



Screener Training 101

Basics

Screeners Training 101



- Basics
- Security/Screen Transfers
- Archiving
- MCI – Master Customer Index
- Auto Transfer to CARES
- Help

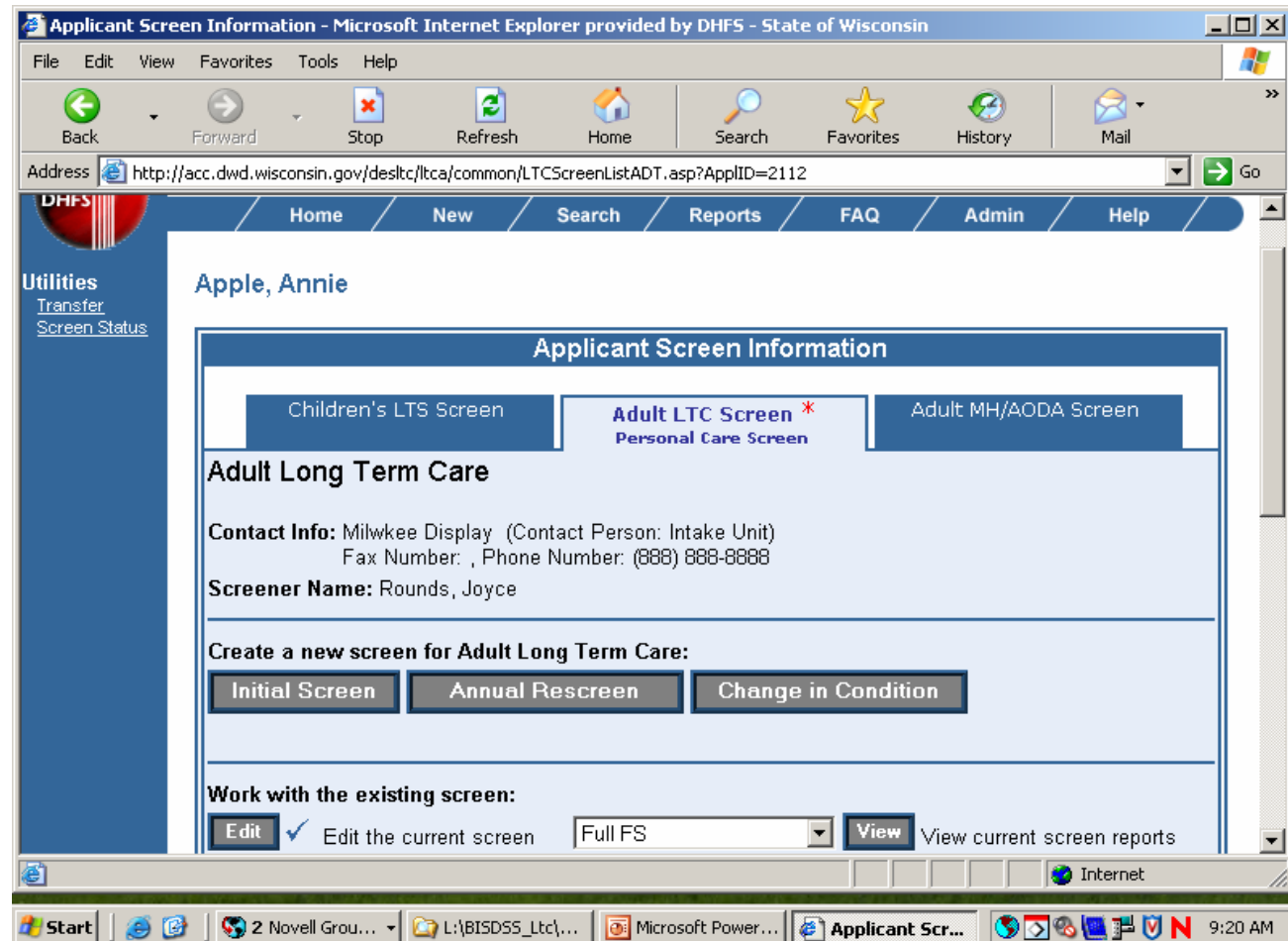


Basics

- Navigating thru the screen
- Reports – Individual and Agency
- Error messages/cross validations
- Pseudo SSN's

Navigating thru the screen

- Select the screen tab
- Select the desired screen button, edit button, or view.
- Use links along the side.



