Children's Long-Term Support Functional Screen

Bureau of Children's Services (BCS)
Division of Medicaid Services (DMS)
August 14, 2025

Agenda

- Children's Long-Term Support (CLTS) Functional Screen (FS) Certified Screener Course and Access

- Active Screener Report in Functional Screener Information Access (FSIA)

- MyWisconsin ID

- Not Functionally Eligible (NFE) Quality Assurance (QA)

- CLTS Functional Screen (FS) Best Practices

- Resources

- Outreach

Teleconference Information

Accessing teleconference materials:

- We will send GovDelivery message with a copy of the PowerPoint.

- We will post a recording of this teleconference on our [Vimeo](#) site.

CLTS Functional Screen
Certified Screener Course & Access

Mary Schlaak Sperry, BCS

Certified Screener Course: Cornerstone

The Certified Screener Course successfully transitioned to Cornerstone on June 9, 2025.

- There are a certain number of licenses on Cornerstone for the Certified Screener Course.

- Screeners who had not accessed the course in the last two years were removed to make room for new screeners.

Certified Screener Course: Cornerstone

- Once we get close to license limit, the Learning Center will outreach to the CWA that requested adding a screener to verify other county screeners are active.

- The Learning Center will continue their regular outreach to CWAs to verify active screener rosters.

Highlights of Certified Screener Changes

There is a new link to the Learning Center webpage.

- This link will differ from the Cornerstone support and service coordinator (SSC) training.

- [Learning Center UW-Oshkosh](#)

Certified Screener Course: Registration Review

Functional Screener Learning Center

Home

Sign On

Registration
Adult LTCFS Course
CST / Adult Trainings
Children's LTS FS Course
Mental Health/SUD Course
DHS FS Website
Help

Contact Us
(920) 424-1071
regstaff@uwosh.edu

Welcome to Wisconsin's Functional Screener Courses

Wisconsin's Functional Screen system is a web-based application used to collect information about an individual's functional status, health and need for assistance for various programs that serve the frail elderly and people with intellectual/developmental or physical disabilities.

The screen is used to determine functional eligibility for certain mental health services, adult long-term care programs and children's long-term support programs. Individuals must complete this on-line training course and pass the certification exams in order to access and administer the screen.

Purpose: To develop a comprehensive understanding of how to administer and complete the functional screen for individuals interested in applying for Wisconsin's long-term care and mental health programs.

Audience: Wisconsin social workers, registered nurses and other health care professionals seeking certification to administer functional screens for an agency approved by the Wisconsin Department of Health Services (DHS).

Certification: Upon successful completion of the course, you will receive a certificate of completion. Before you can begin using the functional screen application, you will need to follow the steps provided at

Highlights of Certified Screener Course: Contacts

Please contact UW Oshkosh Center for Community Development, Engagement and Training (CCDET) registration staff by calling 920-424-1071 or emailing regstaff@uwosh.edu with any questions.

You can visit www.uwosh.edu/ccdet/functional-screener-help/ to view our how-to and other help documents.

