

## Wisconsin Functional Screen Information System

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### Adult Long Term Care Functional Screen

### Screen Liaison Toolkit

Issue Date: October 28, 2022

#### Topic: Role of the Adult Long Term Care Functional Screen Liaison

**Purpose:** This document describes the role of the individual identified as the agency screen liaison to the Department of Health Services (DHS) for the Adult Long Term Care Functional Screen (LTCFS). The information in this document is technical assistance that DHS intends screen liaisons to use in conjunction with language in DHS contracts, guidelines, and instructions to screening agencies. Nothing in this document supersedes or replaces existing contracts, guidelines, or instructions.

**Definitions:** Definitions are located in the [Screen Liaison Toolkit Definitions](#) document.

#### Liaison is Required at Each Screening Agency

Each screening agency must identify one individual staff member who is a certified screener and will function as liaison to DHS regarding all matters pertaining to the Adult LTCFS. An agency may identify two individuals if the agency has more than 25 screeners. However, the agency must identify one of these individuals as lead liaison.

#### Education and Experience Requirement for Liaisons

Liaisons must meet the qualifications specified by DHS for those performing functional screens. Information regarding qualifications is located in the [Adult Long Term Care Functional Screen Instructions](#). They must also hold DHS certification to perform screening. Information regarding obtaining certification is located at the [Learning Center \(uwosh.edu\)](#). Individuals who DHS requires to complete a plan of correction after a Continuing Skills Test (CST) may not serve in the liaison role until they have passed a subsequent CST with no plan of correction. Liaisons must understand the Adult LTCFS instructions and be able to mentor and train screeners in the use of these instructions. Best practice is for each liaison to be an active screener.

#### Duties and Responsibilities of the Screening Agency Liaison

1. Maintain screener access to Functional Screen Information Access (FSIA). Liaisons must:
  - Perform, or oversee the delegated support staff who performs, all the duties in this section.
  - Ensure all screen users have appropriate training in confidentiality of personally identifiable records.
  - Ensure all screen users have appropriate training to use the FSIA application.
  - Maintain an up-to-date listing of all individuals with FSIA access, by type of access, at the agency.
  - Maintain up-to-date information about the agency and each staff member or

- contractor in the FSIA application.
- Add new staff members or contractors in FSIA. (See document [P-02783A](#).)
  - Change or remove staff members' or contractors' access to FSIA based on the status of the agency and each individual who has access to FSIA. Changes must be requested within three business days of any change in status, except when the individual's employment is terminated; in that case, the change must be requested within one business day of the termination date. (See document [P-02783B](#).)
2. Oversee screener qualifications:
    - Ensure that each screener meets the screener qualifications specified in contracts between DHS and the agency.
    - Ensure that each screener successfully completes CST testing required by DHS.
    - With agency administration or management, develop, monitor, participate in, and report on plans of correction required by DHS for screeners who score below a passing rate on the CST.
    - In conjunction with DHS, proctor individual screener testing, if offered by DHS.
  3. Oversee screening activity:
    - Oversee all aspects of screening and use of FSIA by agency staff. This includes initial and ongoing training, mentoring, reviewing screens performed by screeners, and performing ongoing quality improvement and quality assurance activities.
    - Bring to the attention of the screener's supervisor any performance issues needing to be addressed through follow-up or quality improvement activities.
    - Complete reports as required by DHS.
  4. Perform communication activities:
    - Serve as a conduit between DHS staff and agency screeners when technical assistance or consultation is needed.
    - Serve as the contact person for other agencies when a screen needs to be transferred or when there are conflicting results or questions about a screen.
    - Provide written response to findings of DHS LTCFS quality reviews.
    - Ensure that all screeners and agency staff who utilize the LTCFS are receiving email messages from DHS about adult LTCFS.
    - Ensure that all screeners and agency staff who utilize the LTCFS receive copies of technical assistance or other informational bulletins from DHS.
    - Participate in the DHS Screen Consultation Workgroup, as requested.
    - Utilize screener quizzes that DHS provides as educational tools for agency screeners.
    - Ensure that all agency screeners are aware of the internet address and contents of the DHS website for the LTCFS: [www.dhs.wisconsin.gov/functionalscreen](http://www.dhs.wisconsin.gov/functionalscreen).

**DHS Contacts:** If you have questions or comments about this document, please contact the LTCFS Screen Team at [DHSLTCFSTeam@dhs.wisconsin.gov](mailto:DHSLTCFSTeam@dhs.wisconsin.gov).