- When editing a screen, if any data is changed the **next page** button or a **link on the left hand side** must be selected for the change to take effect.

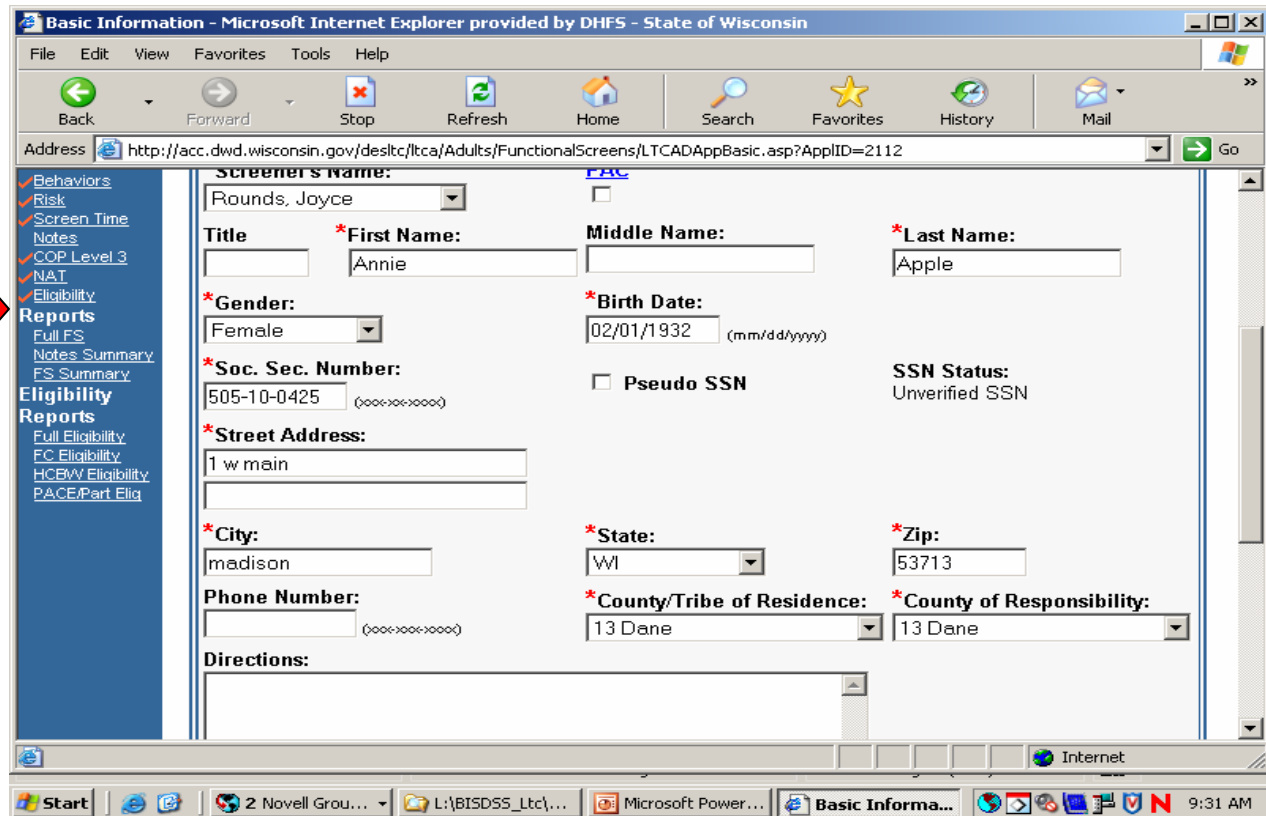
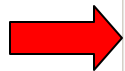
The screenshot shows a Microsoft Internet Explorer window titled "Basic Information - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar contains the URL: <http://acc.dwd.wisconsin.gov/desttc/lta/Adults/FunctionalScreens/LTCADAppBasic.asp?ApplID=2112>. The browser's navigation bar includes Back, Forward, Stop, Refresh, Home, Search, Favorites, History, and Mail buttons. The website's navigation menu includes Home, New, Search, Reports, FAQ, Admin, and Help. The main content area displays the name "Annie, Annie" and a "Basic Information" form. The form includes the following fields and values:

