

Children's Long-Term Support (CLTS) Functional Screen Teleconference

Bureau of Children's Services
Division of Medicaid Services
November 9, 2023

Agenda

- Functional screen access
- Functional screen reports
- Functional screen reminders
- Not functionally eligible (NFE) screen confirmation process
- 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.

Functional Screen Access

Mary Schlaak Sperry

Functional Screen Information Access System

- The link to log in to Functional Screen Information Access (FSIA) and the form to request access can be found at: <https://fsia.wisconsin.gov/>
- Support for FSIA is provided by the Wisconsin Department of Health Services (DHS) SOS Helpdesk
 - Email: dhssoshelp@dhs.wisconsin.gov
 - Phone: 608-266-9198

Functional Screen Information Access System



State of W I S C O N S I N

Human Services System Gateway

**** Production Environment ****

This page lists the applications that are used to determine functional and financial eligibility for various programs across the State of Wisconsin. The functional eligibility includes FoodShare, Medicaid, SeniorCare, SSI Care Taker Supplement, Wisconsin Works and Child Care Programs.

	<p><u>FSIA - Production</u> Functional Screen Information Access (Production Environment)</p>		<p><u>PPS - Production</u> Program Participation System (Production Environment)</p>
	<p><u>FSIA - Request Access</u> To complete a printable form that you can submit to your agency's security officer to get access to FSIA</p>		<p><u>PPS - Request Access</u> To complete a printable form that you can submit to your agency's security officer to get access to PPS</p>
<p>Technical Information</p> <ul style="list-style-type: none"> • Agency Workstation Requirements 			<p><u>PPS - Training</u> Program Participation System (Training Environment)</p>

Functional Screen Information Access System

- Complete the Functional Screen Web Access Request On-Line Form.
- Under Profiles, select profiles needed regarding the Children's Functional Screen.
- Click the submit button to send in the form.
- Contact the [DHS SOS HelpDesk](#) with questions.

Functional Screen Information Access System

Agency Information

8. Agency Name: Select Agency:

9. Authorized Submitter's Name:

10. Authorized Submitter's Phone Number: () - Ext:

11. Authorized Submitter's Email:

12. Profiles:

(Please do not select view, archive or transfer profiles in combination with the full screener profiles of the same screen type.)

If you are not certain which profiles to select for your role or you are unsure if you are allowed to request a certain profile, please contact the SOS Help Desk or speak with your supervisor.)

- ADULT SCREENER PROFILE
- ADULT SCREENER VIEW ONLY PROFILE
- ADULT SCREEN ARCHIVE PROFILE
- ADULT SCREEN TRANSFER PROFILE
- CHILDREN SCREENER PROFILE
- CHILDREN SCREENER VIEW ONLY PROFILE
- CHILDREN SCREEN ARCHIVE PROFILE
- CHILDREN SCREEN TRANSFER PROFILE
- MENTAL HEALTH SCREENER PROFILE
- MENTAL HEALTH SCREENER VIEW ONLY PROFILE
- MENTAL HEALTH SCREEN ARCHIVE PROFILE
- MENTAL HEALTH SCREEN TRANSFER PROFILE
- PERSONAL CARE SCREENER PROFILE
- PERSONAL CARE SCREENER VIEW ONLY PROFILE

Changes to New Screener Certified Training

- Screen leads were sent a link in a GovDelivery email to register for an agency ID in March 2023.
- New screeners will use that ID to register for the certified screener training.
- Learning Center at UW-Oshkosh is the contact for questions.

GovDelivery Email Announcing Agency ID Update

Children's Long-Term Support Functional Screen Updates

Updated Registration Process for Wisconsin Functional Screen Certification Course

The process to register new screeners for the Wisconsin Functional Screen Certification Course at the UW-Oshkosh Learning Center has been updated.

Screen leads should complete [this agency ID form](#) to register their agency as part of this process.

New screeners will then be able to register with their agency's unique identifier through the [UW-Oshkosh Learning Center](#).

Screen leads should keep their agency ID on hand and share with new screeners at their agency.

Please contact the UW-Oshkosh Learning Center at regstaff@uwosh.edu with any questions about the form or the process.

Please do not reply directly to this email message. If you have questions, please email the [Bureau of Children's Services](#).

