

EXHIBIT FS --- Long-Term Care Functional Screen

1. Functional Screen Tool and Database

The tool used for determining level of care in Family Care, Partnership and PACE is the Long-Term Care Functional Screen (LTCFS). Information about the LTCFS is found at: <https://www.dhs.wisconsin.gov/functionalscreen/index.htm>.

2. Notification of Changes in Functional Eligibility Criteria

The Department will notify the counties of any changes in administrative code requirements related to functional eligibility, including, but not limited to, code changes that result in changes to the LTCFS algorithms or logic in determining functional eligibility for the programs.

3. Level of Care Determinations

Level of care determinations may only be completed by an individual trained and certified to administer the LTCFS. The county shall develop procedures to assure that all participants have a current and accurate level of care as determined by the LTCFS.

The responsibility to assure that all participants have a current and accurate level of care shall include:

a. Post-Enrollment Re-Determination

The county may re-determine level of care for a new participant shortly after enrollment if the case manager believes that different or additional information has come to light as a result of the initial comprehensive assessment.

The county shall consult with the ADRC, when the ADRC has performed the initial level of care determination, if the county re-determines level of care for a newly enrolled participant or when a newly enrolled participant is found to be functionally ineligible or eligibility changes to a non-nursing home level of care within six (6) months of the submission of the most recent pre-enrollment screen. The county shall review and compare the screens, attempt to resolve the differences, and contact the Department or its designee if differences cannot be resolved.

b. Annual Re-Determination

An annual re-determination of level of care shall be completed within 365 days of the most recent functional screen. The participant must receive a nursing home level of care to remain functionally eligible.

c. Change of Condition Re-Determination

A re-determination of level of care must be performed whenever there is a significant improvement or decline in a participant's situation or condition.

4. *Accuracy of Information*

The county shall not knowingly misrepresent or knowingly falsify any information on the LTCFS. The county shall also verify the information it obtains from or about the individual with the individual's medical, educational, and other records as appropriate to ensure its accuracy.

5. *Long-Term Care Functional Screener Certification*

a. Education and Experience

Before being allowed to administer the functional screen on individuals, county staff or county contractors must satisfy the following standards:

- i. Be a representative of a county with an official function in determining eligibility for a specific program area.
- ii. Have a license to practice as a registered nurse in Wisconsin pursuant to Wis. Stat. § 441.06, or a Bachelor of Arts or Science degree, preferably in a health or human services related field, and a minimum of one year of experience working with at least one of the pertinent target populations.
- iii. Successfully complete the online screener certification training course(s) and become certified as a functional screener by the Department. Information on the online web class can be found at: <https://wss.ccdet.uwosh.edu/stc/dhsfunctscreen>.
- iv. Meet all other training requirements specified by the Department.

b. Certified Screener Documentation

Each county shall maintain documentation of compliance with the requirements set forth in section (a) above and make this documentation available to the Department upon request.

6. *Administration of the Screening Program*

a. Listing of Screeners

Each county shall maintain an accurate, complete, and up-to-date list of all the staff members and/or county contractors who perform functional screens. Counties shall submit to the Department requests to have a screener's security access deactivated as follows:

- i. If the county terminates the employment of a screener, the county shall submit the deactivation request within one (1) business day of the screener's termination.
- ii. When a screener leaves the county and/or no longer has a need for access to the functional screen application, the agency shall submit the deactivation request within three (3) business days of the departure or reassignment of the screener.

b. Communications

Each county that administers functional screens shall ensure that each screener is able to receive communications from the Department's functional screen listserv(s).

c. Mentoring

Each county that employs newly certified screeners shall have a formal program for mentoring new screeners (that is providing them with close supervision, on-the-job training, and feedback) for at least six months.

