


# Screeener Training 101

revised 01/2011

Access to Functional Screen  
Information Access (FSIA)

## Screeener Training 101

- Access to FSIA
  - Request WAMS ID
  -   New FSIA Access Request
  - Conversion of User IDs to new FSIA
- Basics
- Contacts

# To request access to FSIA

- From the New Gateway Page click on the FSIA-Request Access Link.



# Enter you WAMS ID and Password



Following the directions at the bottom of the form, fill in the Access Request Form and submit the request.

Functional Screen Information Access  
ACCEPTANCE v1.0

**Functional Screen Web Access Request**  
(Please read the information below for instructions)

User ID Access Information

- Please check one of the following:
  - Activate User ID for access to Functional Screen Web
  - Delete User ID for access to Functional Screen Web
  - Change (Profile, User Name)
- Effective Date: 01 / 14 / 2011

User Information

- User ID (From DHS Account Creation Screen)
- First Name: [Text Box] MR: [Text Box]
- Last Name: [Text Box]
- Mother's Maiden Name: [Text Box]
- User's Daytime Phone: ( ) - - Ext: [Text Box]
- Are you a certified screener? [Dropdown]

Agency Information

- Agency Name: [Text Box]
  - Click here to verify the Screen Privileges: [Agency Details](#)
  - Select County to filter Assigned to Agency dropdown (optional): [Dropdown]
  - Select Agency: [Dropdown]
- Agency Supervisor Name: [Text Box]
- Supervisor's Phone Number: ( ) - - Ext: [Text Box]

After you submit the request, Print the form, obtain signatures, and fax materials to the state security officer who will set up your security for FSIA.

Instructions

You are assigned to make sure that one agency that you must fill out a separate form for each agency ID that you are assigned.

- Check the appropriate form to activate, delete, or change a User ID. Do not use unless checked. For Effective Date, enter the date the User ID is to be activated, deleted, or changed.
- Fill in the parent User ID entered on the DHS account Creation screen when the User requested to request local access to the Functional Screen Web. This form is required as a prerequisite to use User ID for the Functional Screen Web.
- Enter the User's Name
- Enter the User's Mother's Maiden Name
- Enter the User's Daytime Phone Number
- Enter whether the user has passed the functional screener certification. If 'yes' is checked, the user's certificate of completion from the online certification training course must accompany the request.
- The agency Details link provides a way to verify the screen privileges of an agency based on the agency name. To use this functionality, click on the agency Details link and a pop-up window will appear. Select an agency from the dropdown in the window and click the Submit button to view the screen privileges for that agency. Following are descriptions of each screen privilege:
  - Adult LTC
    - Family Care - the agency has access to create Adult LTC Functional Screens
    - Family Care - HC Care - the agency has access to create Adult LTC Functional Screens
    - HC Care - the agency has access to create Adult LTC Functional Screens
    - HC Care Support - the agency has access to create Adult LTC Functional Screens
  - Children's LTC
    - Children's LTC - the agency has access to create Children's LTC Functional Screens
    - Respite Health - HC Care - the agency has access to create Respite Health - HC Care Functional Screens
  - Personal Care
    - Personal Care - the agency has access to create Personal Care functional screens
- Enter the User's Supervisor's Name
- Enter the User's Supervisor's Phone Number
- Enter the User's Profile
- The User should enter their Signature in this field
- The User's Supervisor should enter their Signature in this field
- The State Security Officer should enter their Signature in this field

\* Signatures are mandatory when submitting the form via Fax. Follow instructions #1, 10 and 13.

A certificate of completion from the online certification training course must accompany all complete request forms that have 'yes' checked for certified screener. The form must be returned to the state security officer by number - (608) 227-3427.

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# New FSIA Access Request

## ■ 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](mailto:dhssoshelp@wisconsin.gov)

- Phone: (608) 266-9198

- Fax: (608) 267-2437