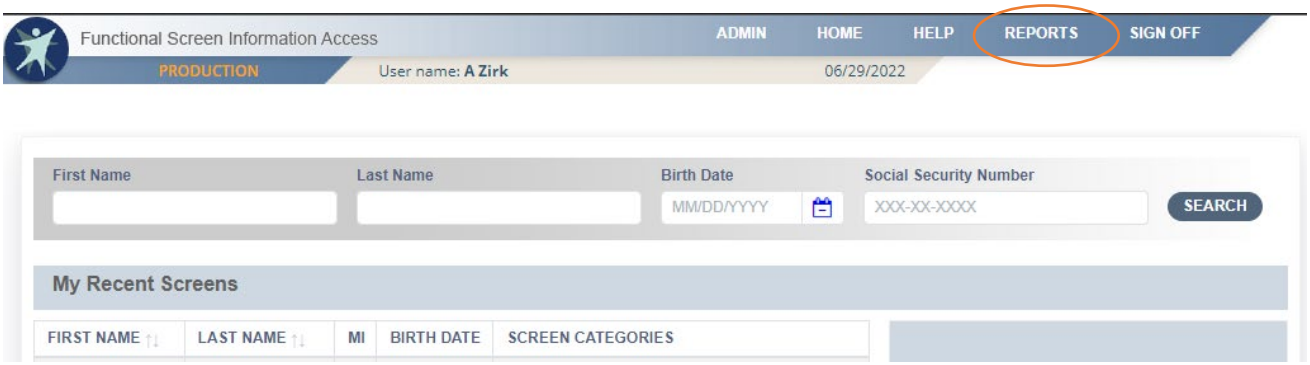
WISCONSIN DEPARTMENT of HEALTH SERVICES

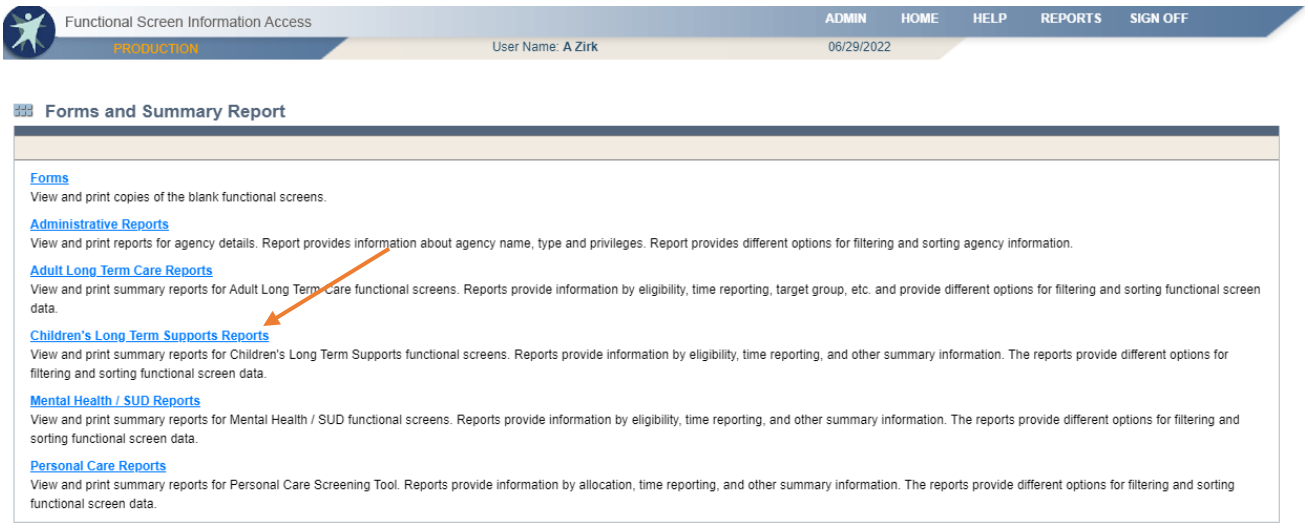
Creating Timeline Reports in Functional Screen Information Access (FSIA)

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.