[Updated Registration Process GovD](#)

New Screener Certified Training

- Screen shot of first page of agency ID request
- select functional screening area
- Complete following pages with identifying information



The screenshot shows the Wisconsin Department of Health Services logo at the top. Below the logo, the text reads "Please select your agency's functional screening area". There are four radio button options listed in a light gray box: "Adult Long Term Care Functional Screen", "Children's Long Term Care Functional Screen", "Mental Health / SUD Functional Screen", and "My Agency is not currently approved for functional screening". The "Children's Long Term Care Functional Screen" option is highlighted with a yellow starburst. A blue "Next" button is located in the bottom right corner of the form area.

Screeners Certified Training Assistance

Wisconsin Department of Health Services Functional Screener Learning Center

Wisconsin's Children's Long Term Support Functional Screener Training Course

Course Description

This course helps you develop a comprehensive understanding of how the Children's Long-Term Support Functional Screen (CLTS FS) should be administered and completed for individuals applying for Wisconsin's long-term support programs.

Only qualified and experienced professionals who have passed this online certification course and who meet additional requirements prescribed by the Department of Health Services (DHS) are permitted to complete the CLTS FS.

This course is structured in modules that are consistent with the Department's document titled CLTS FS Clinical Instructions, which may be viewed online at <https://www.dhs.wisconsin.gov/publications/p00936.pdf>.

Already registered? Go to your [Curriculum](#) to access the course.

Please note the CLTS FS curriculum was updated in September 2021. The update removed the out of date presentation modules from the learning center. If you completed or registered for the CLTS FS curriculum prior to September 2021 the presentation modules will still appear on your transcript. However, you will not be able to review the modules as they are no longer available.

Screen Transfers

- Be sure to confirm that you have selected:
 - ◆ The correct individual applicant
 - ◆ The correct screen type (children's screen)
 - ◆ The correct receiving agency from the drop-down list
- Notify the requesting agency that you will transfer the screen.

Screen Transfers

- Review the receiving agency's screen privileges.
- Review the Confirm Applicant Transfer page to make sure that the receiving agency screen privileges and the screen(s) transferred fields match.
- Proceed to transfer the screen.

Confirming Screen Transfer

- Screen shot of Transfer confirmation page
- Verify receiving agency has needed screen privileges
- Verify screen type being transferred matches screen privileges

Confirm Applicant Transfer

Applicant Information
Applicant Name:
Date of Birth:

Pending Agency Access Information
Receiving Agency: Dane County Human Services - DD - HCBW
Screen Privileges: Children's LTS
HCBW
Personal Care
Screen(s) Transferred: Children's LTS

After transfer, the agencies with access to [redacted] screens will include the following (entries in gray and marked with an asterisk are the agencies to which the applicant will be specifically assigned):

Agency	FS Screen Category
* Dane County Human Services - DD - HCBW	Children's LTS

← PREVIOUS CONFIRM

Functional Screen Reports

Mary Schlaak Sperry

Navigating CLTS Reports on FSIA Home Page

Functional Screen Information Access ADMIN HOME HELP **REPORTS** SIGN OFF
PRODUCTION User Name: M Schlaak Sperry 01/14/2022

Forms and Summary Report

[Forms](#)

View and print copies of the blank functional screens.

[Administrative Reports](#)

View and print reports for agency details. Report provides information about agency name, type and privileges. Report provides different options for filtering and sorting agency information.

[Adult Long Term Care Reports](#)

View and print summary reports for Adult Long Term Care functional screens. Reports provide information by eligibility, time reporting, target group, etc. and provide different options for filtering and sorting functional screen data.

[Children's Long Term Supports Reports](#)

View and print summary reports for Children's Long Term Supports functional screens. Reports provide information by eligibility, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

[Mental Health / SUD Reports](#)

Functional Screen Information Access ADMIN HOME HELP **REPORTS** SIGN OFF
PRODUCTION User Name: M Schlaak Sperry 01/14/2022

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

Screen Summary at Agency Level

- County waiver agencies (CWAs) can track completed and incomplete screens with this report
- Choose county, agency, and screener fields
- Specify timeframe
- Specify output criteria

Screen Summary Report: Criteria

Screen Criteria
(Note: A blank report will be opened if there are no records found matching the specified criteria.)
Select County to filter Assigned to Agency dropdown (optional):

Select desired screen criteria:

County: 13 Davis

Assigned To Agency: QA Test Agency Children

Screener: Schlax, Mary

Status: All

Screen Archive Status: Active

Screen Completion Date Range

From: MM/DD/YYYY

To: MM/DD/YYYY

Output Format

Primary Sort Order: Applicant Name Ascending Descending

Secondary Sort Order: - None - Ascending Descending

Report Format: PDF

PREVIOUS SUBMIT

Output of Screen Summary Report

Contents include:

- Applicant name
- Screener name
- Screen type
- Status

Incomplete =
pending

Children's Long Term Supports								
1/20/22 - 5:10PM								
Screen Summary Report								
Screens Displayed: Active								
Agency: KAN UAT Children Screener								
Applicant Name	Birth Date	SSN	Screener Name	County of Responsibility	County of Residence	Screen Completed	Screen Type	Status
Cassidy, Lola	01/01/2013	xxx-xx-4079	Schlaak Sperry, Mary	04 Bayfield	04 Bayfield	12/07/2018	01 Initial screen	Complete
Clarke, Lewis	04/18/2003	xxx-xx-4078	Schlaak Sperry, Mary	13 Dane	13 Dane	01/21/2021	01 Initial screen	Complete
Frites, Fritz	04/05/2013	xxx-xx-6777	Schlaak Sperry, Mary	20 Fond du Lac	20 Fond du Lac	07/03/2021	01 Initial screen	Complete
Louis, Brady	01/01/2001	xxx-xx-6790	Schlaak Sperry, Mary	13 Dane	13 Dane	01/19/2020	01 Initial screen	Complete
NOSSN, Test	11/10/2019	xxx-xx-4300	Schlaak Sperry, Mary	14 Dodge	14 Dodge		01 Initial screen	Incomplete
Riley, Murr	01/01/2005	xxx-xx-4077	Schlaak Sperry, Mary	13 Dane	13 Dane	12/06/2018	01 Initial screen	Complete
Simpson, Brandine	01/01/2016	xxx-xx-4081	Schlaak Sperry, Mary	91 Sokaogon Chippewa Community	91 Sokaogon Chippewa Community	12/07/2018	01 Initial screen	Complete
Sperry, Charger	01/01/2004	xxx-xx-4076	Schlaak Sperry, Mary	13 Dane	13 Dane	12/06/2018	01 Initial screen	Complete
Agency: State of Wisconsin								
Applicant Name	Birth Date	SSN	Screener Name	County of Responsibility	County of Residence	Screen Completed	Screen Type	Status
Baio, Scott	06/04/2018	xxx-xx-6788	Schlaak Sperry, Mary	40 Milwaukee	40 Milwaukee	06/20/2020	01 Initial screen	Complete
Cassidy, Shaun	01/01/2017	xxx-xx-9000	Schlaak Sperry, Mary	30 Kenosha	30 Kenosha	06/20/2020	01 Initial screen	Complete
Garrett, Leif	06/02/2002	xxx-xx-8900	Schlaak Sperry, Mary	07 Burnett	07 Burnett	06/20/2020	01 Initial screen	Complete
Goodeve, Grant	09/07/2017	xxx-xx-9000	Schlaak Sperry, Mary	67 Waukesha	67 Waukesha	06/24/2020	01 Initial screen	Complete
Kitty, Gracie	07/05/2016	xxx-xx-4337	Schlaak Sperry, Mary	13 Dane	13 Dane	07/03/2021	01 Initial screen	Complete
Me, Me	11/08/2018	xxx-xx-8999	Schlaak Sperry, Mary	51 Racine	51 Racine	06/24/2021	01 Initial screen	Complete
Stevenson, Parker	07/02/2018	xxx-xx-6778	Schlaak Sperry, Mary	15 Door	15 Door	06/24/2020	01 Initial screen	Complete
Wagner, Kurt	06/10/2020	xxx-xx-4283	Schlaak Sperry, Mary	13 Dane	13 Dane	01/13/2022	02 Annual screen	Complete
Zevon, Warren	05/06/2002	xxx-xx-2918	Schlaak Sperry, Mary	13 Dane	13 Dane	06/20/2020	01 Initial screen	Complete

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Screen Time Report Directions

- Screen time report is where CWAs can track the 45-day timeline quality measure.
- Directions to operationalize the report can be found on the [Wisconsin Functional Screen webpage](https://www.wisconsin.gov/publications/p03295.pdf).
- The publication is: <https://www.wisconsin.gov/publications/p03295.pdf>

WISCONSIN DEPARTMENT of HEALTH SERVICES

Creating Timeline Reports in Functional Screen Information Access (FSIA)

County waiver agencies (CWAs) have a maximum of 45 calendar days to complete Children's Long-Term Support (CLTS) Program eligibility in FSIA. CWAs can run the screen time report to see how long it takes screeners to complete a functional screen to determine eligibility. This document shows CWAs how to run the report.