Basic Information			
Assigned To: Milwaukee County Department on Aging - RC			
*Referral Date:	11/10/2005 (mm/dd/yyyy)	Screen Type:	01 Initial screen
*Screener's Name:	Rounds, Joyce	PAC	<input type="checkbox"/>
Title	*First Name:	Middle Name:	*Last Name:
	Annie		Apple
*Gender:	Female	*Birth Date:	02/01/1932 (mm/dd/yyyy)
*Soc. Sec. Number:	505-10-0425 (xxx-xx-xxxx)	<input type="checkbox"/> Pseudo SSN	SSN Status: Unverified SSN

The taskbar at the bottom shows the Start button, several open applications including "2 Novell Grou...", "L:\BISD55_Ltc...", "Microsoft Power...", and "Basic Informa...", and the system clock showing 9:24 AM.

Reports – Individual

- Individual reports are located in the left side links



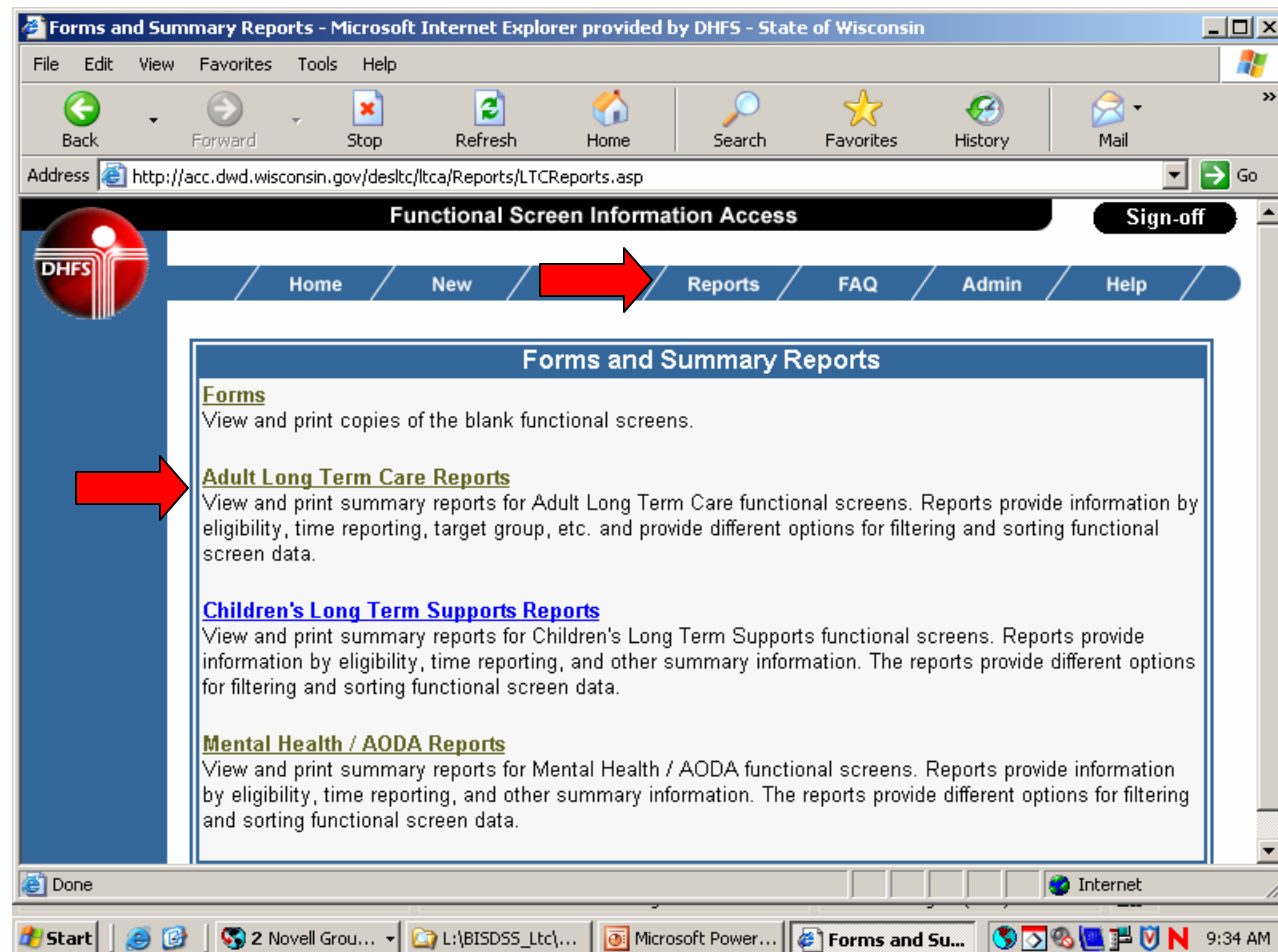
The screenshot shows a web browser window titled "Basic Information - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows the URL: <http://acc.dwd.wisconsin.gov/deslct/lcca/Adults/FunctionalScreens/LTCADAppBasic.asp?AppID=2112>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, History, and Mail. The main content area displays a form with the following fields and values:

- Screener's Name:** Rounds, Joyce
- Title:** [Empty]
- *First Name:** Annie
- Middle Name:** [Empty]
- *Last Name:** Apple
- *Gender:** Female
- *Birth Date:** 02/01/1932 (mm/dd/yyyy)
- *Soc. Sec. Number:** 505-10-0425 (000-00-0000)
- Pseudo SSN:**
- SSN Status:** Unverified SSN
- *Street Address:** 1 w main
- *City:** madison
- *State:** WI
- *Zip:** 53713
- Phone Number:** [Empty] (0000000000)
- *County/Tribe of Residence:** 13 Dane
- *County of Responsibility:** 13 Dane
- Directions:** [Empty]

The left sidebar contains a list of links: Behaviors, Risk, Screen Time, Notes, COP Level 3, NAT, Eligibility, Reports, Full FS, Notes Summary, FS Summary, Eligibility Reports, Full Eligibility, FC Eligibility, HCBW Eligibility, and PACE/Part Elig.

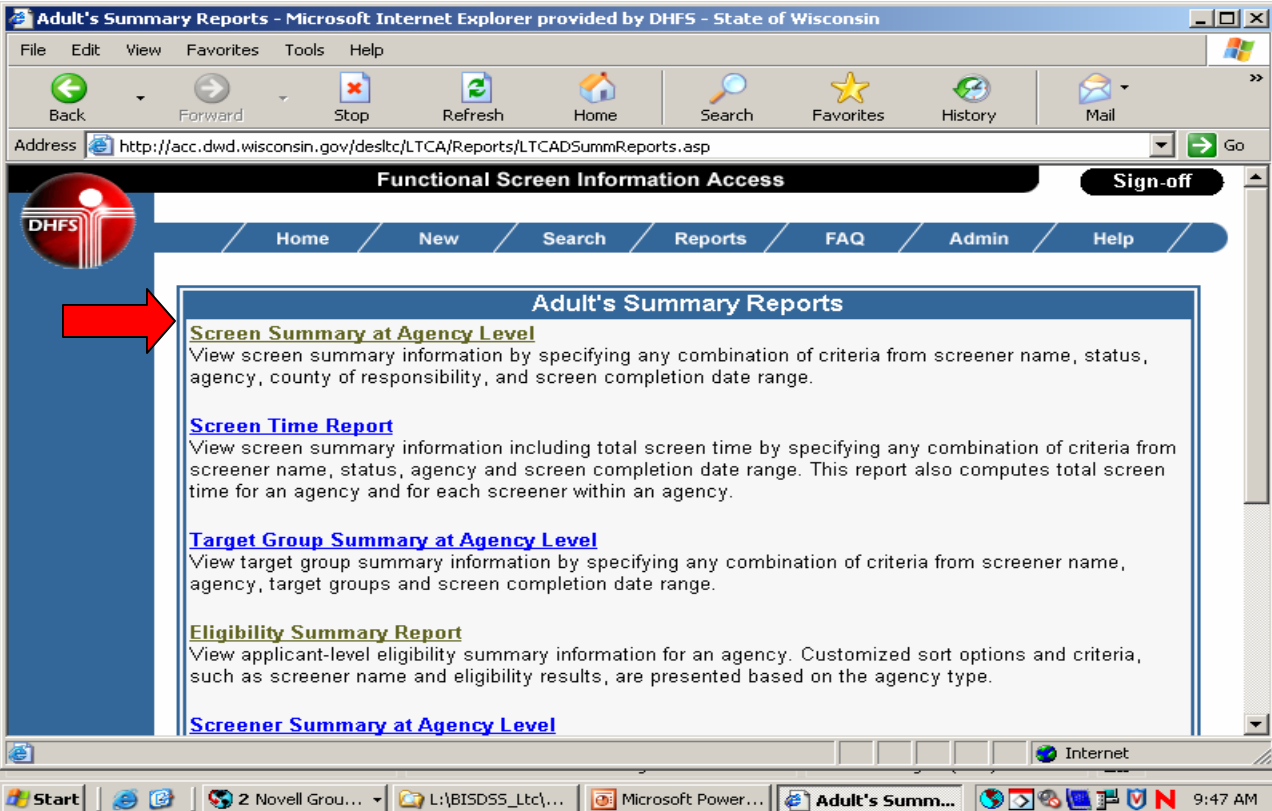
Reports – Agency

- Agency reports can be found by clicking on Reports along the top menu.
- Click on the Functional Screen Report link for Adults, Children's, or MH/AODA



Reports - Agency

- Select report link



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Adult's Summary Reports' page. The browser's address bar shows the URL: <http://acc.dwd.wisconsin.gov/desttc/LTCA/Reports/LTCADSummReports.asp>. The page features a navigation menu with links for Home, New, Search, Reports, FAQ, Admin, and Help. A red arrow points to the 'Screen Summary at Agency Level' link, which is highlighted in green. Below this link, there are four other report links: 'Screen Time Report', 'Target Group Summary at Agency Level', 'Eligibility Summary Report', and 'Screener Summary at Agency Level'. Each link is followed by a brief description of the report's content.

Functional Screen Information Access Sign-off

Home New Search Reports FAQ Admin Help

Adult'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.

