

Children's Long-Term Support (CLTS) Functional Screen Teleconference Quarter One

Bureau of Children's Services
Division of Medicaid Services
February 10, 2022



Agenda

- CLTS Waiver Renewal and the CLTS Functional Screen (CLTS FS)
- FS leads defined
- Activities of FS leads
- Resources for FS leads
- Next steps

Teleconference Information

Accessing teleconference materials

- GovDelivery message
 - ◆ PowerPoint
- [Vimeo](#)
 - ◆ Recording

CLTS Waiver Renewal and the CLTS Functional Screen

Colleen Medford

Highlights of the CLTS Waiver Renewal

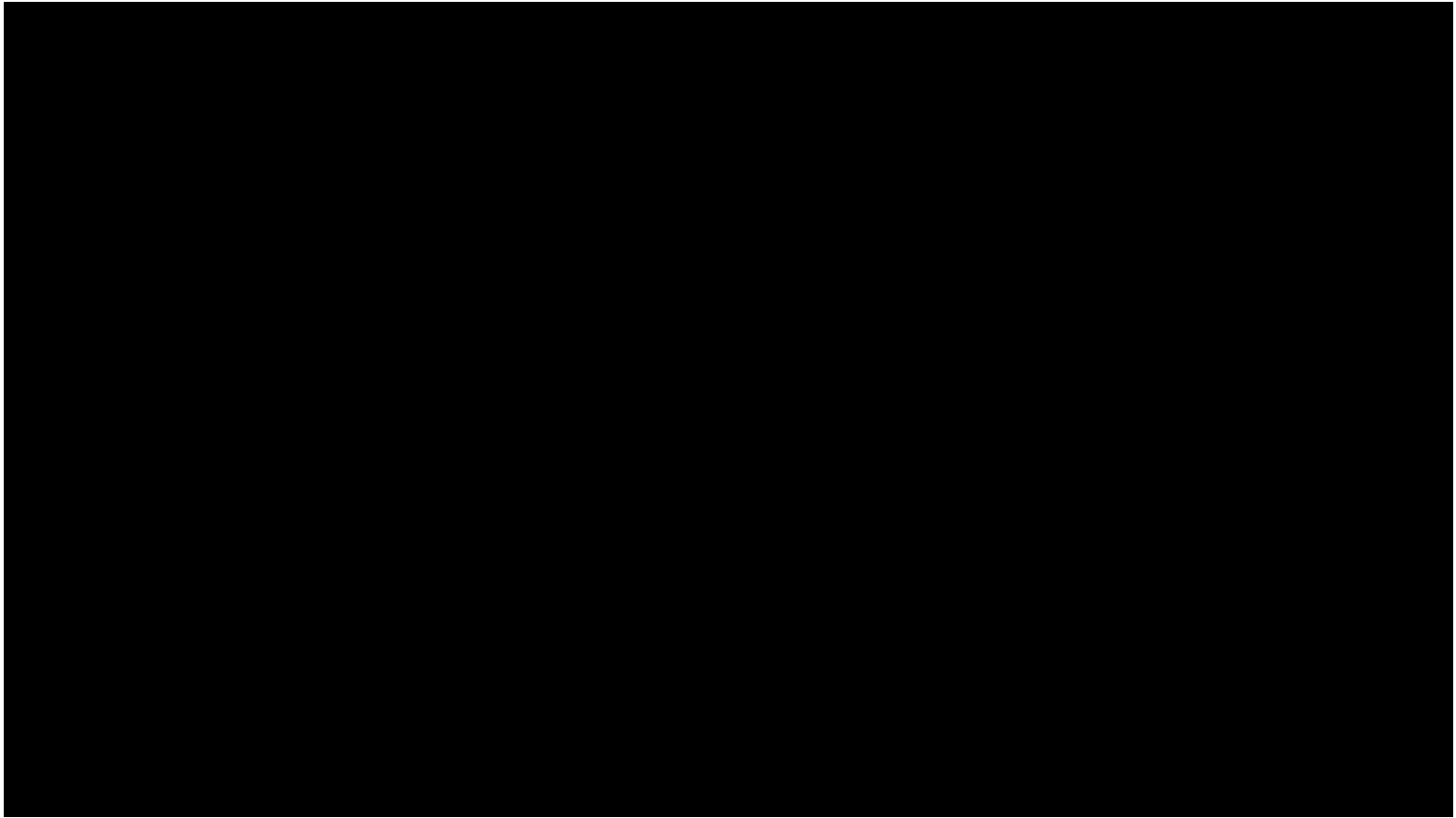
- **New services**
- **Rebranding and updating existing services**
- **Targeted supports for participant and family direction**
- **Adding diagnosis-specific program eligibility for children 0 through 5**
- **Narrowing the types of permitted restrictive measures**

