



# Screeener Training 101

revised 01/2011

## Basics



## Screeener Training 101

- Access to FSIA
  - Request WAMS ID
  - New FSIA Access Request
  - Conversion of User IDs to new FSIA



- Basics
- Contacts

# Basics

- Navigating thru the screen
- Reports – Individual and Agency
- Error messages/cross validations
- Pseudo SSN's

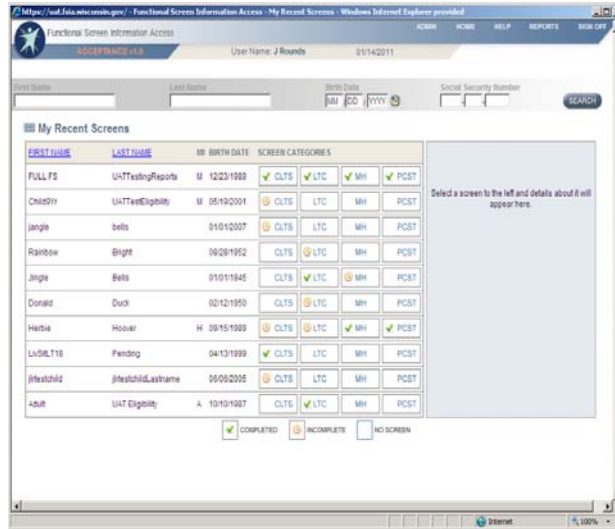
# New FSIA Home Page

The screenshot shows the 'Functional Screen Information Access' web application. The user is logged in as 'J Rounds' on '01/14/2011'. The page features a search bar with fields for 'First Name', 'Last Name', 'Birth Date' (MM/DD/YYYY), and 'Social Security Number'. Below the search bar is a table titled 'My Recent Screens' with columns for 'FIRST NAME', 'LAST NAME', 'MI', 'BIRTH DATE', and 'SCREEN CATEGORIES'. The table lists various screens with their completion status. A legend at the bottom indicates that a green checkmark means 'COMPLETED', a yellow circle with a red border means 'INCOMPLETE', and a blue square means 'NO SCREEN'. A large grey box on the right side of the table contains the text: 'Select a screen to the left and details about it will appear here.'

FIRST NAME	LAST NAME	MI	BIRTH DATE	SCREEN CATEGORIES
FULL FS	UATTestingReports	M	12/23/1989	✓ CLTS ✓ LTC ✓ MH ✓ PCST
Child2Yr	UATTestEligibility	M	05/19/2001	⊙ CLTS LTC MH PCST
Jangle	bells		01/01/2007	⊙ CLTS LTC MH PCST
Rainbow	Bright		08/28/1952	CLTS ⊙ LTC MH PCST
Jingle	Bells		01/01/1945	CLTS ✓ LTC ⊙ MH PCST
Donald	Duck		02/12/1950	CLTS ⊙ LTC MH PCST
Herbie	Hoover	H	09/15/1989	⊙ CLTS ⊙ LTC ✓ MH ✓ PCST
LivSIL118	Pending		04/13/1999	✓ CLTS LTC MH PCST
jrtestchild	jrtestchild_lastname		06/06/2005	⊙ CLTS LTC MH PCST
Adult	UAT Eligibility	A	10/10/1987	CLTS ✓ LTC MH PCST

Legend:  COMPLETED    INCOMPLETE    NO SCREEN

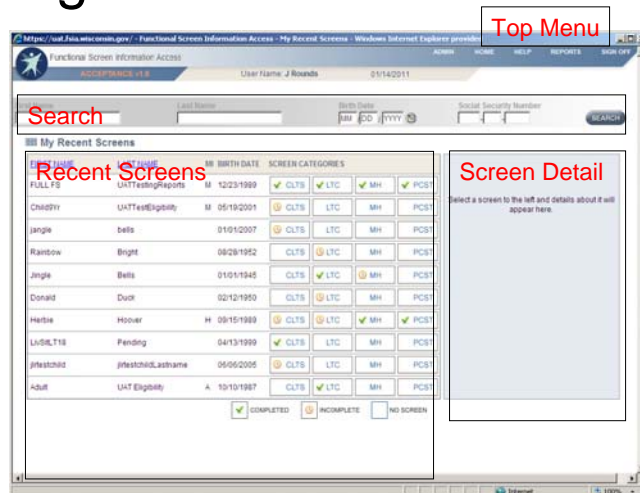
Initially when you come to the Home page there will not be anyone in your most recent screens list. Begin by using the search to find the person you want to work with.



