

# Children's Long-Term Support Functional Screen Teleconference

Bureau of Children's Services  
Division of Medicaid Services  
February 9, 2023



# Agenda

- **Screener Essentials**
  - What is the Children's Long-Term Support (CLTS) Functional Screen (FS)?
  - Initial vs. Rescreen
  - Quality review of screens
- **Timeliness**
- **COVID-19 Unwinding**
- **Resources**
- **Next steps**

# Teleconference Information

## Accessing teleconference materials

- We will send GovDelivery message with a copy of the PowerPoint.
- We will post a recording of this teleconference on our [Vimeo](#) site.

# CLTS FS Essentials The Basics

Mary Schlaak Sperry

# What is the CLTS FS?

- Determines functional eligibility once per year for multiple programs.
- Determines multiple levels of care and target groups for eligible children.
- All screeners screen for all programs.

# Initial Screen Vs. Rescreen

## Initial Screen

- The first time a screen is created for a new applicant.
- A child has been awaiting enrollment for a BCS program longer than 12 months.
- A child's previous screen was non-functionally eligible (NFE).

# Initial Screen Vs. Rescreen

## Rescreen

- A rescreen/recertification/redetermination screen is required every 12 months for as long as a child is enrolled in a long-term support program
- Rescreens were placed on hold as of March 20 due to the continuous enrollment requirements for Medicaid under the Families First Coronavirus Response Act (FFCRA).

# CLTS FS Screen Completion

All screeners are certified via the Certified Screener Training. This means all screeners should:

- Follow the CLTS FS Clinical Instructions to complete a CLTS FS for every child
- Coordinate intake with Comprehensive Community Services (CCS)/CLTS county partners
- Verify information input if partner is involved
- Share eligibility results with partners



Children's LTS Screen 

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**Assigned To:**  
State of Wisconsin

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**Screener Name:**  
Medford, Colleen  
colleen.medford@dhs.wisconsin.gov

**Determined On:**  
08/25/2021

**Screen Status:**  
Active

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Work with the existing screen:

**EDIT SCREEN**

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Screen Begin Date:

MM/DD/YYYY 

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Create screen for Children's LTS:

**INITIAL SCREEN** **RESCREEN**

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Current Screen Reports:

FS w/Eligibility Report 

**VIEW**

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 Print NFE Results

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Work with the history screen:

**VIEW HISTORY**

# Quality Review of Screens

- All screens with a result of not functionally eligible (NFE) are reviewed weekly.
- As owner of the CLTS FS, the Bureau of Children's Services (BCS) is responsible for assuring reliability statewide.
- CLTS Program receives federal funds and accurate eligibility determination is a reported quality measure.

# After Eligibility Calculation

- Inform family of all eligibility results
- Complete needs assessment
- Enroll in programs that meet the needs of the child
- Complete service plan

# Most Frequent Quality Issues with Functional Screens

Katie Dill and Mary Schlaak Sperry

# Module 3: Diagnoses

- 3.8 Is this a PRESENTING Diagnosis?  
At least one diagnosis must be marked as “presenting”
- 3.5 Required Documentation of Mental Health Diagnosis  
PHE allowance will become permanent policy

# Module 4: Mental Health

- 4.1 Does the Child Need More than Outpatient Counseling to Address their Mental Health or Substance Use Disorder Needs?
  
- 4.4 Mental Health Services
  - Criminal Justice System: Includes ongoing support
  - Mental Health Services: Consider and check all that apply
  - School: Formal and Informal Supports

# Module 5: Behaviors

- 5.3 Frequency of Behavior
    - What would the frequency be without current interventions in place?
  - 5.4 Current Intervention Category
    - Timeout/Supervision
    - Medical/Professional
    - Emergency
  - 5.5 Duration of Behavior
    - If not expected to last, detailed notes as to why are needed.
- 5.8 Evaluate the Child not the Child in Services

# Module 6: ADLs & IADLs

## Questions to Ask

- Have parent/guardian tell you the process of each daily living skill
- Ask open ended questions based on description
  - Open ended questions
  - “Wh” questions
- Review the examples in the charts
- Prepare your questions before the visit
- Get signed ROIs before visit and send to access records (Learning and Communication) if eligibility might be unclear



# Module 9 & 11.9 Quality Notes

- Explain anything that might be vague in notes
- Use notes to explain that categories were reviewed with parent/guardian and/or testing if nothing is marked in sections
- Explain reason why not expected to last
- If Rescreen, explain why you are not marking something that was previously marked
- Follow note format:

Date (**MM/DD/YY**): Comments...

Screener initials

Presentation: FS  
Performance Measure  
Outreach

Lydia Essenmacher

# FS Outreach: Background

- BCS must report on a variety of measures to CMS (Centers for Medicare & Medicaid Services) in our annual 372 report.
- One of those measures relates to the timeliness of functional screens.
- Counties have 45 days from referral date to screen completion date to screen a participant.

# COVID Unwinding

Katie Dill

# COVID-19 Flexibilities and Unwinding

- New legislation sets a date for the end of the Medicaid continuous enrollment requirement.
- The first health care renewals for BCS programs will begin June 2023 and will be distributed over a 12-month period.

# Resources

Katie Dill

# 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](#)
- SOS Phone: 608-266-9198

# Functional Screen Information Access System

(1 of 2)

- The link to log in to Functional Screen Information Access (FSIA) and the form to request access can be found at: <https://fsia.wisconsin.gov/>
- Support for FSIA is provided by the DHS SOS Helpdesk
  - Email: [dhssoshelp@dhs.wisconsin.gov](mailto:dhssoshelp@dhs.wisconsin.gov)
  - Phone: 608-266-9198




# Functional Screen Information Access System (2 of 2)

- With the resumption of annual rescreening for CLTS there may be a surge in requests for accounts and user issues
- To avoid delays:
  - New staff should request access as early as possible
  - Existing staff who may have not logged in recently should verify their ability to log in in advance.

# 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
  - [Creating Timeline Reports in Functional Screen Information Access \(FSIA\), P-03295](#) (PDF)
  - [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](#) 
- [Child Development Modules: Typical and Atypical Development](#) 

## CLTS FS Teleconferences

Upcoming	^
Previous	^

## Contact Information

[DHS SOS Email](#) 

[CLTS FS Email](#) 

# Next Steps

Mary Schlaak Sperry

# Teleconference Schedule 2023

- April 20 (all screeners special topic-rescreens)
- May 11 (Screen Lead rescreen Q & A)
- August 10
- November 9

Quarterly, second Thursdays of the month  
11 a.m.–12 p.m.