CLTS Waiver Renewal and the CLTS FS

Three updates to operationalize waiver renewal in the CLTS FS:

- Diagnosis page of the CLTS FS
- Diagnostic cue sheet
- Updated paper copy and age cohort questions

Diagnosis Page and Cue Sheet



CLTS FS "Paper Screen"

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 about agency name, type and privileges. Report provides different options for filtering and sorting agency information.

[Adult Long Term Care Reports](#)

View and print summary reports for Adult Long Term Care functional screens. Reports provide information by eligibility, time reporting, target group, etc. and provide different options for filtering and sorting functional screen data.

[Children's Long Term Supports Reports](#)

View and print summary reports for Children's Long Term Supports functional screens. Reports provide information by eligibility, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

[Mental Health / SUD Reports](#)

View and print summary reports for Mental Health / SUD functional screens. Reports provide information by eligibility, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

[Personal Care Reports](#)

View and print summary reports for Personal Care Screening Tool. Reports provide information by allocation, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

Forms

[Adult Long Term Care Functional Screen](#)

[Children's Long Term Supports Functional Screen](#)


[Children's Long Term Supports Age-Specific ADL and IADL Questions](#)

[Mental Health / SUD Functional Screen](#)

[Personal Care Screening Tool](#)

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CLTS FS "Paper Screen"


 Functional Screen Information Access ADMIN HOME HELP REPORTS SIGN OFF

PRODUCTION User Name: M Schlaak Sperry 01/21/2022


Children's LTS Age-Specific ADL and IADL Questions



Applicant's Birth Date and Screen Begin Date

Birth Date: 10/14/2016 

Screen Begin Date: 01/07/2022 

Output Format

Report Format: PDF 

CLTS FS "Paper Screen"

AGE-SPECIFIC ADL/IADL ANSWER CHOICES FOR CHILDREN'S LONG TERM SUPPORTS PROGRAMS

Birth Date: 10/14/16

Screen Begin Date: 1/7/22

Age: 5 Years

Bathing

4 years to 5 years 9 months

- Needs adaptive equipment.
- Is combative during bathing (e.g., flails, takes 2 caregivers to accomplish task).
- Needs to be lifted in and out of bathtub or shower.
- None of the above apply.

Is at least one of the bathing functional impairments checked expected to last for at least one year from the date of screening?

- Yes
- No

Grooming (Brushing teeth, washing hands and face, hair care. For older age cohorts, consider more advanced grooming skills such as shaving, application of deodorant, and nail clipping.)

4 years to 5 years 9 months

- Is combative during grooming (e.g., flails, clamps mouth shut, takes two caregivers to accomplish task).
- Unable to wash hands.
- None of the above apply.

Is at least one of the grooming (brushing teeth, washing hands and face, hair care. for older age cohorts, consider more advanced grooming skills such as shaving, application of deodorant, and nail clipping.) functional impairments checked expected to last for at least one year from the date of screening?

- No

Dressing

4 years to 5 years 9 months


- Needs physical assistance with getting clothing on/off.
- None of the above apply.


Is at least one of the dressing functional impairments checked expected to last for at least one year from the date of screening?

