

Secure File Transfer Instructions for Access to Child and Adolescent Needs and Strengths (CANS) Data

Purpose:

The purpose of the Business Intelligence and Child Welfare Statistics Bureau (BICWSB) Secure File Transfer (SFT) portal is to provide a secure and easy method for the California Department of Social Services to provide counties client-level CANS data entered into the Child Welfare Services – California Automated Response and Engagement System (CWS-CARES).

What will be provided to counties through the SFT?

Counties will receive an excel file with data for all CANS questionnaires submitted by counties to the CWS-CARES. The excel file will contain three worksheets with the following data:

- 1) Sheet 1: names, client and case identifiers, and county codes,
- 2) Sheet 2: client identifiers and corresponding responses to each **CANS** item, and other relevant information; and
- 3) Sheet 3: client identifiers and corresponding responses for each item on the **Early Childhood CANS**, other relevant information.

A data dictionary was provided describing the data contained in the excel files (to receive a copy see contact information below).

New SFT Account Creation:

Please contact cwssft@dss.ca.gov to receive information regarding the creation/deletion of SFT accounts.

Note: If you have other questions relating to Password reset or Account follow-up please contact: APSBGen1321@dss.ca.gov

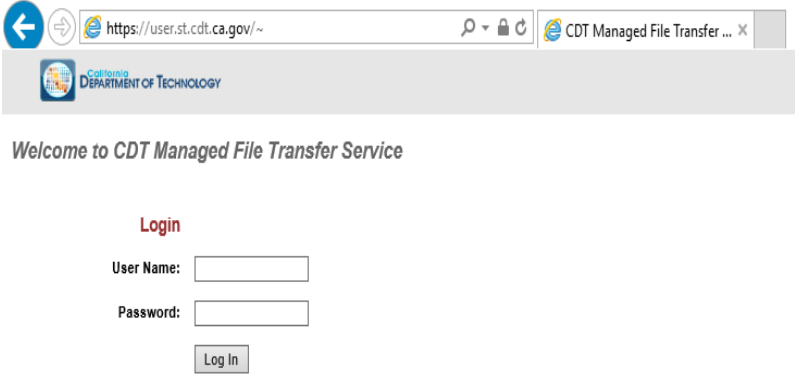
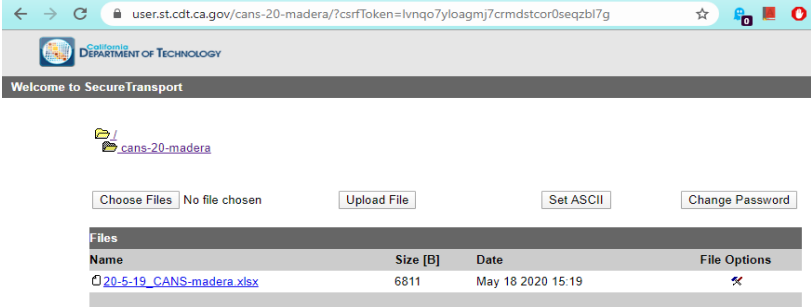
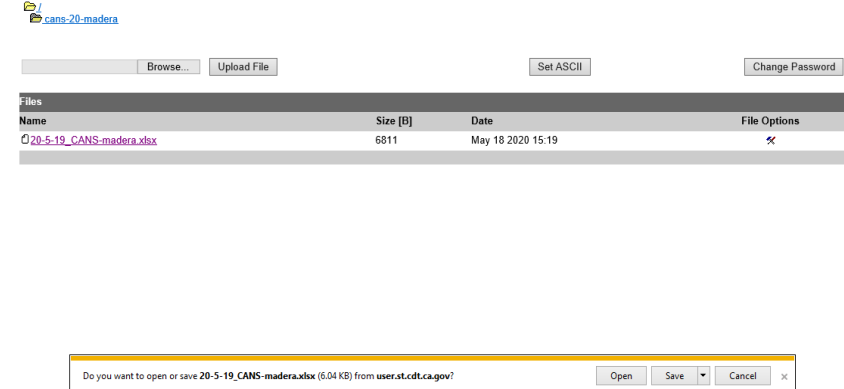
Passwords:

Passwords expire every 90 days. The account will not lock out users after 90 days, but it will prompt users to change their password the next time they sign in to the SFT portal.

Frequency and File Retention:

BICWSB will upload CANS files to the SFT portal by the 15th of every month. SFT county designees will be notified by email when the new files are available. Each month CDSS will remove the prior month's file when uploading a new monthly file.

Secure File Transfer Guide

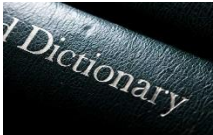
<p>You can access Secure File Transfer at the following website: https://user.st.cdt.ca.gov/~</p>	<p>Secure File Transfer can be accessed using Microsoft Internet Explorer or Mozilla Firefox, which are supported web browsers (other web browsers such as Chrome are not supported but may work with SFT).</p>								
<p><u>Login</u></p> <p>Login using your Username and Password, which should have been assigned at the time of account creation.</p> <p>If you need assistance creating a SFT account, please contact: cwssft@dss.ca.gov</p>									
<p><u>Navigate to your folder</u></p> <p>Note: Once your SFT account has been established you will be designated a folder.</p>	 <table border="1" data-bbox="727 1283 1438 1360"> <thead> <tr> <th>Name</th> <th>Size [B]</th> <th>Date</th> <th>File Options</th> </tr> </thead> <tbody> <tr> <td>20-5-19_CANS-madera.xlsx</td> <td>6811</td> <td>May 18 2020 15:19</td> <td>⌵</td> </tr> </tbody> </table>	Name	Size [B]	Date	File Options	20-5-19_CANS-madera.xlsx	6811	May 18 2020 15:19	⌵
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<p><u>Download Files</u></p> <p>To download the file, please click on the name of the file and a pop-up window will appear allowing you to save the file.</p>									

Contact Information



If you have questions relating to password reset, SFT Folder access, account follow-up, and other technical related questions, please refer to the contact below:

Email:	APSBGen1321@dss.ca.gov
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If you need a digital copy of the CANS Data dictionary, please refer to the contact below:

Email:	CWSData@dss.ca.gov
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