

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

Bureau of Children's Services
Division of Medicaid Services
November 4, 2021



Agenda

- Summary of Changes to the Clinical Instructions and CLTS Functional Screen (CLTS FS).
- Walkthrough and Demos:
 - ◆ Module 6: Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs).
 - ◆ Module 9: Screen Time and Notes.
 - ◆ Module 10: Functional Eligibility Results.
 - ◆ Module 11: Resources for Certified Screeners.
- Resources and Next Steps.

Teleconference Information

Accessing teleconference materials

- GovDelivery message
 - ◆ PowerPoint
 - ◆ [Two-Page Summary](#)
- [Vimeo Link](#)
 - ◆ Recording

Summary of Changes

Mary Schlaak Sperry

Reasons for CLTS FS Updates

- Incorporated changes over the last six years.
 - ◆ Advances in technology.
 - ◆ Updates to testing.
 - ◆ Tips, system change notices, and GovDelivery messages.
- Clarified all process and procedures.
- Modified to concise, transparent language.

Reasons for CLTS FS Updates

- Updated for inclusion and equity initiatives.
- Amended for family and person-centered philosophy and language.
- Further aligned to:
 - ◆ State and Federal Institutional Levels of Care.
 - ◆ Adult Long-Term Care system and screen.

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 and outreach.

Added collaboration with stakeholders.

Semi-Annual Review of the CLTS FS and Clinical Instructions.

Module 6: ADLs and IADLs

Colleen Medford

Module 6:ADLs

Bathing:

- New Question-*Exhibits extreme behaviors to the point that the child does not regularly perform bathing tasks at an age appropriate level.*

Dressing:

- New Question-*Needs physical assistance with getting clothing on/off.*
- Children ages nine and older who need an adult to assist with buttons, zippers, and snaps.
- Independent in dressing but takes added time, supervision or adaptations.

Module 6:ADLs

Grooming

- More description has been give as to what can be included, including hair care.
- New Question-*Exhibits extreme behaviors to the point that the child does not regularly perform grooming tasks at an age appropriate level.*

Module 6:ADLs

Eating:

- Needs one-on-one monitoring to prevent choking, aspiration, or other serious complications.
- Will overstuff mouth with food, often resulting in gagging or vomiting.
- Has current eating disorder requiring one-on-one monitoring at meals.
- Avoids certain foods, gags, or spits out foods due to oral sensitivities.

Module 6:ADLs

Toileting:

- No Changes.

Mobility and Transfers:

- New Question- *Unable to ambulate independently.*
- Requires another person to help hold the child up while they walk. Over age six, unable to walk long distances due to fatigue from the significant effort involved in ambulating.

Module 6: IADLs

Communication:

- Added examples under questions.
- Added tests under the assessment tools category.
 - ◆ DAY C-II, Greenspan Lewis, Rossetti-many which Birth to Three use.
 - ◆ Other Category for tests.
- Aligned cohort questions to percent of delay in testing.

Module 6: IADLs

Learning:

- Added examples under questions.
- Added tests and Other category.
- If IQ score above 75, a screener can still check questions.

Module 6: IADLs

Social competency and self-direction:

- Incorporation of social competency tip.
- Clarification of questions.
- Addition of self-direction.

Capacity for Independent Living:

- New umbrella category for money management and food preparation.
- This IADL will appear beginning at age 14.

Learning ?

* Learning (4 years to 5 years, 9 months)

Has a valid full scale IQ. (A substantial functional impairment is defined by a full scale IQ score of 75 or less.)

IQ Test: Wechsler Preschool & Primary Scales of Intelligence

Score: 77

A norm referenced assessment in cognition within the last year. (A substantial functional impairment is defined by results that indicate a delay of 30% or greater or 2 Standard Deviations (SD) below the mean.)

Assessment Date: (mm/yyyy)

Assessment Tool:

Assessment Result:

- Battelle Developmental Inventory, 2nd Ed. only
- Bayley Scales of Infant Development
- Cognitive Abilities Scale
- Comprehensive Test of Nonverbal Intelligence
- DAYC-II**
- Differential Ability Scales (DAS)
- Kaufman Assessment Battery for Children
- McCarthy Scale of Children's Abilities
- Merrill-Palmer Revised Scales of Development
- Miller Assessment for Preschoolers
- Mullen Scales of Early Learning
- Portage Guide
- Primary Test of Cognitive Skills
- Scales of Cognitive Ability for Traumatic Brain Injury
- Test of Nonverbal Intelligence
- Vineland 3
- Woodcock Johnson III - Tests of Cognitive Skills (WJ III COG)

below the norm

Cannot accurately identify at least 7 colors

Cannot accurately identify at least 5 shapes

Cannot count 3 objects.