Active Screener Report in FSIA

Mary Schlaak Sperry, BCS

Active Screener Report in FSIA

Active Screener Report in FSIA

Functional Screen Information Access

ADMIN   HOME   HELP   REPORTS   SIGN OFF

PRODUCTION   User Name: **M Schlaak Sperry**   07/22/2025

⬚ Children's Summary Reports

Screen Summary at Agency Level
View screen summary information by specifying any combination of criteria from screener name, status, agency, county of responsibility, and screen completion date range.
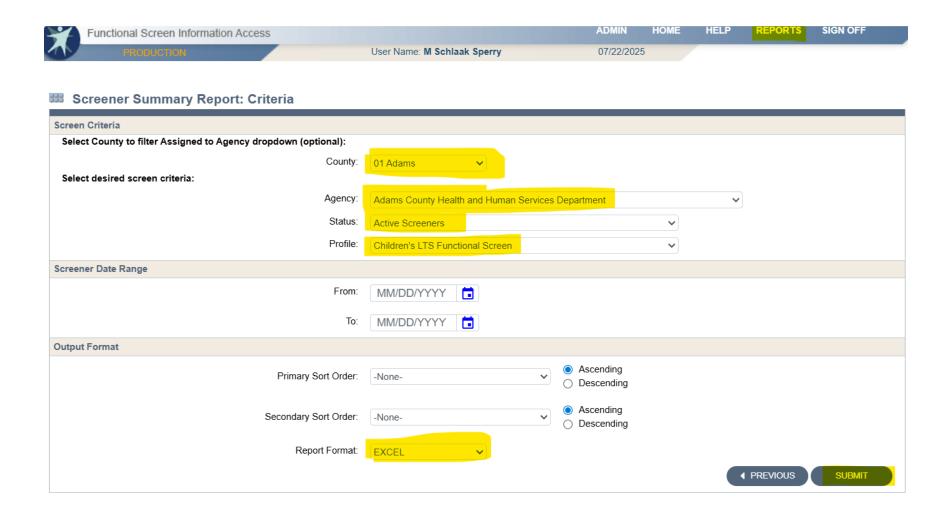
Screen Time Report
View screen summary information including total screen time by specifying any combination of criteria from screener name, status, agency and screen completion date range. This report also computes total screen time for an agency and for each screener within an agency.

Screener Summary at Agency Level
View and print summary reports for all screeners in different agencies. Reports provide information for each screener in a selected agency with begin date, end date and screener profile. The reports provide different options for filtering and sorting screeners information.

SSN Status Report
View applicant information by specifying any combination of criteria from agency, screener name, and FSIA SSN status. This report is available so that screeners can view applicants who do not have a verified SSN.

◀ PREVIOUS

Active Screener Report in FSIA

MyWisconsin ID

Mary Schlaak Sperry, BCS

MyWisconsin ID

- State of Wisconsin is replacing the Web Access Management System (WAMS) ID with a new account called MyWisconsin ID.
  - ◆ CLTS Provider Registry in August
  - ◆ FSIA and Program Participation System (PPS) later this year
- Please make sure the email on your WAMS account is up to date
- You can update your WAMS info using the link on the Human Services Gateway page.

MyWisconsin ID

MyWisconsin ID

MyWisconsin ID

NFE QA

Katie Dill, BCS

NFE QA Improvement Project

- Goal

  Improve the accuracy of CLTS NFE screens statewide.

  - Improve participant and family experience.
  - Reduce unnecessary delays in the eligibility process.
  - Save state and local resources.

- Strategy
  - Data analysis
  - Survey
  - Direct outreach

County Practices Survey

- A survey will be sent out to all CLTS functional screen leads today to better understand county practices regarding:
    - ♦ New screener training
    - ♦ Ongoing training
    - ♦ Quality review
    - ♦ Contracting with other agencies

- We will also be seeking feedback about building and supporting the quality of the functional screen.

- Reach out to DHSCLTSFS@dhs.wisconsin.gov if you do not receive the survey and believe you should have.

- The survey will close on September 2, 2025.

County Practices Outreach

Outreach to and conversations with select counties will occur in the following month to explore and understand:

- County practices surrounding the completion and review of NFE screens.

- Barriers to completion of the screen resulting in accurate eligibility within the agency or county.

- Ways in which the Functional Screen Team can assist screeners in the completion of accurate screens.

FS Best Practices

Katie Dill, BCS

FS Best Practices

- Obtaining and reviewing records

- NFE review updates and reminders

- Confirmed NFE process

Obtaining and Reviewing Records

- Obtain records when trying to:
  - Confirm a diagnosis that the parent is not able to provide all the information for.
  - Clarify diagnoses, behaviors, or symptoms.
  - Verify degree of delay in learning/communication.

- If eligibility is uncertain:
  - Review/expand intake.
  - See if parents/guardians have records/MyChart.
  - Call or send encrypted emails to collateral contacts with specific request.
  - Send release of information (ROI) ASAP.

Obtaining and Reviewing Records

- Once you have gathered records from schools, hospitals, or other professionals:
  - ◆ Review the records.
  - ◆ Input any relevant information into the screen. Especially assessment or testing results.
  - ◆ Drop down menus under Communication and Learning give more information for the types of tests that can be utilized on the screen. Module 6.14 and Module 6.15.

