



Wisconsin Functional Screen Information System

Adult Long Term Care Functional Screen

Screen Liaison Toolkit

Issue Date: October 12, 2020

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

Purpose: This document explains the importance of the Agency Contact Information in FSIA and gives screen liaisons information about how to enter or modify Agency Contact Information.

Definitions

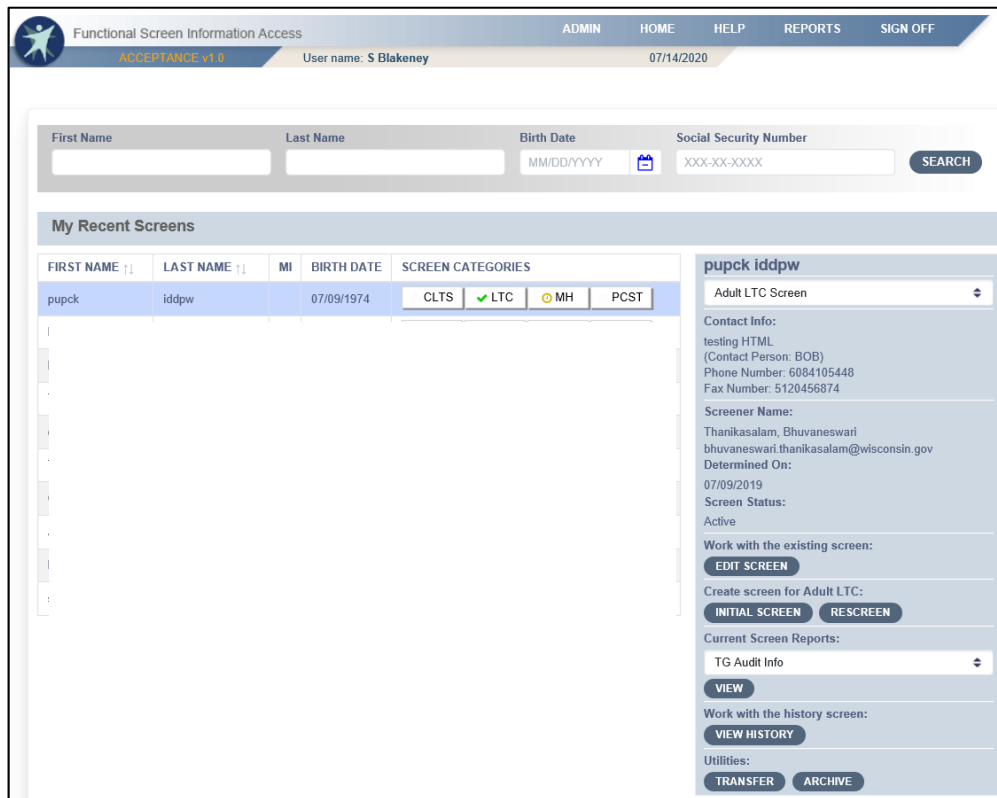
- Functional Screen Information Application (FSIA): The web-based computer application that screeners use to calculate and store functional screens.
- Screening agency: Screening agencies may be aging and disability resource centers (ADRCs), Include, Respect, I Self-Direct (IRIS) consultant agencies (ICAs), managed care organizations (MCOs), or tribal agencies. Screening agencies must have an established contract with the Department of Health Services (DHS) assuring compliance with all policies and quality requirements defined by DHS.

Agency Contact Information is Required

Screening agencies must complete and maintain Agency Contact Information in FSIA. This provides other screening agencies information for whom to contact when a screen needs to be transferred or when there are conflicting results or questions about a particular screen. While the Agency Contact Information is not required in order to use FSIA, if the Agency Contact Information is missing, 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, the 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, MH/AODA), can see an agency’s contact information.



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 (for example, My Choice Family Care – Internal Unit CMU). 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.

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 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/>

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

Functional Screen Information Access

PRODUCTION User Name: S Smith 12/18/2018

ADMIN HOME HELP REPORTS SIGN OFF

First Name Last Name Birth Date Social Security Number SEARCH

MM/DD/YYYY

My Recent Screens

FIRST NAME	LAST NAME	MI	BIRTH DATE	SCREEN CATEGORIES
				CLTS ✓ LTC MH PCST
				⊙ CLTS ✓ LTC MH PCST
				CLTS ✓ LTC MH PCST
				CLTS ✓ LTC MH PCST
				CLTS ✓ LTC MH ✓ PCST
				CLTS ✓ LTC MH PCST
				CLTS ✓ LTC MH ✓ PCST
				CLTS ✓ LTC MH PCST
				CLTS ✓ LTC MH ⊙ PCST
				CLTS ✓ LTC MH ⊙ PCST

✓ COMPLETED ⊙ INCOMPLETE □ NO SCREEN

Select a screen to the left and details about it will appear here.

Modifying Agency Contact Information in FSIA

Step 3: Select “Modify Agency Contact Information”

Functional Screen Information Access
ADMIN HOME HELP REPORTS SIGN OFF
PRODUCTION User Name: K Schindler 11/19/2018

Administration Home Page

[Agency Search](#)
Search for existing agencies and modify agency information.

[Modify Agency Contact Information](#)
Modify agency display name, contact person, phone or fax number for a selected agency.

Step 4: Select the screening agency name from the drop-down menu and then select “NEXT.”

Functional Screen Information Access
ADMIN HOME HELP REPORTS SIGN OFF
PRODUCTION User Name: K Schindler 11/19/2018

Agency Selection

Agency: [dropdown menu]

NEXT

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

Functional Screen Information Access
ADMIN HOME HELP REPORTS SIGN OFF
PRODUCTION User Name: S Smith 07/23/2019

Agency Contact Information Cancel [] Reset

Agency Name: ADRC of Dane County

Display Name: [text input: ADRC of Dane County]

Contact Person: [text input: Jane Doe]

Fax: [text input: 608] [text input: 555] [text input: 1234]

Phone: [text input: 608] [text input: 555] [text input: 2345]

SUBMIT

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