1. Log into FSIA and click on the **Reports** tab.

The screenshot shows the FSIA login page with the 'REPORTS' tab highlighted in a red circle. Below the login form, there is a 'My Recent Screens' section with a table of recent screens.

2. Click on **Children's Long Term Supports Reports**.

The second screenshot shows the 'Forms and Summary Report' page. A red arrow points to the 'Children's Long Term Supports Reports' link in the list of reports.

FSIA Report: Screen Time

To run report, from drop-down menus:

- Select county
- Select screener
- Select agency
- Select date range

The screenshot shows a web form titled "Screen Time Report: Criteria". The form is divided into several sections:

- Screen Criteria**: A header section with a note: "(Note: A blank report will be opened if there are no records found matching the specified criteria.)"
- Select County to filter dropdown (optional):** A dropdown menu labeled "County:" with "All" selected.
- Select desired screen criteria:** Three dropdown menus: "Screener:" (All), "Assigned To Agency:" (All), and "Screen Archive Status:" (Active).
- Screen Completion Date Range:** Two date input fields labeled "From:" and "To:", both with a calendar icon. The format is MM/DD/YYYY. Below them is a "Report Format:" dropdown menu set to "PDF".
- Navigation:** Two buttons at the bottom right: "PREVIOUS" and "SUBMIT".

Screen Time Report Output

Contents include:

- Applicant name
- Referral date
- Screen completion date
- Sum of dates
- Screener screen time average
- Agency screen time average

1 / 2 | - 67% + | [Download] [Print] [More]

Long Term Care Functional Screen 1/20/22 - 5:05PM
Screen Time Report
(Completed Screens only)
Screens Displayed: Active

Agency: KAN UAT Children Screener

Screener: Schlaak Sperry, Mary

Applicant Name	Birth Date	SSN	Referral Date	Screen Begin Date	Screen Complete Date	Days from Referral to Begin	Days from Begin to Complete	Screen Type	Screen Time
Cassidy, Lola	01/01/2013	xxx-xx-4079	12/03/2018	12/07/2018	12/07/2018	4	0	01 Initial screen	1:15
Clarke, Lewis	04/18/2003	xxx-xx-4078	12/03/2019	01/21/2021	01/21/2021	415	0	01 Initial screen	3:00
Frites, Fritz	04/05/2013	xxx-xx-6777	11/20/2019	06/03/2021	07/03/2021	561	30	01 Initial screen	2:15
Louis, Brady	01/01/2001	xxx-xx-6790	12/03/2019	01/17/2020	01/19/2020	45	2	01 Initial screen	1:15
Riley, Murr	01/01/2005	xxx-xx-4077	12/03/2018	12/06/2018	12/06/2018	3	0	01 Initial screen	1:30
Simpson, Brandine	01/01/2016	xxx-xx-4081	12/03/2018	12/07/2018	12/07/2018	4	0	01 Initial screen	1:00
Sperry, Charger	01/01/2004	xxx-xx-4076	12/03/2018	12/06/2018	12/06/2018	3	0	01 Initial screen	1:00

Total Screener Time: 11:15
Screener Average Days from Referral to Begin: 148
Screener Average Days from Begin to Complete: 5

Total Agency Time: 11:15
Agency Average Days from Referral to Begin: 148
Agency Average Days from Begin to Complete: 5

Importance of Screen Time Report

- The Screen Completion Date is the date when all sections of the CLTS Functional Screen (FS) were completed by the certified screener:
 - Not when started in FSIA
 - Not when the screen is calculated
 - This date needs to be entered by the screener
- The 45-day compliance timeline calculates **from** date of referral **to** screen completion date.

