# SIX (6) CLTS FUNCTIONAL SCREEN BASIC ESSENTIALS

| | WHAT | WHERE | WHY | MORE INFO. |
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| 1 | SCREEN TYPE<br>The correct screen type is selected (INITIAL, RESCREEN or EDIT) | My Recent Screens and Individual Information Page | When research is done on the CLTS FS database to determine the volume of new screens completed throughout WI in a given time period, it is critical that screeners use the proper screen type so that the data is accurate. | CLTS FS Instructions; Module 2.2 |
| 2 | SSN STATUS<br>SSN Status should be "Verified SSN." If Unverified SSN, notes describe steps taken to verify the child's SSN or explain why SSN is not verified. | Individual Information Page | It is imperative that SSNs are entered correctly in the system. The system will check with Social Security Administration to determine if the SSN entered matches what they have on record for that individual. This may take up to a week. If it is not verified, there is an error on the CLTS FS that needs to be corrected. | CLTS FS Instructions; Module 2.1<br>SSN Status Report available on the CLTS Functional Screen |
| 3 | TITLE OF DIAGNOSES IN NOTES<br>The actual titles of any and all specific diagnoses are spelled correctly in the notes on the Diagnoses page. | Diagnoses Page | The Diagnoses Page only lists diagnostic categories rather than specific diagnoses. In order to complete a thorough screen, screeners must list the actual, specific diagnoses in the notes on the Diagnoses Page. | CLTS FS Instructions; Module 3.7 |
| 4 | PRESENTING DIAGNOSES<br>Limit to three presenting diagnoses. | Diagnoses Page | Functional eligibility results are based on the category of diagnoses that resulted in a need for program services. Children can be given a LOC based on a secondary disability unintentionally if the practice of indicating presenting diagnoses is not adhered to. | CLTS FS Instructions; Module 3.8 |
| 5 | TIMELY COMPLETION<br>Cycle time from Screen Begin Date to Screen Determined On Date is less than 45 days. | Screen Completion Page | Screeners who complete screens in a timely way will be more likely to accurately capture information shared by the family at the home visit. Additionally, timely completion of the screen will contribute to a timely completion of the eligibility determination process for families applying for CLTS programs for their child. | Screen Time Report available on the CLTS Functional Screen |
| 6 | CALCULATE ELIGIBILITY<br>Eligibility must be calculated on all functional screens within 45 days. | My Recent Screens and Eligibility Results Page | Not calculating eligibility leaves a screen incomplete. Incomplete screens cannot be accessed by anyone other than the original screening agency. Incomplete screens cannot be transferred to other agencies. If a family stops the process mid stream, the functional screen must still be calculated based on the information collected at that time. | Screen Summary Report available on the CLTS Functional Screen |