



# Children’s Long-Term Support Functional Screen and Clinical Instruction Updates

The Wisconsin Department of Health Services (DHS) has completed a substantive update to the Children’s Long-Term Support Functional Screen (CLTS FS) and its companion Clinical Instructions. This is the first comprehensive update in over six years. Enhancements were made across all aspects of the screen and in all instructional modules. Based upon these updates, the CLTS screener certification training, housed at the UW-Oshkosh Learning Center, has also been updated.

*The Children’s Long-Term Support Functional Screen is a tool used to determine functional eligibility for long-term support programs serving children and youth in Wisconsin.*

The updates encompass policy and procedural themes including:

- Clarity of the eligibility process, procedure, and language;
- Attention to a family and person centered focus; and
- Acknowledgement of inclusion and equity language and operations.

Additionally, the CLTS Institutional Level of Care Guidelines were updated to further align with federal law and state statutes. System changes, tips and other communications that have been released since the last review have been incorporated into both the CLTS FS and Clinical Instructions.

## Clarity of the Eligibility Process and Language

- Comprehensive instructions were added to limit the screen calculation to one screen per year for recertification unless a child has not been found eligible for needed programs. A corresponding message has been programmed into the screen to alert screeners that a previous screen in the past 12 months exists.
- Instructions have been updated to emphasize that the CLTS FS calculates eligibility for all programs every time.
- Guidance has been added regarding other programs’ use of the CLTS FS.
- Communication and Learning tests have been updated.
- Test scores and age cohort questions were given equal weight to overcome possible barriers to testing.
- Alignment to the Adult Long-Term Care Functional Screen has been made to allow for a seamless transition between children’s and adults’ eligibility procedures (e.g., Capacity for Independent Living, Self-Direction).

### Changes at a Glance

- All screeners screen for all programs
- One screen per year alerts
- Tone and language of screen and instructions updated via an equitable and person-centered lens
- Incorporated informal supports provided by families
- Further alignment to federal law and state statues and Adult Long-Term Care System

## Family and Person Centered Focus

- Edits across all sections have been made to update to person-centered language (e.g., restraints vs. modifications; disruptive child vs. a child with behavior intervention needs).
- Change of wording across instructions to refer to children or youth and their parent(s) *and/or legal guardian(s)*.
- Informal supports that families provide as a criterion in all applicable instances have been added.



- Directions to families providing all documents and/or information to determine programmatic eligibility has been removed; responsibility has been redirected to screeners to access needed information/documents.
- Questions have been clarified and explained in plain language where applicable. Examples for questions have been added.
- Full CLTS FS results with screener notes have been made accessible to families via the Functional Screen Eligibility Report.

## Inclusion and Equity Language and Operations

- Severe Emotional Disturbance has been changed to Mental Health in all instances.
- Inclusive language has been added throughout the CLTS FS and Instructions (e.g., replace he/she with they).
- Cultural bias to exceptions under grooming and bathing have been removed.
- Language has been added with regard to best practices and use of interpreters.

## Next Steps

- CLTS FS Updates go live September 8, 2021 at 5 p.m.
- CLTS FS 2021 Teleconferences 9/9/21, 10/14/21, 11/4/21 at 11 a.m.-12 p.m.
- CLTS FS 2022 Quarterly Teleconferences
- Semi-Annual Review of the CLTS FS/Clinical Instructions
- Questions regarding the CLTS FS Updates can be sent to: [DHSCLTSFS@dhs.wisconsin.gov](mailto:DHSCLTSFS@dhs.wisconsin.gov)

## Guiding Themes

### Clarity of Policy and Procedure

- Explain eligibility details to be followed across all programs for which the screen is used.

### Family-Focused/Person-Centered

- Identify language and examples that focus on strengths of child and family.

### Inclusion/Equity

- Identify changes and supports to promote equity and inclusion for children with substantial needs, including cultural inclusion.