

Wisconsin Functional Screen Information System

Adult Long Term Care Functional Screen

Screen Liaison Toolkit

Issue Date: October 28, 2022

Topic: Modifying Agency Contact Information in Functional Screen Information Access (FSIA)

Purpose: This document explains agency contact information requirements in FSIA and gives screen liaisons information about how to enter or modify agency contact information.

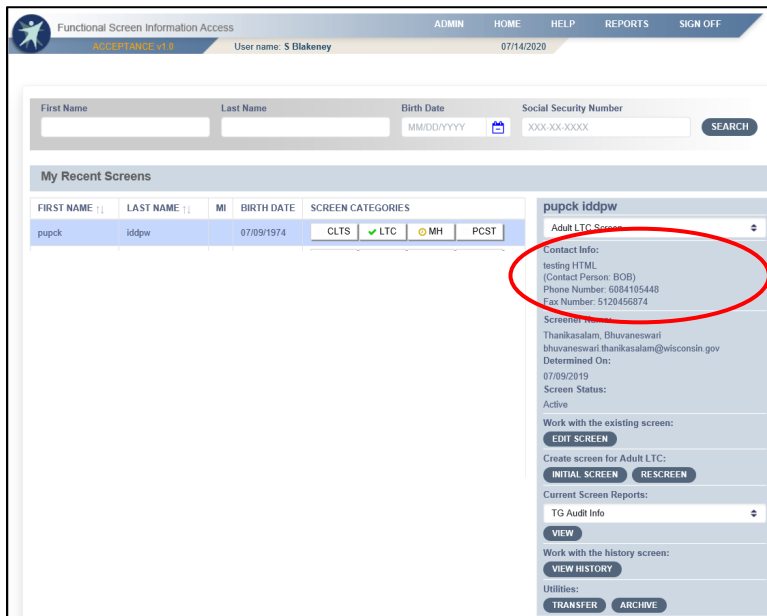
Definitions: Definitions are located in the [Screen Liaison Toolkit Definitions](#) document.

Agency Contact Information is Required

Screening agencies must complete and maintain agency contact information in FSIA. This provides other screening agencies information about who to contact when a screen needs to be transferred or when there are conflicting results or questions about a particular screen. While agency contact information is not required to use FSIA, if the information is missing the Department of Health Services (DHS) may contact the liaison and require them to complete this critical information.

Information That Should be Listed Under Agency Contact Information

When selecting an existing screen in FSIA, agency contact information for the individual will appear in the right pane on the FSIA home (landing) page. All screeners, regardless of their agency, county, or screener type (Children's, Adult, Mental Health/Substance Use Disorder (SUD)) can see an agency's contact information.



Functional Screen Information Access

ADMIN HOME HELP REPORTS SIGN OFF

ACCEPTANCE v1.0 User name: S Blakeney 07/14/2020

First Name Last Name Birth Date Social Security Number SEARCH

MM/DD/YYYY XXXX-XX-XXXX

My Recent Screens

FIRST NAME	LAST NAME	MI	BIRTH DATE	SCREEN CATEGORIES
pupck	iddpw		07/09/1974	CLTS LTC MH PCST

Adult LTC Screen

Contact Info:
Testing HTML
(Contact Person: BOB)
Phone Number: 6084105448
Fax Number: 5120456874

Screener Name:
Thanikasalam, Bhuvaneshwari
Bhuvaneshwari.thanikasalam@wisconsin.gov
Determined On:
07/09/2019
Screen Status:
Active

Work with the existing screen:
EDIT SCREEN

Create screen for Adult LTC:
INITIAL SCREEN RESCREEN

Current Screen Reports:
TG Audit Info

VIEW

Work with the history screen:
VIEW HISTORY

Utilities:
TRANSFER ARCHIVE

Agency contact information includes the following four items:

- Display Name
- Contact Person
- Phone Number
- Fax Number

Display Name: In most instances, the display name should be the same as the screening agency's name in FSIA. Enter an alternative display name if the agency wants to display a name other than the assigned screening agency name in FSIA. Agencies with subcontracted agencies should consider what information they want displayed for each of their subcontracted agencies. These screening agencies will need to consider what functions the subcontracted agency can do. If the subcontracted agency can transfer screens, then enter the applicable contact information for that subcontracted agency. If the main screening agency handles all screen transfers, then enter the main agency's contact information.

Optional Email Display: If an agency would like to include their email contact information, include this in the display name field.

Contact Person: This should be the person who other screening agencies can contact when a screen needs to be transferred or when there are conflicting results or questions about a particular screen. In most instances, this will be the screening agency's screen liaison. However, some agencies may delegate these duties (or partial duties) to another individual. For these reasons, the Contact Person can be the name of an individual or a unit name. An example of a unit name is "Intake Unit."

Phone and Fax Number: The phone and fax number fields are optional. If completed, these should be the contact information that another agency can use to get in touch with the screening agency.

