


Wisconsin Department of Health Services


Children's Long-Term Support
Functional Screen (CLTS FS) Online Course

Module 11: Resources for Certified Screeners



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Wisconsin Department of Health Services




Module 11: Resources for Certified Screeners


- 11.1 CLTS Functional Screen Online Course
- 11.2 Obtaining, Deleting or Changing Access for Certified Screeners
- 11.3 CLTS FS Listserv
- 11.4 DHS Website for the Functional Screen
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- 11.6 DHS SOS Help Desk
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- 11.8 Incomplete Screens
- 11.9 Note Sections on the CLTS FS
- 11.10 Reports Available on the CLTS FS
- 11.11 Not Functionally Eligible LOC Results

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11.1 CLTS Functional Screen Online Course




- [Link](#)
- [Access code](#)

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11.2 Obtaining, Deleting or Changing Access for Certified Screeners




FSIA - Request Access
To complete a printable form that you can submit to your agency's security officer to get access to FSIA

- Access for new screeners
- Restricting screeners' access when they leave or transfer employment
- Maintaining access with an employee name change

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11.3 CLTS FS Listserv

- Join the listserv:
www.dhs.wisconsin.gov/functionalscreen/signup.htm
- Unsubscribe from the listserv.
- What to expect from the listserv.

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11.4 DHS Website for the Functional Screen

- Current clinical instructions
- Diagnosis cue sheet
- Paper form of the CLTS FS
- Age-specific questions for Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs)
- Links to available webcasts:
 - www.dhs.wisconsin.gov/functionalscreen/index.htm#childrens

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11.5 CLTS FS Coordinator

- What to expect from CLTS FS Coordinator
- Information that must be shared:
 - Child's name or initials
 - Date of birth
- DHSCLTSFS@wisconsin.gov

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11.6 DHS SOS Help Desk

- What to expect from Help Desk
- Information that must be shared
- DHSSOSHelp@Wisconsin.gov
- Phone: 608-266-9198

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11.7 Process for Transferring a Functional Screen

Want someone's screen?

- Contact the transferring agency and request that they transfer the screen to your agency.
- A signed release of information is not required to transfer a screen.

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11.7 Process for Transferring a Functional Screen, Continued


- Transferring a screen.
 - Verify that you are transferring the correct screen, including all of the following:
 - Individual applicant
 - Screen type (such as the adult screen, children's screen, mental health screen)
 - Receiving agency (from the drop-down list)
- Notify the requesting agency that you have transferred the screen.

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11.8 Incomplete Screens



- Functional eligibility has not been calculated.
- Save that information by advancing to a new page and checking to see if "Eligibility" in the left hand navigation bar continues to have a green check mark next to it. If there is no green check mark, then functional eligibility must be calculated again.

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11.9 Note Sections on the CLTS FS

- Date (mm/dd/yy): notes, and finally, screener initials
- Diagnoses
- Mental health
- Behaviors
- Anywhere else to support what was or was not selected on the page

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11.9 Note Sections on the CLTS FS, Continued

Five attributes of CLTS FS quality notes:

- Proper format
- Professional appearance
- Previous notes accurate or deleted
- Incorporate multiple sources
- Contain detailed evidence

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11.10 Reports Available on the CLTS FS

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 login data, and 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 FSA/SSN status. This report is available so that screeners can view applicants who do not have a verified SSN.

- Screen Summary at Agency Level
- Screen Time Report
- Screener Summary at Agency Level
- SSN Status Report

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11.11 Not Functionally Eligible LOC Results




Final results page

Icon in upper right corner reads: "Print NFE Results"

- NFE: Not Functionally Eligible

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Module 11:

Resources for Certified Screeners

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CLTS Functional Screen Online Course

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Obtaining, Deleting or Changing Access for Certified Screeners

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CLTS FS Listserv

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DHS Website for the Functional Screen

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CLTS FS Coordinator

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DHS SOS Help Desk

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Process for Transferring a Functional Screen

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Incomplete Screens

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Note Sections on the CLTS FS

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Reports Available on the CLTS FS

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Not Functionally Eligible LOC Results

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End of Module 11:

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