CLTS Functional Screen Leads and their Roles

Mary Schlaak Sperry

CLTS FS and Quality Improvement

- 
- Minimize time with not functionally eligible (NFE) reviews
 - Provide guidelines for internal county waiver agency (CWA) review
 - Reduce time and effort to complete screen
-

- 
- Increase screener training/outreach
 - Added collaboration with stakeholders
 - Semi-annual review of the CLTS FS and clinical instructions

CLTS Functional Screen Leads Defined

- Quality improvement to CLTS FS
- Train-the-trainer approach
- Strengthened security to Functional Screen Information Access (FSIA)

CLTS Functional Screen Lead Details

- One or two people in your CWA and one from Comprehensive Community Services (CCS)
- Structure of larger CWAs and subcontracts
- Education and experience
- Communication

CLTS Functional Screen Leads and their Roles

Internal quality

Review CLTS FS before and after calculation for completeness:

- Are all fields marked or explained in the notes?
- Are quality notes written according to format?
- Are you getting a complete picture of this child and their needs?

Internal Quality

Screen Time and Notes

- **Proper format**
- **Dates and initials appear with notes in desired format:**
 - ◆ **Newest notes at the top of the note section.**
 - ◆ **Date (MM/DD/YY) - Notes - Initials.**

Internal Quality

NFE Process

- Additional contact when FS is NFE
- Was result expected
- Guide referral to other programs

CLTS Functional Screen Leads and their Roles

- Liaison to screener needs and training
 - ◆ Added training (UW-Oshkosh, review teleconference recordings)
 - ◆ Focused training
 - ◆ Training to be developed
- FSIA
 - ◆ Review for pending screens
 - ◆ Review for current CLTS screeners and access types
 - Add, change, or eliminate screener access

Activities: Functional Eligibility Results

Colleen Medford

Functional Eligibility Results

ELIGIBILITY RESULTS

Screener Name: Colleen Medford

Screen Entered By: Mary Schlaak Sperry

Eligibility Calculated By Agency: State of Wisconsin

Determined On: 10/08/2021

Eligibility Program	Eligibility Results	Pending Results
Comprehensive Community Service	Not functionally determined to need services	N/A
Children's Community Options Program	Functionally Ineligible (Due to Living Situation).	None
Community Recovery Services	Not functionally eligible	N/A
CLTS Waiver Program	Functionally Ineligible (Due to Living Situation).	None
Katie Beckett Medicaid Eligibility	ICF-IID/DD2 Level of Care Nursing Home Level of Care	Living Situation
MH Wrap Around	Not functionally eligible	N/A

*** This does not include FINANCIAL eligibility ***

*** These results are for functional eligibility only. Each program/service has additional requirements for enrollment. ***

This is a pseudo SSN. The Applicant cannot be entered on CARES with this SSN.

Functional Eligibility Results


- Steps for screeners if CLTS Functional Screen result is NFE:
 1. Do not send the screen results to iChange.
 2. Self-review screen for accuracy.
 3. Have a peer and lead in your agency review.
 4. If questions remain, email the [CLTS FS mailbox](#).
- All CLTS and Children's Community Options Program (CCOP) NFE results continue to be reviewed by the Bureau of Children's Services (BCS).

Functional Eligibility Results, cont.

- Steps to take if the result is Functionally Eligible:
 1. Send results to iChange.
 2. Document results in Program Participation System (PPS) using the appropriate timeline.
 3. Discuss results with family for all eligible programs.
 4. Begin referral, enrollment, and/or service planning for interested programs based on strengths and needs.

Functional Eligibility Results, cont.

- Coordinating eligibility between programs:
 - ◆ If the screen that was completed changed eligibility results for other programs, work with those programs to alert, verify, and amend.
 - CCOP, CLTS Program, Katie Beckett Medicaid
 - CCS

First Name Last Name Birth Date  Social Security Number

My Recent Screens

FIRST NAME ↑↓	LAST NAME ↑↓	MI	BIRTH DATE	SCREEN CATEGORIES
Clinton	Barton		07/11/2007	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Kurt	Wagner		12/23/2004	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Tony	Stark		03/20/2006	<input type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Gamora	Titan		01/12/2012	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Peter	Quill		04/28/2013	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Carter	Hall		08/08/2018	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Nick	Fury		06/12/2014	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Bruce	Banner		10/20/2014	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Clark	Kent		02/11/2015	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST
Jean	Grey		09/03/2015	<input checked="" type="checkbox"/> CLTS <input type="checkbox"/> LTC <input type="checkbox"/> MH <input type="checkbox"/> PCST