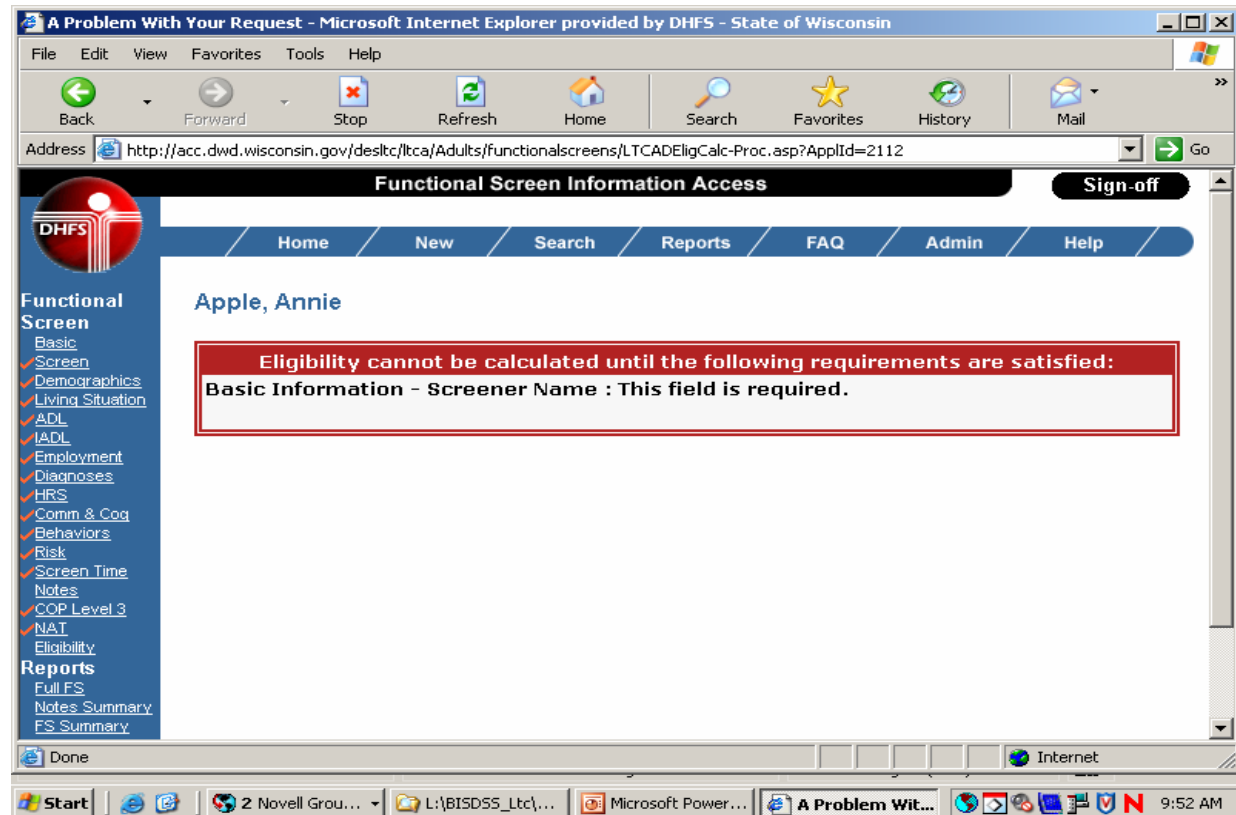
[Target Group Summary at Agency Level](#)
View target group summary information by specifying any combination of criteria from screener name, agency, target groups and screen completion date range.

[Eligibility Summary Report](#)
View applicant-level eligibility summary information for an agency. Customized sort options and criteria, such as screener name and eligibility results, are presented based on the agency type.

[Screener Summary at Agency Level](#)

Error messages and cross validations

- Error messages and warning messages are displayed in an error box.



Pseudo SSN

- Pseudo SSN should only be used on New applicants; Never created on the edit basic page.
- Rare occasion. For example: a newborn that does not have a SSN yet.

The screenshot shows a web browser window titled "New Applicant - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows the URL: <http://acc.dwd.wisconsin.gov/deslct/lta/Common/LTCNew.asp>. The page features a navigation menu with "Home", "New", "Search", "Reports", "FAQ", "Admin", and "Help". The main content area is titled "New Applicant" and contains the following form fields:

- *First Name:** appleseed
- Middle Name:** (empty)
- *Last Name:** Johnny
- *Gender:** Male (dropdown menu)
- *Birth Date:** 06/29/1925 (mm/dd/yyyy)
- *Social Security Number:** (empty) (#####)
- Pseudo SSN**

A red arrow points to the "Pseudo SSN" checkbox. A "Next Page" button is located at the bottom right of the form.



Basics

■ Contacts

□ **SOS Help Desk**

□ Hours: 9:00 – 11:30 AM

12:30 - 2:30 PM

(you may leave voice mail at other times
and someone will return your call)

■ E-mail: soshelp@dhfs.state.wi.us

■ Phone: (608) 266-9198

■ Fax: (608) 267-2437



Basics

- Demo