Please dial into the call to hear the audio.

We will start at 2:05PM MST to give everyone time to log in.
· Welcome
· Informed Consents
· Consents (ROI) and Informed Consents
· CANS Certification Renewal
· Password reset link expiring early
· Security Violations
· Updated Agency Agreements
· Questions and Answers
· Adjourn
The Informed Consent must be signed before you enter any client data into ICANS. (This includes activities such as creating a new client or accepting a Referral)

If the parent/guardian/patient refuses to complete the ICANS Informed Consent with your agency, you cannot add the client to ICANS.

- In regards to services dependent on the CANS Assessment being completed, please reach out to the funding source such as Optum for Medicaid or their private insurance carrier for guidance on how to proceed when the parent/guardian/patient refuses to complete the ICANS Informed Consent.

You do not need to upload the Informed Consent into ICANS. Please keep the paper copy of the patient’s completed ICANS Informed Consent with the client record at your agency.

Informed Consents expire after one year. You will need to have the client sign a new Informed Consent if the previous one expired.
CONSENTS (ROI) AND INFORMED CONSENTS

What is the difference between a Consent in ICANS and the Informed Consent?

A Consent in ICANS is a Release of Information (ROI).
- To obtain any clinical information from another agency such as the CANS Assessment, the Release of Information is required. The Release of Information to be used is one your agency is already using to obtain records from other agencies. Please remember to fax/email the Release of Information to the other agency and request they create a Consent and Referral in ICANS to your Agency and correct Facility.

The Informed Consent is a document the client and family sign before anything can be entered into the ICANS system.
- The ICANS system functions by looking over ALL agencies within the system, not just your agency. If the client was already entered into the system by a different agency, a duplicate client check will populate showing client’s demographic information to any authorized user within the ICANS system. It is important that the ICANS Informed Consent is completed and the Parent/Guardian/Patient understand what may be seen by an authorized user.
The CANS Certification is valid for one year. If it is time for you to renew your CANS Certification we have CANS Certification coupon codes available.

A coupon code waves the CANS Certification fee.

To get a coupon code please email the Automation Help Desk at ICANSHelpDesk@dhw.Idaho.gov

Once you receive your renewed CANS Certificate please give a copy to your Agency ICANS Administrator (AIA) who will send it to the Help Desk.
• There is currently a bug in ICANS where password reset links are arriving expired.

• If this happens please contact the Automation Help Desk by email ICANSHelpDesk@dhw.Idaho.gov or phone 208-332-7316
WITS is a secure, HIPAA and CFR42 compliant electronic health record system. As such, those accessing Idaho WITS must have a signed WITS User Agreement, in which the user accepts the terms of Idaho WITS access. Users also acknowledge the requirement to comply with these regulations prior to each WITS login; specific language on the Log-in screen states: "**WARNING:** Access to this system is restricted to authorized users only. Violators subject to imprisonment and/or fine. Continuing beyond this point certifies your understanding and compliance with all applicable restrictions and regulations."

It is critical that any staff with access to WITS should never share their user login, password, and/or PIN with another person. This rule applies even if a staff is acting on behalf of an authorized WITS user. Each staff person for your agency accessing WITS must have their own unique user login, password, and pin.

Please note that any violation of the WITS User Agreement may result in the revocation of your access to Idaho WITS. Furthermore, it is very important to understand that criminal prosecution may be undertaken if the information within WITS is knowingly and intentionally disclosed to anyone who is unauthorized, or if the information is used for fraudulent purposes.
Updated Agency Agreements are available on icans.dhw.Idaho.gov

The ICANS Agency Agreement has been updated to remove the language in Section 11.2 stating "Agreement shall expire after one (1) year from the latest date signed in the signature space below, thereafter unless terminated by either party as provided in this Agreement."

The updated ICANS Agency Agreement has been updated to the following language in Section 11.2: "Agreement End Date. This Agreement shall automatically continue year to year thereafter unless terminated by either party under any of the provisions in section 4.5 as provided in this Agreement."

The ICANS Agency Agreements signed prior to 06/06/2019 using the previous versions of the ICANS Agency Agreement (20181205 and older) will expire one year after the latest date signed.

At the time of expiration, your agency will need to submit a new ICANS Agency Agreement. -OR- Your agency can now submit a new ICANS Agency Agreement using the new version 20190605 to bypass the expiration period.

If your Agency Agreement expires it may impact your ability to access ICANS.
Thank you for attending the ICANS User Group

For input, questions or potential topics:

Automation Help Desk

ICANSHelpDesk@dhw.idaho.gov
(208) 332-7316
(844) 726-7493