Functional Screen Reminders

Katie Dill

Rescreens and the CLTS FS

- CLTS FS is used by certified screeners to determine functional eligibility initially and then once per year for multiple programs (CLTS Program, Children's Community Options Program (CCOP), Comprehensive Community Services (CCS)).
- CLTS FS calculates multiple levels of care and target groups for children required for program eligibility.
- All screeners screen for all programs.

CLTS FS Rescreen Completion

All screeners are certified via the certified screener training. This means all screeners should:

- Follow the children's FS clinical instructions to complete a CLTS FS for every child
- Coordinate rescreen with CCS/CLTS county partners and Katie Beckett Medical Assistance (MA)

CLTS FS Rescreen Completion

- Delay a screen only to align with Medicaid renewal month found on Business Objects WebI's CLTS Waiver Enrollment Report

When this option is chosen, notify the Bureau of Children's Services BCS TAC:

DHSBCSTAC@dhs.wisconsin.gov

- Participant Master Customer Index (MCI)
 - Current rescreen date
 - MA renewal month that CLTS FS is being moved
- Verify information input if partner agency is involved
 - Share eligibility results with partner agencies

Identifying Agencies Involved

Assigned To:

Shows the agency the screen is assigned to, the lead at that agency, and their contact information.

Screener Name:

Shows who completed the last screen along with their contact information.

The screenshot shows a web interface for 'Children's LTS Screen'. Two blue arrows point to the 'Assigned To' and 'Screener Name' fields. The 'Assigned To' field contains 'State of Wisconsin'. The 'Screener Name' field contains 'Medford, Colleen' and 'colleen.medford@dhs.wisconsin.gov'. Other fields include 'Determined On: 08/25/2021', 'Screen Status: Active', 'Work with the existing screen:' with an 'EDIT SCREEN' button, 'Screen Begin Date:' with a date input field 'MM/DD/YYYY' and a calendar icon, 'Create screen for Children's LTS:' with 'INITIAL SCREEN' and 'RESCREEN' buttons, 'Current Screen Reports:' with a dropdown menu showing 'FS w/Eligibility Report' and a 'VIEW' button, and 'Work with the history screen:' with a 'VIEW HISTORY' button. There is also a 'Print NFE Results' link with a printer icon.

Verifying Mental Health Diagnosis

Must meet all the following:

- Diagnosis is made by a **medical** professional.
- Diagnosis is made using standardized testing and norm referenced tools.
- Participant or their legal representative and support and service coordinator believe the diagnosis is current.

For purposes of the CLTS FS, autism spectrum disorder is classified as both a developmental and mental health diagnosis and requires the medical professional diagnosis.

NFE Screen Confirmation Process

Katie Dill

Quality Review of Screens

- CWA should conduct internal quality screen reviews of screens with a result of not functionally eligible (NFE).
- BCS conducts quality screen reviews of screens with a result of NFE.
- Do not send screen results to iChange unless NFE is confirmed at BCS.
- BCS is the state agency responsible for administration of the CLTS FS.

Common Screen Review Asks

Top Three Areas in September 2023

- Required services
- Behavior - frequency and/or intervention type
- Communication

Common Screen Review Asks

Previous Screen Review

- A child previously had expressive/receptive language/cognitive scores of significant delay; nothing now marked in these areas.
- A child previously needed assistance with a number of Activities of Daily Living (ADL) skills; nothing now marked in these areas.
- Notes mention behaviors but no behaviors chosen.

Common Screen Review Asks

Diagnostic and FS Section incompatibility

- Diagnosis of speech delay but nothing marked under communication.
- History of cognitive delay or a condition that frequently causes a cognitive delay but nothing marked under learning.
- Diagnosis of Autism Spectrum Disorder (ASD) but nothing marked under social competency.

Screen Review Reminders

- Please respond to our email inquiries in a timely manner.

Take a moment to check that your email is correct in FSIA.

- Questions are welcome!

Resources

Katie Dill

Resources for Leads and Screeners

- [Learning Center UW-Oshkosh](#)
- [CLTS Functional Screen Clinical Instructions](#)
- [Wisconsin's Functional Screen webpage](#)
- [DHS CLTS FS Staff email](#)
- [SOS Help Desk email](#)
- SOS Phone: 608-266-9198

Upcoming Outreach Dates

Mary Schlaak Sperry

Teleconference Schedule

- **CLTS FS Teleconference**
February 8, 2024
- **Bimonthly CLTS Teleconferences**
November 16, 2023