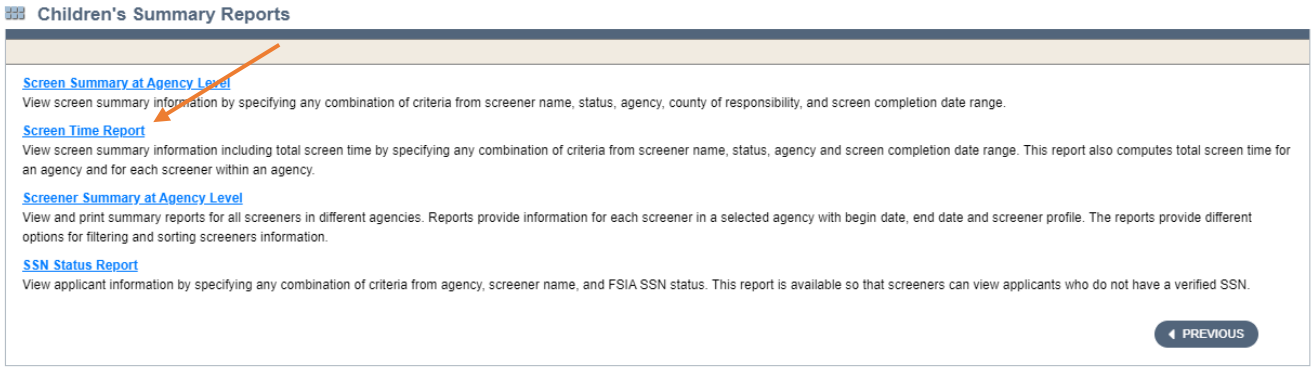
1. Log into FSIA and click on the **Reports** tab.



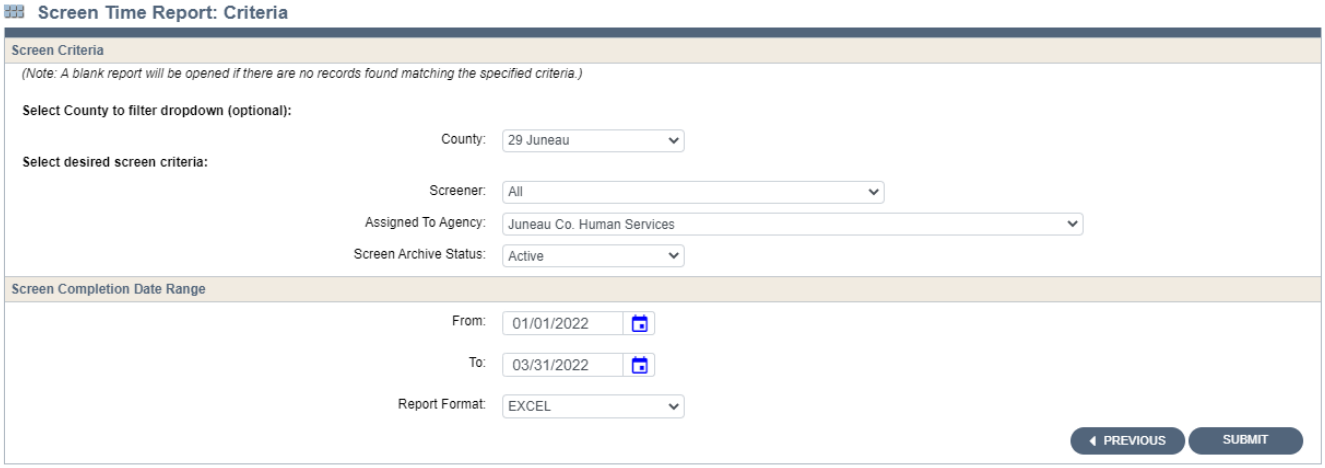
2. Click on **Children's Long Term Supports Reports.**



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



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.



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