Screener Training 101 revised 01/2011

Basics

Screener 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
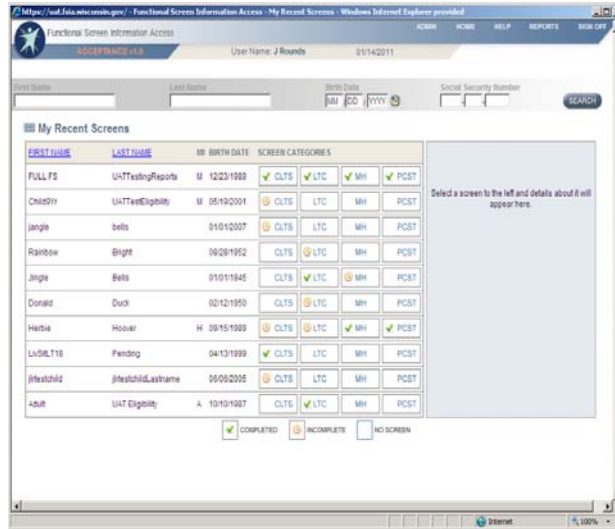- Error messages/cross validations
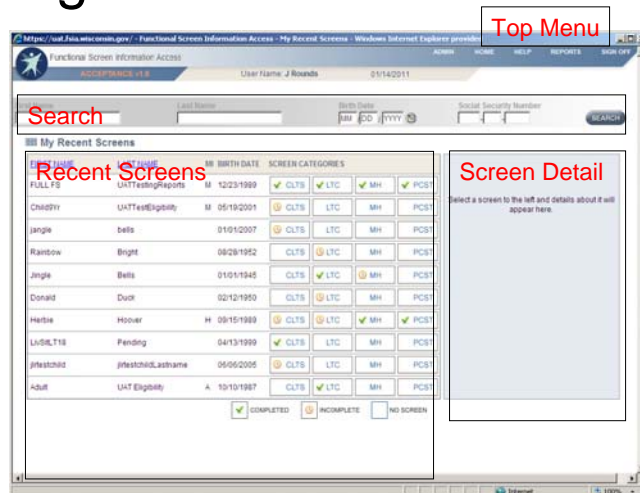- Pseudo SSN's

New FSIA Home Page

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.
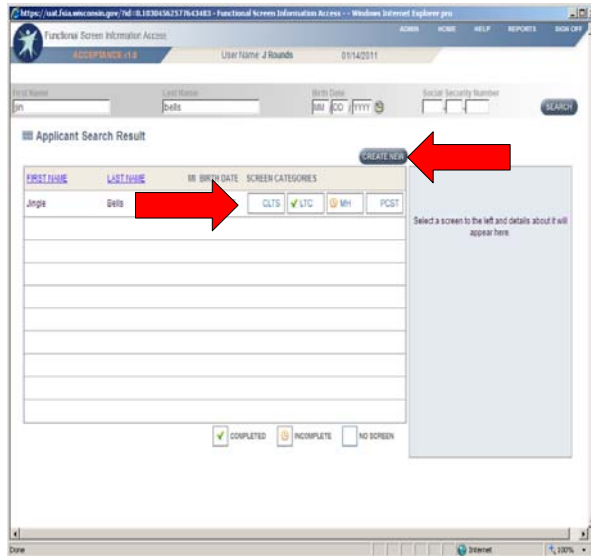

Navigating thru the screen

The Home page is divided into several sections:

- Search section

- My recent screens section
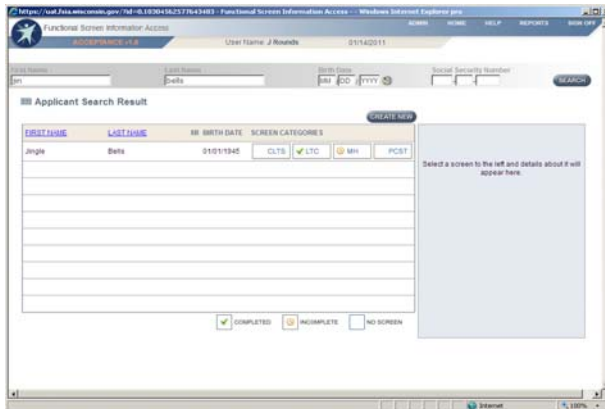
- Details section

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

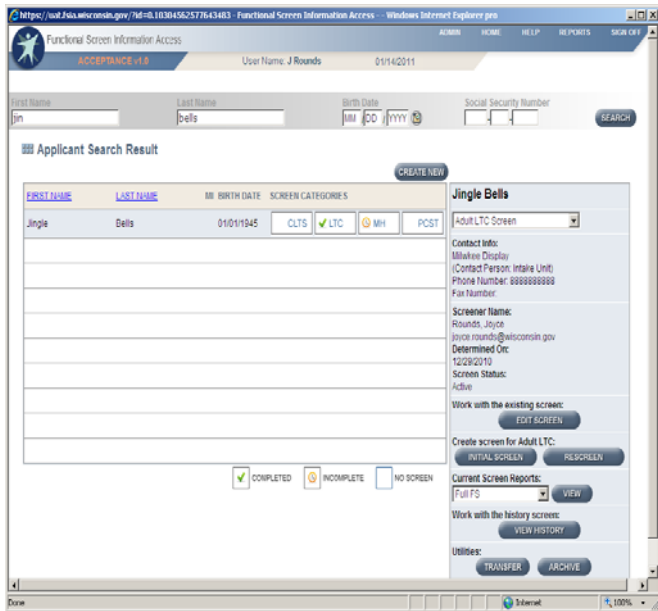Clock – incomplete screen

To work with a screen

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

- The Details pane is populated for the person.

