

# Children's Long-Term Support Functional Screen

Bureau of Children's Services (BCS)  
Division of Medicaid Services (DMS)  
May 8, 2025

# Agenda

- Children's Long-Term Support (CLTS) Functional Screen (FS) Certified Screener Course and access
- CLTS FS best practices
- Not functionally eligible (NFE) quality assurance
- 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 FS Certified Screener Course and Access

Mary Schlaak Sperry, BCS

# Certified Screener Course- Pathlore to Cornerstone

- The current platform that houses the certified screener is changing to Cornerstone on June 9, 2025.
- All screeners will need to re-register through Cornerstone.

If you already have a Cornerstone account, you will still need to register through the Learning Center.

# Certified Screener Course- Pathlore to Cornerstone

- A [GovDelivery](#) message regarding this change was sent Thursday, April 24.
- UW-Oshkosh Learning Center sent out individual emails to certified screeners and those in training Monday, April 28.

# Highlights of Certified Screener Changes

- Screeners should complete training by 4 p.m. on Friday, May 30.
- Screener training will not be available from Saturday, May 31-Friday, June 6.
- Screener training will resume in Cornerstone on Monday, June 9.
- Registration will be active throughout this time.

# Highlights of Certified Screener Changes

- Follow the directions from the April 28 individual email from the Learning Center.
- There will be 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

## Wisconsin Department of Health Services Functional Screener Learning Center

### Registration Account Request

Home

Log In | Log Out

Registration

My Curriculum

My Account

Adult LTCFS Course

Children's LTS FS Course

Mental Health/SUD Course

Help

DHS FS Website

CST/Adult LTCFS Trainings

## How to Register for Access to the Learning Center

The Functional Screening Learning Center can only be accessed by screeners from agencies approved by DHS. Please use the link below to register electronically using our online registration system. You will need your agency's screen liaison / screen lead registration code in order to complete the registration.

[Functional Screening Learning Center Registration](#)

Below are step by step instructions to complete the registration process. Please use these instructions if you have any difficulty with the registration process.

[Course Registration Instructions](#)

# New Screener Certified Training

List education and  
experience.

If you have less than  
one year of  
experience, explain  
what you have done.

 **WISCONSIN DEPARTMENT  
of HEALTH SERVICES**

Select and enter your education, please make sure to enter your major / degree in the text box:

Bachelor's Degree  
Social Work

Master's Degree

Other

How many years of professional experience do you have in the human services field?

1 year or more

Less than 1 year (please list your professional experience in the box below)

How many years of professional experience do you have working with the following target populations?

	1 year or more	Less than 1 year
Fragile elderly	<input checked="" type="radio"/>	<input type="radio"/>
Adults with Physical Disability	<input checked="" type="radio"/>	<input type="radio"/>
Adults with an Intellectual/developmental disability	<input checked="" type="radio"/>	<input type="radio"/>
Adults with mental illness/substance use disorders	<input type="radio"/>	<input checked="" type="radio"/>

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# FS Best Practices

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# FS Best Practices

- Screen reminders
  - ◆ Starting a screen in error
  - ◆ Social Security numbers (SSNs)
  - ◆ Screen types
  - ◆ Pending screens
- FS results
  - Transfer level of care results to iChange.

# Starting a Screen in Error

- [Module 2](#)
- Starting a screen in error
  - ◆ Screens can possibly be deleted if the screen has minimal data entered and there are no other historical screens.
  - ◆ Only the [SOS Help Desk](#) can delete screens when applicable.
  - ◆ In other instances of starting a screen in error, contact the Functional Screen Team at [DHS CLTS FS](#).

# When Starting a Screen

Make sure that accurate information is being entered or searched for.

- Verify the correct spelling of the child's name.  
If there are multiple children with same name, verify the middle initial.
- Confirm the correct date of birth (DOB).
- Enter the correct SSN for the child.

# Social Security Numbers

- [Module 2](#)
- Pseudo or incorrect SSN
  - ◆ Do not utilize a pseudo-SSN in place of the child's real SSN unless necessary.
    - Adoption
    - Newborn who needs immediate resources
  - ◆ If an incorrect SSN is entered, contact the [SOS Help Desk](#) for assistance.