COMPLETED INCOMPLETE NO SCREEN

Kurt Wagner

Children's LTS Screen


Assigned To:
State of Wisconsin

Screener Name:
Schlaak Sperry, Mary
Mary.SchlaakSperry@dhs.wisconsin.gov

Determined On:
10/08/2021

Screen Status:
Active


Work with the existing screen:

Screen Begin Date:
 

Create screen for Children's LTS:

Current Screen Reports:

FS w/Eligibility Report

 [Print NFE Results](#)

Work with the history screen:

Utilities:

CLTS Functional Screen Leads Reports

Colleen Medford & Mary Schlaak Sperry

FSIA ADMIN Link

fsia.wisconsin.gov/fsia/reactui/Admin/adminhome



Functional Screen Information Access

ADMIN

HOME

HELP

REPORTS

SIGN OFF

PRODUCTION

User name: M Schlaak Sperry

01/07/2022

Administration Home Page

Modify Agency Contact Information

Search for existing agencies and modify agency information.



Functional Screen Information Access

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PRODUCTION

User name: M Schlaak Sperry

01/07/2022

Agency Selection

Agency

State of Wisconsin



Next

CLTS Reports



Functional Screen Information Access

PRODUCTION

User Name: M Schlaak Sperry

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01/14/2022

Forms and Summary Report

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[Mental Health / SUD Reports](#)



Functional Screen Information Access

PRODUCTION

User Name: M Schlaak Sperry

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01/14/2022

Children'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.

[Screener Summary at Agency Level](#)

View and print 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 filtering and sorting screeners information.

[SSN Status Report](#)

View applicant 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.

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CLTS Reports

Screen Summary at Agency Level

Screen Summary Report: Criteria

Screen Criteria

(Note: A blank report will be opened if there are no records found matching the specified criteria.)

Select County to filter Assigned to Agency dropdown (optional):

County: 13 Dane

Select desired screen criteria:

Assigned To Agency: QA Test Agency Children

Screener: Schlaak Sperry, Mary

Status: All

Screen Archive Status: Active

Screen Completion Date Range

From: MM/DD/YYYY

To: MM/DD/YYYY

Output Format

Primary Sort Order: Applicant Name Ascending Descending

Secondary Sort Order: - None - Ascending Descending

Report Format: PDF

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SUBMIT

Children's Long Term Supports

1/20/22 - 5:10PM

Screen Summary Report

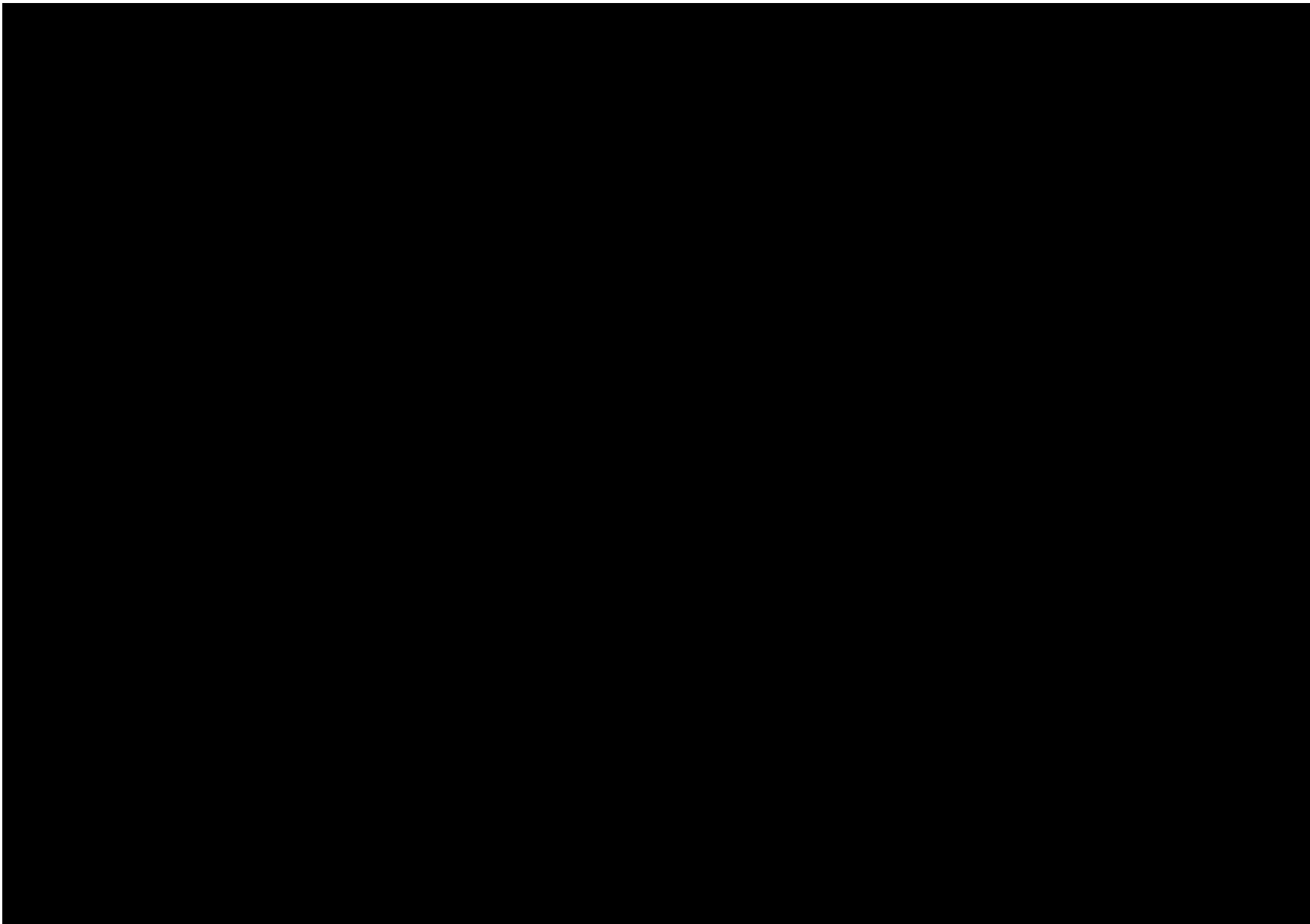
Screens Displayed: Active

Agency: KAN UAT Children Screener

Applicant Name	Birth Date	SSN	Screener Name	County of Responsibility	County of Residence	Screen Completed	Screen Type	Status
Cassidy, Lola	01/01/2013	xxx-xx-4079	Schlaak Sperry, Mary	04 Bayfield	04 Bayfield	12/07/2018	01 Initial screen	Complete
Clarke, Lewis	04/18/2003	xxx-xx-4078	Schlaak Sperry, Mary	13 Dane	13 Dane	01/21/2021	01 Initial screen	Complete
Frites, Fritz	04/05/2013	xxx-xx-6777	Schlaak Sperry, Mary	20 Fond du Lac	20 Fond du Lac	07/03/2021	01 Initial screen	Complete
Louis, Brady	01/01/2001	xxx-xx-6790	Schlaak Sperry, Mary	13 Dane	13 Dane	01/19/2020	01 Initial screen	Complete
NOSSN, Test	11/10/2019	xxx-xx-4300	Schlaak Sperry, Mary	14 Dodge	14 Dodge		01 Initial screen	Incomplete
Riley, Murr	01/01/2005	xxx-xx-4077	Schlaak Sperry, Mary	13 Dane	13 Dane	12/06/2018	01 Initial screen	Complete
Simpson, Brandine	01/01/2016	xxx-xx-4081	Schlaak Sperry, Mary	91 Sokaogon Chippewa Community	91 Sokaogon Chippewa Community	12/07/2018	01 Initial screen	Complete
Sperry, Charger	01/01/2004	xxx-xx-4076	Schlaak Sperry, Mary	13 Dane	13 Dane	12/06/2018	01 Initial screen	Complete