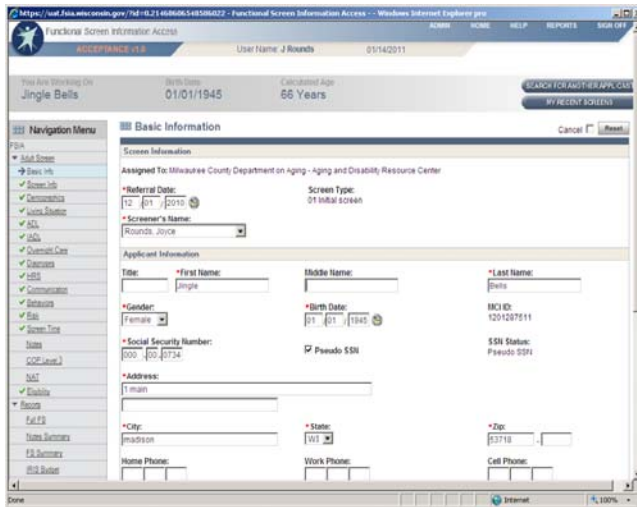- From here you can select to edit or create new screens, view history, transfer, or archive screens.

Screen Status Page

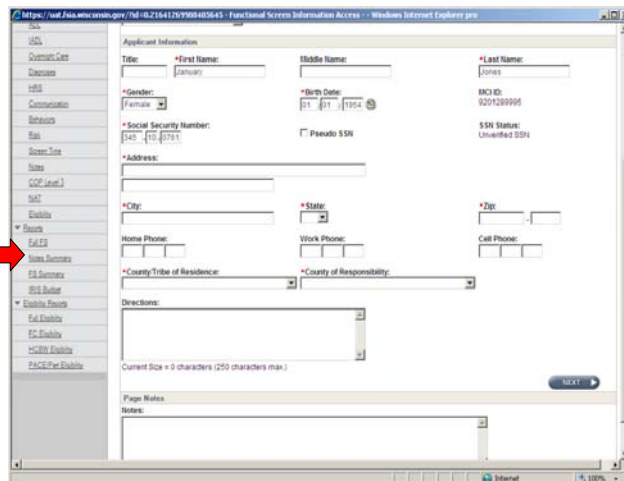This page will show the status by page of a screen.

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.
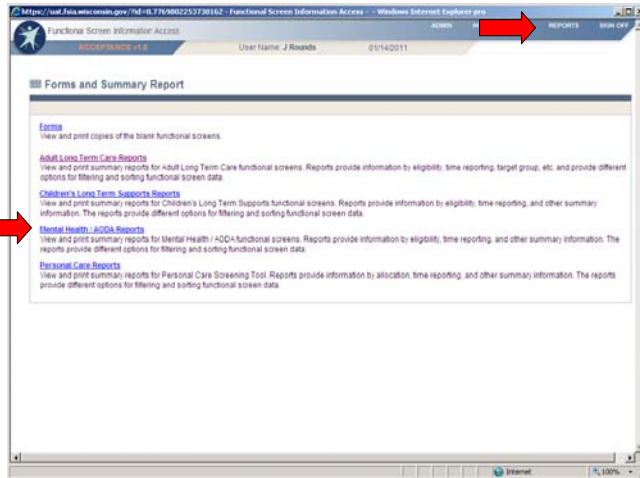

Reports – Individual

- Individual reports are located in the left side links

Reports – Agency

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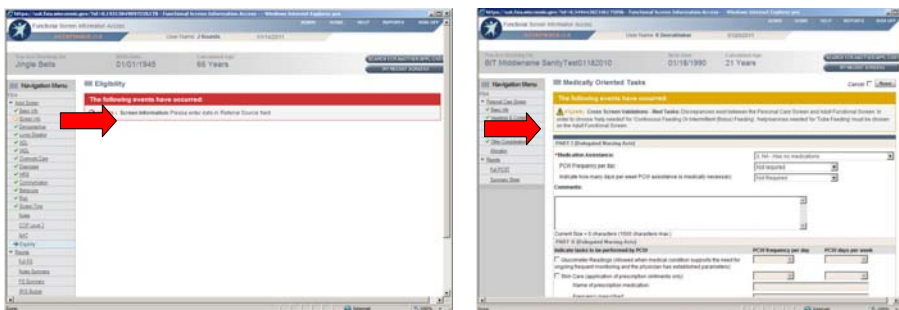- Click on the Functional Screen Report link for Adults, Children's, MH/AODA, or PCST

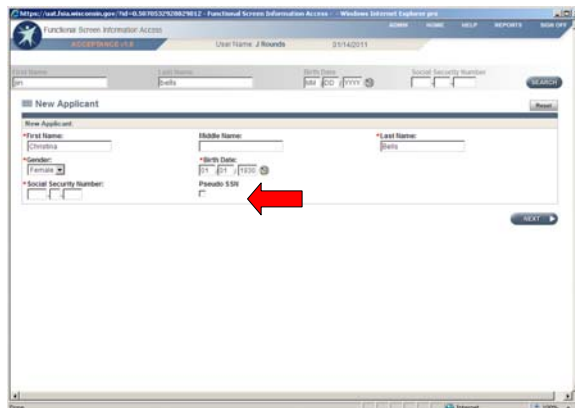# Reports - Agency

- 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
    - Phone: (608) 266-9198
    - Fax: (608) 267-2437

Basics

- Demo