The information provided in this document is published in accordance with Wis. Stat. § 46.286. P-02783C (10/2020)
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**: 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/](https://fsia.wisconsin.gov/)
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.”

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