Agency: State of Wisconsin

Applicant Name	Birth Date	SSN	Screener Name	County of Responsibility	County of Residence	Screen Completed	Screen Type	Status
Baio, Scott	06/04/2018	xxx-xx-6788	Schlaak Sperry, Mary	40 Milwaukee	40 Milwaukee	06/20/2020	01 Initial screen	Complete
Cassidy, Shaun	01/01/2017	xxx-xx-9000	Schlaak Sperry, Mary	30 Kenosha	30 Kenosha	06/20/2020	01 Initial screen	Complete
Garrett, Leif	06/02/2002	xxx-xx-8900	Schlaak Sperry, Mary	07 Burnett	07 Burnett	06/20/2020	01 Initial screen	Complete
Goodeve, Grant	09/07/2017	xxx-xx-9000	Schlaak Sperry, Mary	67 Waukesha	67 Waukesha	06/24/2020	01 Initial screen	Complete
Kitty, Gracie	07/05/2016	xxx-xx-4337	Schlaak Sperry, Mary	13 Dane	13 Dane	07/03/2021	01 Initial screen	Complete
Me, Me	11/08/2018	xxx-xx-8999	Schlaak Sperry, Mary	51 Racine	51 Racine	06/24/2021	01 Initial screen	Complete
Stevenson, Parker	07/02/2018	xxx-xx-6778	Schlaak Sperry, Mary	15 Door	15 Door	06/24/2020	01 Initial screen	Complete
Wagner, Kurt	06/10/2020	xxx-xx-4283	Schlaak Sperry, Mary	13 Dane	13 Dane	01/13/2022	02 Annual screen	Complete
Zevon, Warren	05/06/2002	xxx-xx-2918	Schlaak Sperry, Mary	13 Dane	13 Dane	06/20/2020	01 Initial screen	Complete



Screen Timelines

- The Screen Completion Date is the date when all sections of the CLTS FS were completed by the certified screener:
 - Not when started into FSIA
 - Not when the screen is calculated
- The 45-day timeline calculates **from** date of referral **to** screen completion date.

Screen Time Report

Long Term Care Functional Screen

1/20/22 - 5:05PM

Screen Time Report
 (Completed Screens only)
 Screens Displayed: Active

Agency: KAN UAT Children Screener

Screener: Schlaak Sperry, Mary

Applicant Name	Birth Date	SSN	Referral Date	Screen Begin Date	Screen Complete Date	Days from Referral to Begin	Days from Begin to Complete	Screen Type	Screen Time
Cassidy, Lola	01/01/2013	xxx-xx-4079	12/03/2018	12/07/2018	12/07/2018	4	0	01 Initial screen	1:15
Clarke, Lewis	04/18/2003	xxx-xx-4078	12/03/2019	01/21/2021	01/21/2021	415	0	01 Initial screen	3:00
Frites, Fritz	04/05/2013	xxx-xx-6777	11/20/2019	06/03/2021	07/03/2021	561	30	01 Initial screen	2:15
Louis, Brady	01/01/2001	xxx-xx-6790	12/03/2019	01/17/2020	01/19/2020	45	2	01 Initial screen	1:15
Riley, Murr	01/01/2005	xxx-xx-4077	12/03/2018	12/06/2018	12/06/2018	3	0	01 Initial screen	1:30
Simpson, Brandine	01/01/2016	xxx-xx-4081	12/03/2018	12/07/2018	12/07/2018	4	0	01 Initial screen	1:00
Sperry, Charger	01/01/2004	xxx-xx-4076	12/03/2018	12/06/2018	12/06/2018	3	0	01 Initial screen	1:00

Total Screener Time: 11:15

Screener Average Days from Referral to Begin: 148

Screener Average Days from Begin to Complete: 5

Total Agency Time: 11:15

Agency Average Days from Referral to Begin: 148

Agency Average Days from Begin to Complete: 5

Screeners Resources and Trainings

Colleen Medford & Mary Schlaak Sperry

Resources for Leads and Screeners

- [Learning Center UW-Oshkosh](#)
- [CLTS Functional Screen Clinical Instructions](#)
- [Wisconsin's Functional Screen webpage](#)
- [DHS CLTS FS Staff email](#)
- [SOS Help Desk email](#)
 - ◆ Phone: 608-266-9198
- [CCS email](#)

Wisconsin Department of Health Services Functional Screener Learning Center

Wisconsin's Children's Long Term Support Functional Screener Training Course

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Adult LTCFS Course

Children's LTS FS Course

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Continuing Skills Test



Course Description

This course helps you develop a comprehensive understanding of how the Children's Long-Term Support Functional Screen (CLTS FS) should be administered and completed for individuals applying for Wisconsin's long-term support programs.

