Topic: Deletes Long Term Care Functional Screeners from Functional Screen Information Access (FSIA)

Purpose: This document explains the process for deleting a screener’s access in FSIA.

Definitions

- Authorized Signer: The authorized signer for screener access requests is the person identified as the security officer on form F-02118, Authorized Signer Designation for Access to Program Participation System (PPS) and Functional Screen Information Access (FSIA) that is on file with the Department of Health Services (DHS).
- Functional Screen Information Access (FSIA): The web-based computer application that screeners use to calculate and store functional screens.
- Profile: The level of access in FSIA granted to an individual. Each screener’s access to FSIA is sponsored by a DHS-recognized screening agency.
  - Adult screener profile: This profile is for a screener who meets all eligibility criteria to be a certified screener and has completed the online course for new screeners, or successfully passes the biennial continuing skills test (CST) for ongoing screeners. With this profile, a screener may enter, edit, update, and calculate the LTCFS, run screen reports, transfer screens to another screening agency, and modify Agency Contact Information.
  - Adult screener view-only profile: This profile is used for an individual who has a business need to view screens or screen reports for the screening agency, but does not include the ability to enter, edit, update, or calculate the LTCFS. Certification is not required for this access.
- Administrative access: An individual DHS approves for “administrative access” has the adult screener profile; however, this individual is authorized only to transfer screens to other screening agencies, view completed screens and run reports, or perform data entry on behalf of and under the supervision of a certified screener. The screen liaison is responsible for ensuring that anyone with this access does not make or revise screen selections without the express direction of a certified screener.
- Security Officer: This is the authorized signer for the screener access request.

Removal of Access is Required

Whenever a screener leaves a screening agency or changes to a new position within an agency that does not require Long Term Care Functional Screen (LTCFS) access, that person’s access must be discontinued.
The change must be requested within three business days of any change in status, except when the screener’s employment is terminated; in that case, the screen liaison must ensure that the request is made within one business day of the termination date. This is critical to ensure the integrity of the confidential data that is maintained in FSIA.

If a screener will be performing screens in a different screening agency, that screener will have their profile reactivated by their new employer. The request may be made by the screen liaison or by the screener, and should always be signed by the security officer.

How to Delete a Screener’s Access in FSIA

Step 1:  Open the Human Services System Gateway at https://fsia.wisconsin.gov/.

Step 2:  Select “FSIA – Request Access” ¹

¹ These instructions reflect the typical process. If relevant, the web page will include special instructions for requesting access without using printed forms when submission of printed forms is not possible.
Step 3: The WAMS login screen appears. The requester enters their own WAMS ID and password.
**Step 4:** The Functional Screen Web Access Request form is displayed. Choose “Delete User’s WAMS ID for access to Functional Screen Web.” Complete fields 1–10 following the instructions on the page. When complete, select “SUBMIT” to display a printable version of the completed form. **Note:** If unable to obtain all the information requested on the form, complete as much of the form as possible.

**Important note:** Item 8 (Agency Supervisor Name) is no longer intended to capture the screener’s supervisor. This form is currently out of date and under revision. For Item 8, please enter the appropriate security officer (or backup) as listed on the agency’s form F-02118, Authorized Signer Designation.
**Step 5:** After the form is displayed, use the link in the upper right-hand corner to print the page, secure the required signatures, and submit the form. The screener’s signature is not necessary if the screener is no longer employed by the screening agency. To submit the form, fax it to the state security officer at 608-267-2437 or scan the form and email to [DHSSOSHlp@dhs.wisconsin.gov](mailto:DHSSOSHlp@dhs.wisconsin.gov).

**Note:** Item 12 on this form is the signature of the person listed in Item 8. Leave item 13 blank.

The screen liaison can view the “Screener Summary Report” in FSIA from the list of Adult Long Term Care Reports specifying the agency name and screener profile to maintain correct access for screeners.

**DHS Contacts:** If you have questions or comments about this document, please contact the LTCFS Screen Team at [DHSLTCFSTeam@dhs.wisconsin.gov](mailto:DHSLTCFSTeam@dhs.wisconsin.gov).