## Navigating thru the screen

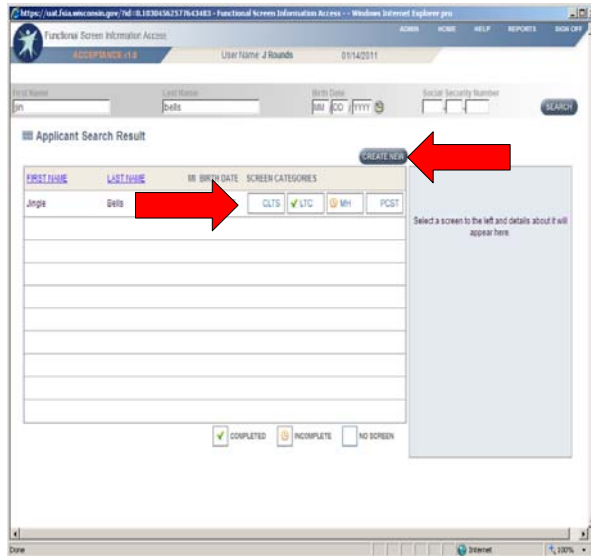
The Home page is divided into several sections:

- Search section
- My recent screens section
- Details section



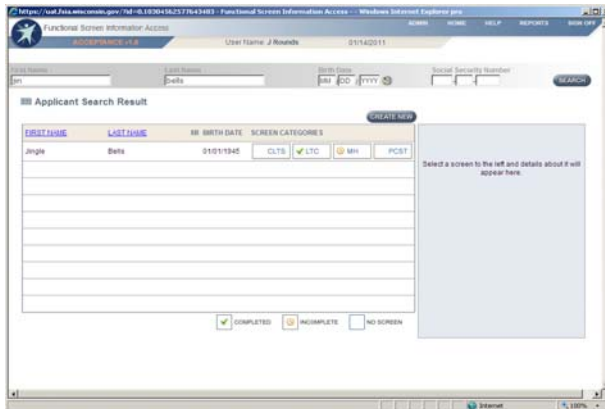
# Search Results

- The **create new** button appears after a search has been done.
- **Symbols** under screen categories:  
 No symbol - no screen  
 Check Mark - completed screen  
 Clock – incomplete screen

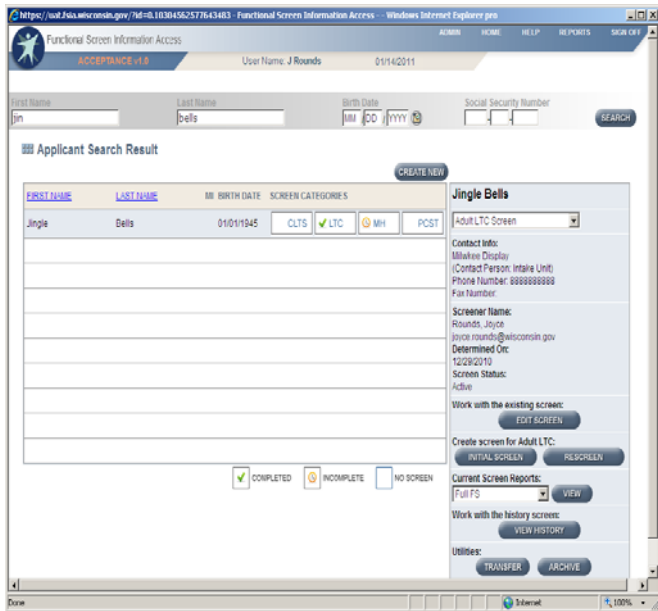


# To work with a screen

- Select screen type CLTS, LTC, MH, or PCST



- The Details pane is populated for the person.
- From here you can select to edit or create new screens, view history, transfer, or archive screens.



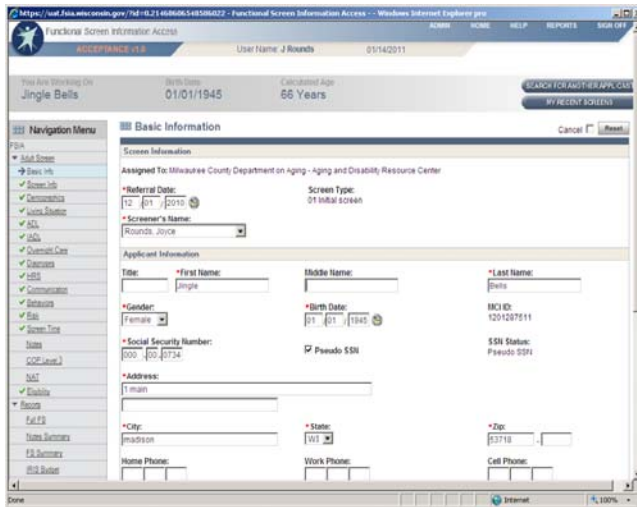
## Screen Status Page

This page will show the status by page of a screen.




