

**Children's Long-Term Support Functional Screen
Procedure To Follow When Screen Results Have Changed To
"NOT ELIGIBLE" For A Different Program**

This policy applies when ALL of the following conditions are met:

1. You are a certified screener doing a Children's Long-Term Support Functional Screen (CLTS FS) for a child.
2. You have obtained a Functional Screen Informed Consent form from the child's parent/guardian.
3. You have obtained a release of information form(s) if necessary from the child's parent/guardian.
4. You have followed existing procedure to have the screen transferred to you, if necessary.
5. You have determined that a previous screen(s) exists for the child.
6. You have completed the screen and calculated results with which you are in agreement. Per the CLTS FS Instructions, if you disagree with your results, you are responsible for using your agency's internal CLTS-FS review process and if necessary, contacting CLTS Waiver program at DHSCLTS@dhs.wisconsin.gov.
7. Your calculated results show that the child's eligibility has changed to **Not Eligible** or **Not Functionally Eligible** for a program(s) other than the one for which you were completing the screen. Note: the child may or may not be a participant in the other program(s).

When the situation meets all of the above conditions, follow the procedure outlined below:

Step 1. If the screen results change the child's functional eligibility for Katie Beckett Program-Medicaid from Functionally Eligible to Not Functionally Eligible:

1. Send an e-mail to the KBP Central Office at DHSKatieBeckett@Wisconsin.gov. In the Subject heading state: **Change in FS Results**. In the body of the e-mail indicate the **first and last name of the child**, spelled correctly, and **describe the change** in his/her functional eligibility results. Be sure your email includes your full name, title, and phone number.
2. Sandy will forward your email to the Katie Beckett Nurse Consultant. The Nurse Consultant will reply to your email. If appropriate, the Nurse Consultant will provide you with a FAX number where you can send the signed Release of Information from the family so that you and the Nurse can discuss the screen results.

Step 2. If the screen results change the child's eligibility for any other program (other than Katie Beckett) to Not Eligible or Not Functionally Eligible, then you must also contact all screeners for whom your screen changed eligibility results. Let the previous screeners know that you need to discuss the results with them, and get a FAX number where you can send a copy of the parent/guardian's signed release allowing you to

discuss the results (if needed). The screeners you contact must reply to you with the needed information within ten (10) business days.

If the previous screener does not reply to your original request for their telephone and FAX numbers within 10 business days, then continue with your customary process for finalizing and communicating to the family the eligibility results for your program.

- Step 3.** If the child is currently active on BOTH Katie Beckett Program – Medicaid and a CLTS Waiver, the screener for the CLTS Waiver takes the lead in the discussion regarding the change in the CLTS-FS results. The Katie Beckett Program staff are not involved at this point because they have had no recent contact with the children for review of eligibility. Refer to *Termination of CLTS-Waiver Participation* policy for further information as needed.
- Step 4.** You and the previous certified screener(s) will have a dialogue about the child's needs and functional eligibility upon the exchange, as needed, of the Release of Information noted above. Remember that there are many reasons why eligibility results may have changed, including a change in the child's condition, a change in the child's age, or the family represented the child's needs differently. You will discuss the need for any further information with the other screener(s) and agree on a method to collect this. If appropriate, make edits to the screen using the new or expanded information gathered during this process and recalculate eligibility.
- Step 5.**
- a.** If you and the previous screener **agree** that the results of the most current finalized screen are accurate and reflect your experience with the child and family, then each screener will proceed with the actions appropriate to the program with which they work. Note: The final agreed upon screen may have changed functional eligibility back to eligible.
 - b.** If the result of this process is that you and the previous screener are unable to reach an agreement about the screen results, you must refer this situation to the CLTS FS Team for a final decision. Send an email to the CLTS Inbox at DHSCLTS@dhs.wisconsin.gov.