Who Should Modify Contact Information

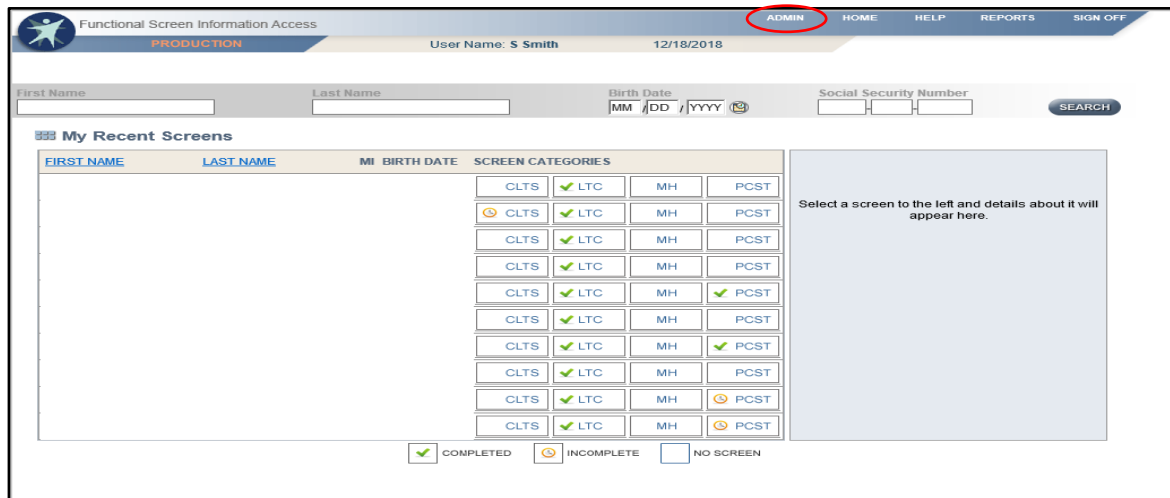
Each screening agency should delegate one person within their agency responsible for keeping their agency contact information current. This could be a screen liaison, agency manager, or other appointed agency staff person.

How to Modify Agency Contact Information

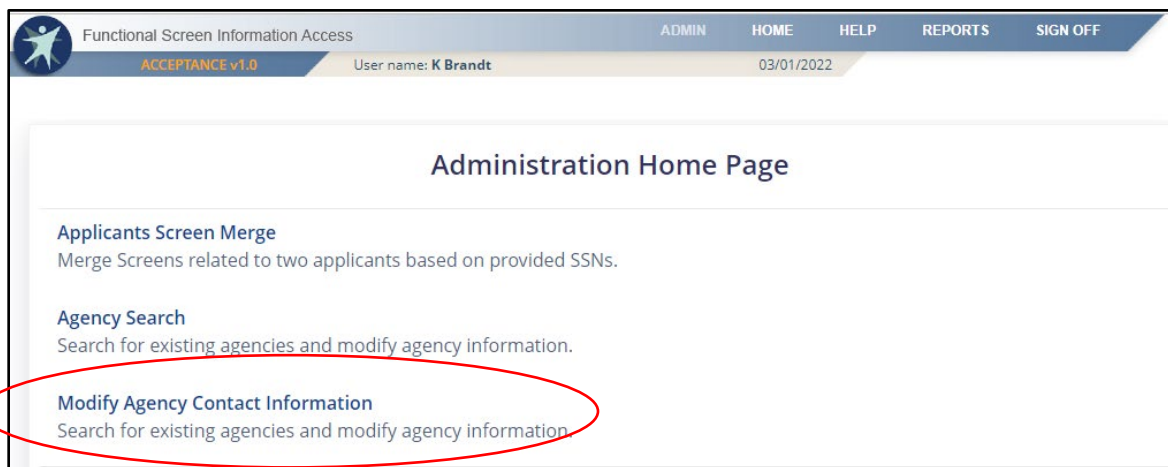
Step 1: Log in to FSIA: <https://fsia.wisconsin.gov/>

Modifying Agency Contact Information in FSIA

Step 2: Select "ADMIN" at the top of the page.



Step 3: Select "Modify Agency Contact Information."



Step 4: Select the screening agency name from the drop-down menu and then select "Next."



Step 5: Complete the Agency Contact Information fields for the agency and then select “Submit.”

The screenshot shows the 'Agency Contact Information' form within the 'Functional Screen Information Access' system. The header includes navigation links for ADMIN, HOME, HELP, REPORTS, and SIGN OFF, along with the user name 'K Brandt' and the date '03/01/2022'. The form contains the following fields:

Field	Value
Agency Name	ADRC Agency A
Display Name	ADRC Agency A (sally.screener@adrcagencya.gov)
Contact Person	Sally Screener
Fax	(888) 555-1234
Phone	(608) 555-2345

Buttons for 'Cancel', 'Reset', and 'Submit' are located in the top right corner. The 'Submit' button is circled in red.

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