office address
 - Provider/ CEO Printed name: LOD printed name
 - Provider/ CEO signature: LOD signature
 - Provider/ Organization Designee first/last name: LOD first/last name
 - Designee's contact information: LOD contact information

* Please note that as the designee for your Local Office you have to sign all of your employees **Individual User & Confidentiality Agreement Forms**.

2. Security and Confidentiality Policy

- Read the **Security and Confidential Policy**, before filling out the Individual User & Confidentiality Agreement Form.

<https://dmha.fssa.in.gov/darmha/Documents/SecurityandConfidentialityPolicy.pdf>

3. Complete the Individual User & Confidentiality Agreement Form

- In addition to registering your Local Office with DARMHA, you are required to register as an individual user in DARMHA. This will allow you access to the assessments that your Local Office completes, as well as the ability to run reports based on your Local Office's completed assessments.
 - The **Individual User & Confidentiality Agreement Form** is located at the following web address:
<https://dmha.fssa.in.gov/darmha/Documents/IndividualUserConfidentialityAgreement.pdf>

- You must indicate a password on your form in order to register you in the DARMHA system.
- Make sure that you have signed the second page of the form.
- CANS Certification Proof
 - Written proof of your current CANS certification must be sent with your **Individual User and Confidentiality Agreement Form.**
 - The following items will be accepted as CANS certification: Copy of verification from communimetrics website, copy of dated certificate by Dr. Lyons, copy of email from Dr. Lyons, copy of dated paper scored CANS/ANSA from live training, copy of a written signed and dated documentation of certification from Dr. Lyons live training events. See below for CANS certification instructions.

* Your username and password will be e-mailed to you when your forms have been processed.

Individual Registration Instructions (FCM, FCM Supervisors etc.)

1. Security and Confidentiality Policy

- Read the **Security and Confidential Policy**, before filling out forms:
<https://dmha.fssa.in.gov/darmha/Documents/SecurityandConfidentialityPolicy.pdf>

2. Individual User & Confidentiality Agreement Form

- Complete the **Individual User & Confidentiality Agreement Form**
 - The form is located at the following web address:
<https://dmha.fssa.in.gov/darmha/Documents/IndividualUserConfidentialityAgreement.pdf>
 - The following items are **required** in order to process your DARMHA registration:
 - Name
 - E-mail
 - Password
 - Your signature on page 2
 - Your Local Office Director's signature on page 2
 - CANS certification proof (see below for instructions)
 - Import Access: Any clerical workers can get import access to DARMHA without having to be certified in the CANS. They will need to check the "import" box on the second page of the form.
- CANS Certification Proof
 - Written proof of your current CANS certification must be sent with your **Individual User and Confidentiality Agreement Form.**
 - The following items will be accepted as CANS certification:
 - If you are a Super User, your Super User certificate can be submitted as your CANS certification.
 - Copy of CANS certification can be obtained from the communimetrics website two ways:
 1. If you do not know what your certification number is:

- a. Login to the communimetrics website.
 - b. On the left side of the screen there will be a menu, choose the item “view agency certification”.
 - c. You will then be able to search for your certification number using your name.
 - d. Copy your certification number and follow the instructions below.
2. If you know what your Certification number is:
- a. Login to the communimetrics website.
 - b. On the left menu choose the option verify certification
 - c. Type in your certification number and hit “submit”. It will then state that you are certified and the date that your certification expires, please print a copy of that page to fax back to me.

* Your username and password will be e-mailed to you when your forms have been processed.

All forms can be faxed to 317.234.4633 Attn: DARMHA Registration.

Questions

- Questions regarding registration should be directed to the DCS CANS e-mail box at DCS.CANS@dcs.in.gov or DARMHA technical support at darmha@fssa.in.gov