Meeting: ICANS Community Provider Setup Q&A – 5/14/2018

Date: May 14, 2018
Time: 3:00pm – 4:00pm (MT)
Location: WebEx online training

Attendees:
- Michelle Buskey – Idaho Department of Health and Welfare (Presenter)
- Cheryl Hawkins – Idaho Department of Health and Welfare
- Amy Korb – Recovery 4 Life

- The DBH Automation Help Desk reviewed:
  - The ICANS.dhw.idaho.gov website
    - The setup packets for Wave 1 and 2
    - Discussed the User Spreadsheet
      - Went over what each of the level of access are and why/when you would assign them to a user
      - Went over requirements for staff having access to sign and finalized a CANS Assessment.
      - Went over what the Agency ICANS Administrator (AIA) is responsible for.
    - Discussed the ICANS technical training schedule for June.
      - The ICANS Targeted Community Agency Training and the ICANS Community Agencies, Partners & IDHW FACS Training cover the same material.
        - The ICANS Targeted Community Agency Trainings are scheduled in the first week of June for Wave 1 and 2 providers.
        - The ICANS Community Agencies, Partners & IDHW FACS Training are scheduled through all of June and July.
    - Showed the ICANS eManual.

- Questions:
  - Do I need to attend the Agency ICANS Administrator (AIA) training in May and the ICANS Targeted Community Agency training?
    - Providers are not required to attend the AIA training in May. Designated AIAs should attend an AIA training in June. The AIA trainings beginning in June will cover AIA responsibilities and processes, as well as the full training on the ICANS system.
    - Wave 1 and 2 providers may attend an ICANS Targeted Community Agency training, or the ICANS Community Agencies, Partners & IDHW FACS Training.
      - Individuals will not be given access to ICANS until they have attended either the an ICANS Targeted Community Agency training, or the ICANS Community Agencies, Partners & IDHW FACS Training, and the Automation Help Desk has their signed ICANS Authorized User agreement on file.