



Accessing CAN Tools for Texas Spring Storms 2015

The CAN Tools are an information sharing platform which enables trusted Long Term Recovery partners to better meet the needs of a community following a disaster. These tools provide a secure way to collaborate on a client's recovery from a single, shared case record. The Red Cross use the CAN Tools to share information from clients when clients say they want to seek assistance from other recovery partners.

- Agencies use case records initiated by the Red Cross or begin entering new clients.
- Agencies assign a case manager to unassigned cases and export data for clients it is assisting in any capacity.
- Agencies enter its services and programs in the Resource Database to maximize the availability of services to the impacted communities.

Agencies must first complete two steps:

1. Have your agency's leadership complete the attached forms:
 - a) Participation Agreement
 - b) Agency POC Information
2. Obtain the Red Cross co-signature to complete the process.

Note: The agency Point of Contact is responsible for authorizing new user accounts, communication with its users, and providing guidance on how to document services to clients in the CAN Tools.

Individual users must complete these steps:

1. Visit **www.CAN.org** and select "Registration Process" under the **Spring Storms Pilot**.
2. Create a user account and follow all onscreen instructions.
 - a. You will receive an account verification link in a welcome email which must be clicked within 72 hours.
 - b. Once the agency POC authorizes access, the account will be activated and a second notification email will be sent.
3. Fax the **Confidentiality Agreement** co-signed by your Agency POC to 866-810-4526.

Note: the account activation may take 2-3 days after the "Confidentiality Agreement" is received but every attempt will be made to activate the accounts sooner.

Get Started today: Take the Online CAN Tools Training!

<https://workgreen.webex.com/workgreen/lr.php?RCID=541680cfa8364558bb8c3bebadbb2048>

Training time: 57 min 44 sec