Learning ?

* Learning (9 years to 11 years, 9 months)

☑ Has a valid full scale IQ. (A substantial functional impairment is defined by a full scale IQ score of 75 or less.)

IQ Test:

Score:

☐ A norm referenced assessment in cognition within the last three (3) years. (A substantial functional impairment is defined by results that indicate a delay of 30% or greater or 2 Standard Deviations (SD) below the mean.)

Assessment Date: (mm/yyyy)

Assessment Tool:

Assessment Result: ○ Within normal limits

○ % delay

○ Standard Deviations (SD) below the norm

NFE Review: Updates and Reminders

[Module 1.6](#) of the CLTS FS Instructions indicates what to do in the case of an NFE screen.

- **After** your NFE screen has been reviewed internally at your agency, please send an email to DHSCLTSFS@dhs.wisconsin.gov.
- **Please include:**
  - ♦ The name and date of birth for the child.
  - ♦ The professional(s) that reviewed the NFE screen.
  - ♦ When it is a rescreen: a narrative regarding relevant information that changed from the last screen to the current screen.
  - ♦ If the outcome was expected or unexpected.

NFE Email Example

John has a diagnosis of depression and was experiencing suicidality and aggressive behavior surrounding ADLs in 2024. Mental health therapy and medication changes have led to progress in these areas in the last year.

Example email:

Hello,

The following child's screen has resulted in a Not Functionally Eligible result.

John Doe DOB: 01/01/2015

This NFE screen has been reviewed by my supervisor

In 2024, suicidality was marked on the screen. John has not had symptoms of suicidality in the last year due to medication changes. He was also combative for showering and grooming in 2024, but this is no longer an issue and is also unmarked.

Due to his progress, this outcome was expected.

Thank you,

Katie Dill M.Ed., BCBA
Program Eligibility Specialist

NFE Email Example

Jane has a diagnosis of Cerebral Palsy. She has areas of need within ADLs and IADLs that are consistent from 2024-2025, but due to speech therapy, has a reduced need within communication.

Example email:

Hello,

The following child's screen has resulted in a Not Functionally Eligible result.

Jane Doe DOB: 02/02/2020

This NFE screen has been reviewed by my lead.

In 2024, she was not speaking in sentences or asking for desired items. Since receiving regular speech therapy, she is now speaking in sentences and able to have a conversation so these areas are no longer marked under communication.

Since I only changed items in communication, this outcome was unexpected.

Thank you,

Katie Dill M.Ed., BCBA

Program Eligibility Specialist

Confirmed NFE Process

[Module 10.4](#)

- It does not matter which program completed the CLTS FS as the functional eligibility results are binding for all programs the child is enrolled in.

- It is your responsibility to notify other programs of a child's ineligibility.

Contacts

- Katie Beckett Medicaid: [DHS Katie Beckett](#)

- Comprehensive Community Services (CCS): [DHSDCTSCCS](#)

Resources

Katie Dill, BCS

Resources for Leads and Screeners

[Learning Center UW-Oshkosh](#)

[CLTS Functional Screen Clinical Instructions](#)

[Wisconsin's Functional Screen webpage](#)

[DHS CLTS FS Staff email](#)

[DHS CLTS Waiver TA Staff email](#)

[SOS Help Desk email](#)

SOS Phone: 608-266-9198

Upcoming Outreach Dates

Katie Dill, BCS

2025 Teleconference Schedule

2025 CLTS FS Quarterly Teleconference

Thursday, November 13, 11 a.m.-noon

2025 CLTS Teleconference

Thursday, September 18, 10-11:30 a.m.

Career Opportunity

Katie Beckett MA Eligibility Specialist

- Assist families in applying for Katie Beckett Medicaid

- Work remote

- Complete children's functional screens

- Work in a strong team environment

- Support children from the state lens in the Bureau of Children's Services

www.spherion.com/jobs/childrens-long-term-care-medicaid-eligibility-specialist_madison_45611262/