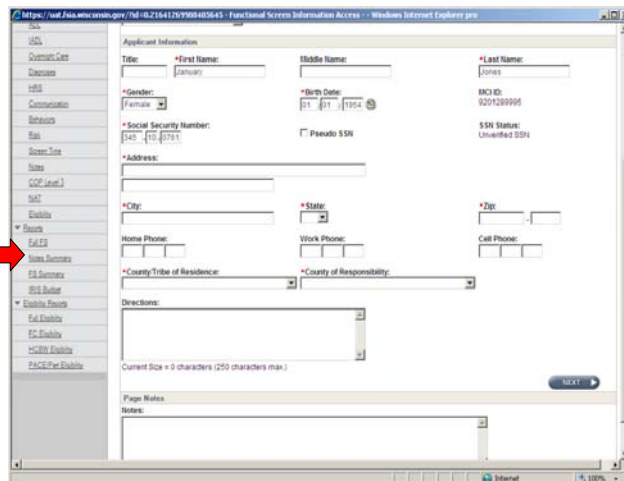
# Edit Screen

- When editing a screen, if any data is changed the **next** button (located at the bottom of the page) or a **link on the left hand side** must be selected for the change to take effect.



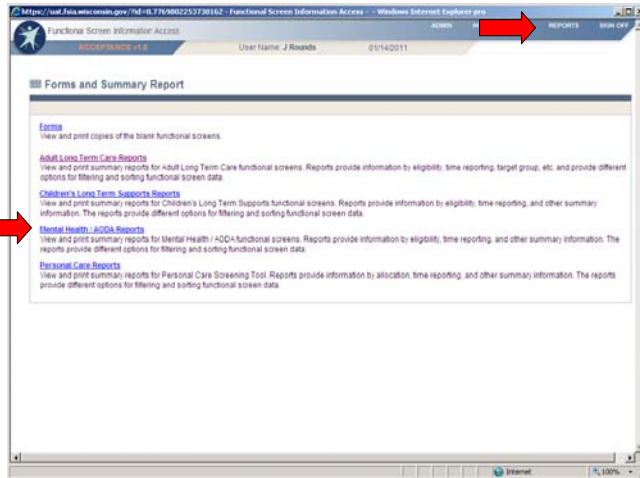
# Reports – Individual

- Individual reports are located in the left side links 



# Reports – Agency

- Agency reports can be found by clicking on Reports along the top menu.
- Click on the Functional Screen Report link for Adults, Children's, MH/AODA, or PCST



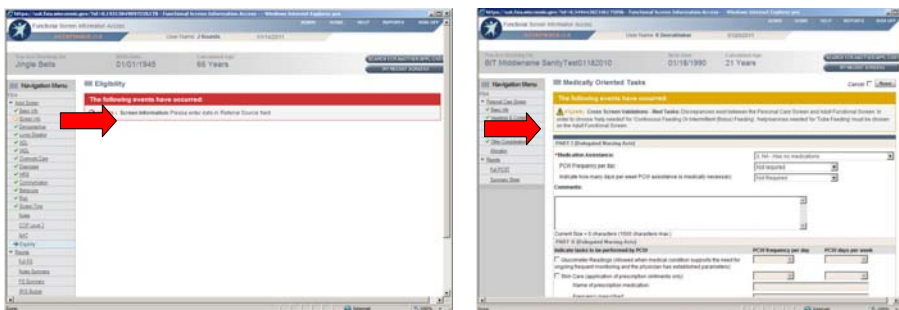
# Reports - Agency

- Then Select report link



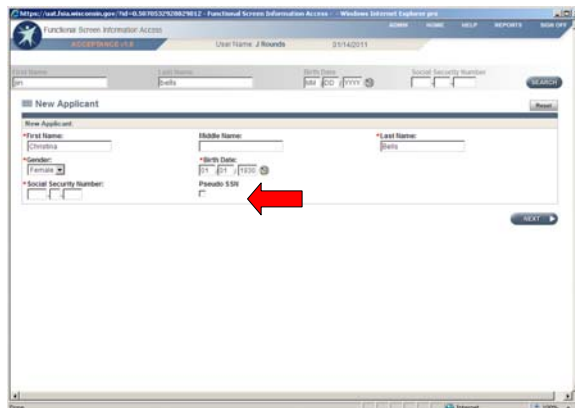
## Error messages and cross validations

- Red Error messages and yellow warning messages are displayed in an error box.




## Pseudo SSN

- Pseudo SSN should only be used on New applicants; Never created on the edit basic page.
- Rare occasion. For example: a newborn that does not have a SSN yet.








# Basics

- Contacts
  - SOS Help Desk
  - Hours: 8:00 – 11:30 AM  
12:30 - 4:00 PM  
(you may leave voice mail at other times  
and someone will return your call)
  
- E-mail: [dhssoshelp@wisconsin.gov](mailto:dhssoshelp@wisconsin.gov)
- Phone: (608) 266-9198
- Fax: (608) 267-2437



# Basics

- Demo