Cannot group objects by category.

None of the above apply.

* Is at least one of the learning functional

Yes

Social Competency/Self-Direction ?

*** Social Competency/Self-Direction (14 years to 17 years, 9 months)**

- Is not self confident in social situations.
Is not comfortable enough to express his/her opinion in everyday peer interactions.
- Does not assert social autonomy from parents.
Does not make decisions about interests, activities or ideas independent from his/her parents.
- Repeatedly does not avoid situations that are likely to result in trouble.
Gets involved in situations that have caused trouble in the past or does not avoid peer pressure in going along with a bad idea.
- Does not control his/her temper in disagreements with other children.
Cannot disagree with peers without escalating into a temper tantrum or running away from the situation.
- Does not identify one special friend.
Will play with anyone but does not have a best friend.
- Does not participate in groups at play.
Prefer to play by himself/herself rather than be part of a group.
- Does not seek information or assistance from parents or teachers.
Does not ask for help (verbally or non-verbally) or seek information from a trusted adult.
- Does not have an awareness of another child's need for help or feelings.
Does not recognize when another child is happy, sad or hurt.
- Does not assume different roles in play.
Does not engage in make believe or pretend play (e.g., pretends to play a mom, dad, cat or dog).
- Does not question rules or punishments viewed as unfair.
Unable to express his/her sense of unfairness or simply doesn't care when things are unfair.
- Does not make transitions from one activity to another without disrupting others.
Unable to make transitions without having his/her discomfort affect others in the group.
- Does not show concern for the feelings of friends.
Does not notice another person's feelings and offer care or comfort.
- Does not express an interest in spending time with similar aged peers.
Isolates himself/herself from peers


Module 9: Screen Time and Notes

Mary Schlaak Sperry

Module 9: Screen Time and Notes


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

Module 9: Screen Time and Notes

Screen Time & Notes 

Cancel

Screen Time Information

*Screen Completion Date: 

Hrs : Mins

*Face to Face Contact with Person: :

*Collateral Contacts: :

*Paper Work: :

*Travel Time: :

Screen Notes

- Please use this format [MM/DD/YY: Comments. Initials/Program Affiliation]
- Please place the most recent notes at the top

09/14/21 - Initial

Module 9: 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.

Module 10: Functional Eligibility Results

Mary Schlaak Sperry

Module 10: 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.

Module 10: Functional Eligibility Results

Steps to take if the Result is NFE.

- Do not send the screen results to iChange.
- Self-review screen for accuracy.
- Have a peer in your agency review.
- If questions remain, email the [CLTS FS mailbox](#).
- All NFE results continue to be reviewed by the Bureau of Children's Services (BCS).


Module 10: Functional Eligibility Results

- Steps to take if the result is Functionally Eligible:
 - ◆ Send results to iChange (or results will be sent in 30 days).
 - ◆ Document results in Program Participation System (PPS) if applicable.
 - ◆ Discuss results with family for all eligible programs.
 - ◆ Begin referral, enrollment, and/or service planning for interested programs based on strengths and needs.

Module 10: Functional Eligibility Results

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.
 - ◆ Children's Community Options Program (CCOP), CLTS Waiver Program, Katie Beckett Medicaid.
 - ◆ Comprehensive Community Services (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:

Module 11: Resources for Certified Screeners

Mary Schlaak Sperry

Module 11: Resources for Certified 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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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.

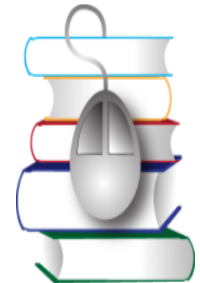
This course is structured in modules that are consistent with the Department's document titled CLTS FS Clinical Instructions, which may be viewed online at <https://www.dhs.wisconsin.gov/publications/p00936.pdf>.

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;



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Show all

X

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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

Module 11: Resources-Wisconsin Functional Screen Page

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



SOS Help Desk

- Technical issues related to the CLTS FS.
- Changes in screeners' 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 Program enrollment wizard.

Next Steps

Mary Schlaak Sperry, Colleen Medford

Outreach

- CLTS FS Updates went live 9/8/21
- CLTS FS 2021 Teleconferences
 - ◆ [Recordings](#)
- CLTS FS 2022 Quarterly Teleconferences
 - ◆ February 10, May 12, August 11, and November 10.
 - ◆ 11a.m.-12p.m.