

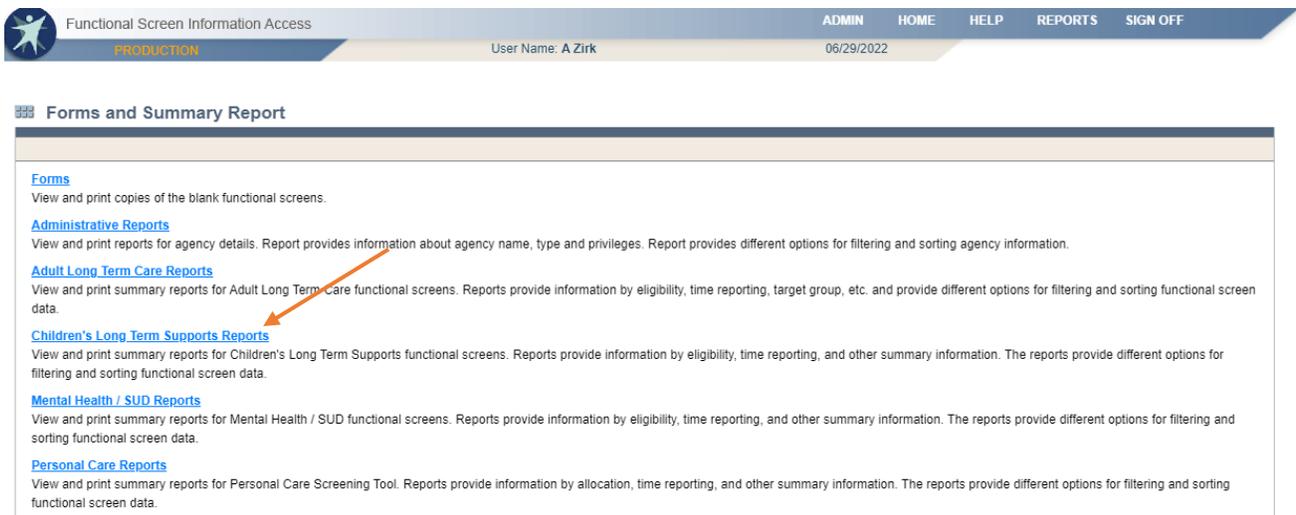
Creating Timeline Reports in Functional Screen Information Access (FSIA)

County waiver agencies (CWAs) have a maximum of 45 calendar days to complete Children’s Long-Term Support (CLTS) Program eligibility in FSIA. CWAs can run the screen time report to see how long it takes screeners to complete a functional screen to determine eligibility. This document shows CWAs how to run the report.

1. Log into FSIA and click on the **Reports** tab.



2. Click on **Children’s Long Term Supports Reports**.



Forms and Summary Report

[Forms](#)
View and print copies of the blank functional screens.

[Administrative Reports](#)
View and print reports for agency details. Report provides information about agency name, type and privileges. Report provides different options for filtering and sorting agency information.

[Adult Long Term Care Reports](#)
View and print summary reports for Adult Long Term Care functional screens. Reports provide information by eligibility, time reporting, target group, etc. and provide different options for filtering and sorting functional screen data.

[Children's Long Term Supports Reports](#)
View and print summary reports for Children's Long Term Supports functional screens. Reports provide information by eligibility, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

[Mental Health / SUD Reports](#)
View and print summary reports for Mental Health / SUD functional screens. Reports provide information by eligibility, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

[Personal Care Reports](#)
View and print summary reports for Personal Care Screening Tool. Reports provide information by allocation, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

3. Click on **Screen Time Report**.

Children's Summary Reports

[Screen Summary at Agency Level](#)
View screen summary information by specifying any combination of criteria from screener name, status, agency, county of responsibility, and screen completion date range.

[Screen Time Report](#)
View screen summary information including total screen time by specifying any combination of criteria from screener name, status, agency and screen completion date range. This report also computes total screen time for an agency and for each screener within an agency.

[Screener Summary at Agency Level](#)
View and print summary reports for all screeners in different agencies. Reports provide information for each screener in a selected agency with begin date, end date and screener profile. The reports provide different options for filtering and sorting screeners information.

[SSN Status Report](#)
View applicant information by specifying any combination of criteria from agency, screener name, and FSIA SSN status. This report is available so that screeners can view applicants who do not have a verified SSN.

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4. Put in county information, date range, report format, and click submit. Additionally, CWAs can choose to show all screeners in their county or pick a specific screener. A new screen will pop up with the PDF or Excel report. If it does not pop up, check if you have a pop-up blocker on.

Screen Time Report: Criteria

Screen Criteria
(Note: A blank report will be opened if there are no records found matching the specified criteria.)

Select County to filter dropdown (optional):
County:

Select desired screen criteria:
Screener:
Assigned To Agency:
Screen Archive Status:

Screen Completion Date Range
From:
To:
Report Format:

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5. Add together **Days from Referral to Begin** to **Days from Begin to Complete** to get full length of time.

Referral Date	Screen Begin Date	Screen Complete Date	Days from Referral to Begin	Days from Begin to Complete	Screen Type	Screen Time
01/31/2022	03/02/2022	03/12/2022	30	10	01 Initial screen	8:00