# Screen Types: Rescreen

## Edit vs. Rescreen:

The following screen shot is an example of rescreen selected when it was an edit due to the dates.

Screen Number: 5			
FS w/ Eligibility Report	VIEW	✓	04/25/2025
Screen Number: 4			
FS w/ Eligibility Report	VIEW	✓	04/17/2025
FS w/ Eligibility Report	VIEW	✓	04/17/2025
Screen Number: 3			
FS w/ Eligibility Report	VIEW	✓	05/30/2024
FS w/ Eligibility Report	VIEW	✓	05/30/2024
FS w/ Eligibility Report	VIEW	✓	05/30/2024

# Screen Types: Edit

## Edit vs. Rescreen

The following screen is an example of when an edit was selected that should have been a rescreen due to dates.

		Determined On	Screener Name	Screen Type	Version Number
<b>Screen Number: 1</b>					
FS w/ Eligibility Report	VIEW ✓	07/22/2021	Schlaak Sperry, Mary	Initial screen	4
FS w/ Eligibility Report	VIEW ✓	10/02/2020	Schlaak Sperry, Mary	Initial screen	3
FS w/ Eligibility Report	VIEW ✓	06/22/2020	Schlaak Sperry, Mary	Initial screen	2
FS w/ Eligibility Report	VIEW ✓	06/20/2020	Schlaak Sperry, Mary	Initial screen	1

# Remember to Calculate Pending Screens

The following display on the recent screens page shows screens that are in a pending status due to the icon.

My Recent Screens				
FIRST NAME ↑↓	LAST NAME ↑↓	MI	BIRTH DATE	SCREEN CATEGORIES
Scott	Baio		06/04/2018	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Shaun	Cassidy		01/01/2017	<input type="radio"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
summer	smith		11/01/2020	<input type="radio"/> CLTS <input checked="" type="checkbox"/> LTC <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> PCST
Clinton	Barton		07/11/2021	<input type="radio"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Jimmy	John		03/18/2009	<input type="radio"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Jimmy	John	Z	05/25/1962	<input type="checkbox"/> CLTS <input checked="" type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST

# Functional Screen Results

On April 16 a [GovDelivery message](#) went out for the “Transfer Level of Care Results to iC” box within the FS.

- When a screen is calculated as functionally eligible, the “Transfer to iChange” box should be clicked immediately.
- When a screen is calculated as NFE, the transfer to iChange box and Confirm button will not appear.

# Functional Screen Results: NFE

- In cases of NFE, the following will be prompted:  
Email [DHSCLOTSFS@dhs.Wisconsin.gov](mailto:DHSCLOTSFS@dhs.Wisconsin.gov) when the child/individual is NFE for all children's programs (except CCS and CRS).
- [Module 10.2](#) has also been updated within the CLTS FS Clinical Instructions to reflect this updated information.
- ForwardHealth  
Wait until the next day before trying to update ForwardHealth so that the overnight process can run.

# NFE Quality Assurance

Katie Dill, BCS

# NFE Reviews and Corrections

- The Functional Screen Team reviews all NFE screens provided by:
  - ◆ Emails sent in by screeners.
  - ◆ A weekly data pull.
- In 2024, over 2,000 NFE screens were reviewed.

One out of every three screens were corrected through technical assistance efforts provided by the Functional Screen Team.

# Reducing Corrected NFE Screens

- Further analysis of NFE and corrected screens is being conducted.
- Information gathered will assist BCS in providing holistic, high-quality technical assistance to ensure that children are receiving accurate level of care determinations.
- This initiative will seek to:
  - ◆ Explore practices at the county level surrounding the completion and review of NFE screens.
  - ◆ Discover any barriers to completion of the screen resulting in accurate eligibility within the agency or county.
  - ◆ Collaborate on ways in which the Functional Screen Team can assist screeners in the completion of accurate screens.

# Resources

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# 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 teleconferences
  - ◆ Thursday, August 14, 11 a.m.-12 p.m.
  - ◆ Thursday, November 13, 11 a.m.-12 p.m.
- Next 2025 CLTS Teleconference  
Thursday, May 22, 10-11:30 a.m.