This program shall be described in internal policy and procedures documents that are made available to new screeners and to the Department upon request. Each county will include activities that allow new screeners to:

- i. Observe an experienced screener administering an actual screen;
- ii. Complete practice screens on a paper version of the LTCFS;
- iii. Be observed by an experienced screener while completing screens or to have his/her screens reviewed by an experienced screener; and
- iv. Have the opportunity for discussion and feedback as a result of those observations or reviews.

d. Screen Liaison

Each county shall designate at least one staff member as "Screen Liaison" to work with the Department in respect to issues involving the screens done by the county. This person must be a certified functional screener and, at Department determined intervals, successfully pass the required continuing skills testing. This person's current contact information must be provided to the Department.

- i. Screeners shall be instructed to contact the Screen Liaison with questions when they need guidance or clarification on the screen instructions, and shall contact the Screen Liaison whenever a completed screen leads to an unexpected result in terms of eligibility or level of care;
- ii. The duties of the Screen Liaison are to:
 - a) Provide screeners with guidance when possible, or contact the Department's Functional Screen Staff for resolution;
 - b) Consult with the Department or its designee on all screens that obtain an unexpected result or that are especially difficult to complete accurately;
 - c) Oversee new screener mentoring program as listed in 6.c.;
 - d) Act as the contact person for all communications between the Department or its designee relating to functional screens and the screening program;

- e) Ensure that all local screeners have received listserv communications and updates from the Department;
 - f) Act as the contact person other counties/agencies can contact when they need a screen transferred;
 - g) Act as the contact person for technical issues such as screen security and screener access;
 - h) Consult with the ADRC, when the ADRC has performed the initial level of care determination, when the county re-determines level of care for a newly enrolled participant or a newly enrolled participant is found to be functionally ineligible or eligibility changes to a non-nursing home level of care within six (6) months of the submission of the most recent pre-enrollment screen. Review and compare the screens and attempt to resolve differences. Contact the Department or its designee if differences cannot be resolved.
- iii. Either through the screener's supervisor or through the Screen Liaison, or both, provide ongoing oversight to ensure that all screeners:
- a) Follow the most current version of the WI Long Term Care Functional Screen Instructions and all updates issued by the Department, including technical assistance documents and frequently asked questions. These are available and maintained on the Department's website at <https://www.dhs.wisconsin.gov/functionalscreen/lcfs/instructions.htm>
 - a) Meet all other training requirements as specified by the Department.

7. *Screen Quality Management*

Counties shall have a screen quality management program developed in internal policies and procedures. These policies and procedures shall be made available to the Department upon request.

Activities documented in these policies and procedures shall include:

a. *Monitoring Screeners*

The policies and procedures shall describe the methods by which the Screen Liaison(s) monitors the performance of individual screeners and provides each screener with prompt guidance and feedback. Minimum monitoring methods include:

- i. Participation of the Screen Liaison(s) in staff meetings where screeners discuss and consult with one another on recently completed functional screens;
- ii. Identification of how the accuracy, completeness, and timeliness of annual and change-in-condition screens submitted by screeners will be monitored; and
- iii. Identification of the methods that will be employed to improve screener competency given the findings of the monitoring.

b. Continuing Skills Testing

The county shall require all of its certified screeners to participate in continuing-skills testing required by the Department. The Department will not require continuing-skills testing more than once per year. The county will:

- i. Provide for the participation of all certified screeners in any continuing-skills training that is required by the Department.
- ii. Administer continuing-skills testing required by the Department in accordance with instructions provided by the Department at the time of testing.
- iii. Cooperate with the Department in planning and carrying out remedial action if the results of the continuing-skills testing indicate performance of any individual screener or group of screeners is below performance standards set for the test result, including retesting if the Department believes retesting to be necessary.

c. Annual Review

At a minimum, annually review a sample of screens from each screener. This is to determine whether the screens were done in a complete, accurate, and timely manner and whether the results were reasonable in relation to the person's condition.

d. Remediation

Review and respond to all quality assurance issues detected by the Department or its designee. The county shall correct errors in evaluating level of care within 90 days of notification by the Department or its designee.

e. Quality Improvement

Implement any improvement projects or correction plans required by the Department to ensure the accuracy and thoroughness of the screens completed by the agency.

f. Subcontracts

Counties that subcontract with another entity or organization to conduct functional screens on behalf of the county must adopt policies and procedures to ensure subcontractor screen quality.