

# **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.

Tunctiona	I Screen Information A	Access	ADMIN	HOM	IE HELP	REPORTS	SIGN OFF
ALC: NO	PRODUCTION	User name: A Zirk		06/	29/2022		
First Name		Last Name	Birth Date		Social Security Nun	nber	
			MM/DD/YYYY	Ê	XXXX-XXX-XXXXX		SEARCH

#### 2. Click on Children's Long Term Supports Reports.

Functional Screen Information Access	User Name: A Zirk	ADMIN 06/29/202	HOME	HELP	REPORTS	SIGN OFF
- Hubbernen						
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	tion about agency name, type and privileges. Report prov	ides different options for filterin	g and sorting	g agency inf	ormation.	
Adult Long Term Care Reports View and print summary reports for Adult Long Term Care function	al screens. Reports provide information by eligibility, time	reporting, target group, etc. ar	nd provide dit	fferent optio	ns for filtering an	nd sorting functional screen
data. Children's Long Term Supports Reports						
View and print summary reports for Children's Long Term Support filtering and sorting functional screen data.	s functional screens. Reports provide information by eligit	pility, time reporting, and other	summary info	ormation. Th	e reports provid	e different options for
Mental Health / SUD Reports View and print summary reports for Mental Health / SUD functional sorting functional screen data.	d screens. Reports provide information by eligibility, time	reporting, and other summary i	nformation. T	The reports p	orovide different	options for filtering and
Personal Care Reports View and print summary reports for Personal Care Screening Tool functional screen data.	. Reports provide information by allocation, time reporting	, and other summary informati	on. The repo	rts provide d	lifferent options t	for filtering and sorting



## 3. Click on Screen Time Report.

BB Childre	en's Summary Reports
Screen Sun	nmary 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 Tim	e 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 a	ind for each screener within an agency.
Screener St	ummary at Agency Level
View and pri	int 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 fi	iltering and sorting screeners information.
SSN Status	Report
View applica	ant 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.
	( PREVIOUS

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.

#### III Screen Time Report: Criteria

Seroon Criteria							
Schert Childrand will be capacity if there are no recently faund matching the capacitied vitage >							
(Note: A blank report will be opened if there are no records round matching the specified criteria.)							
Select County to filter dropdown (optional):							
County:	29 Juneau 🗸						
Select desired screen criteria:							
Screener:	All	~					
Assigned To Agency	Character On Human Daniana						
Assigned to Agency.	Juneau Co. Human Services		•				
Screen Archive Status:	Active 🗸						
Screen Completion Date Range							
From:	01/01/2022						
To:	03/31/2022						
Para I Francis							
Report Format:	EXCEL V						
			PREVIOUS SUBMIT				

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
01/31/2022	03/02/2022	03/12/2022	30	10	01 Initial screen	8:00

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