Only qualified and experienced professionals who have passed this online certification course and who meet additional requirements prescribed by the Department of Health Services (DHS) are permitted to complete the CLTS FS.

This course is structured in modules that are consistent with the Department's document titled CLTS FS Clinical Instructions, which may be viewed online at <https://www.dhs.wisconsin.gov/publications/p00936.pdf>.

Already registered? Go to your [Curriculum](#) to access the course.



Target Audience: Wisconsin social workers, registered nurses and other health care professionals seeking certification to administer functional screens for an agency approved by DHS.

Course Objectives: After completing this course, the learner will be able to:

- Have an overview of the CLTS Functional Screen history and purpose;
- Accurately provide the demographic and identification information on the Informational pages;
- Know how to use the Diagnoses Cue Sheet and list current diagnoses and identify presenting diagnoses;
- Complete the Mental Health page with consideration to duration, symptoms, services and rare circumstances;
- Identify and record the frequency of specific behaviors and the current interventions being used;
- Capture every child's significant functional impairments in Activities of Daily Living and Instrumental Activities of Daily Living;

Wisconsin Department of Health Services Functional Screener Learning Center

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Adult LTCFS Course

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DHS FS Website

Continuing Skills Test



Course Completion and Certification: Upon completion, you will receive:

- A certificate of completion noting 12 hours of continuing education.
- Information on how to request access to the Functional Screen Information Access (FSIA) system.

Register for This Course: To register for this course, complete the [Account Request Form](#).

How to Access This Course: After you receive your logon ID:

1. Select the "My Curriculum" link in the left navigation bar.
2. Enter your ID and click OK.
3. Select the "Children's Long Term Support Functional Screen Certification Course."
4. Click the module code to the left of the module name.
5. Select the "Module Content" tab to begin the Introduction to the course.

Having Technical Issues?

If you experience technical problems with the Learning Center, or have trouble accessing a course, please contact:

LC Registration Staff

Phone: (920) 424-1071

Email: regstaff@uwosh.edu

Have Questions About The Course Materials?

CLTS FS Coordinator

dhscltsfs@wisconsin.gov

Wisconsin Functional Screen Webpage

Resources for Children's Long-Term Support (CLTS) Screeners

- [CLTS FS Clinical Instructions](#) (Updated September 8, 2021)
- [Children's Long-Term Support Functional Screen and Clinical Instruction Updates, P-03083](#) (PDF)
- [Institutional Levels of Care: Children's Long-Term Support Programs in Wisconsin, P-03027](#) (PDF)
- [Sign up for email updates](#) 
- Tools and Guides for CLTS FS Screeners
 - [Diagnosis Cue Sheet, P-00920](#) (PDF)
 - [Norm-Referenced Assessment Tools for Communication and Learning, P-00933](#) (PDF)
 - [Paper Form, F-00367](#) (PDF)
- [Screener Certification On-line Course](#) 

CLTS FS Teleconferences

Upcoming	▲
Previous	▲

Contact Information

[DHS SOS Email](#) 

[CLTS FS Email](#) 

Archived Documents	▲
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SOS Help Desk

- Technical issues related to the CLTS FS
- Changes in screener's email or contact information
- Errors with identifying information that the screener is unable to change
- Master customer index (MCI) number, level of care, and parental payment liability fee issues in the ForwardHealth CLTS Waiver Eligibility and Enrollment Streamlining (EES) Wizard

Next Steps

Mary Schlaak Sperry & Colleen Medford

Poll Question: What topics would you like discussed at future CLTS Functional Screen teleconferences?

- **Interviewing skills**
- **CCS/CLTS interface**
- **Mental health and behavior**
- **Activities of daily living (bathing, dressing, etc.)**
- **Instrumental activities of daily living (learning, communication, social competency/self-direction)**
- **New screener supports**

Outreach

- CLTS Functional Screen 2022 Quarterly Teleconferences
 - ◆ May 12, 2022
 - ◆ August 11, 2022
 - ◆ November 10, 2022
- Second Thursday of the month 11 a.m.-12 p.m.