

Wisconsin Functional Screen Information System

Adult Long Term Care Functional Screen

Screen Liaison Toolkit

Issue Date: May 26, 2023

Topic: Adding Access for the Long Term Care Functional Screen (LTCFS) in Functional Screen Information Access (FSIA)

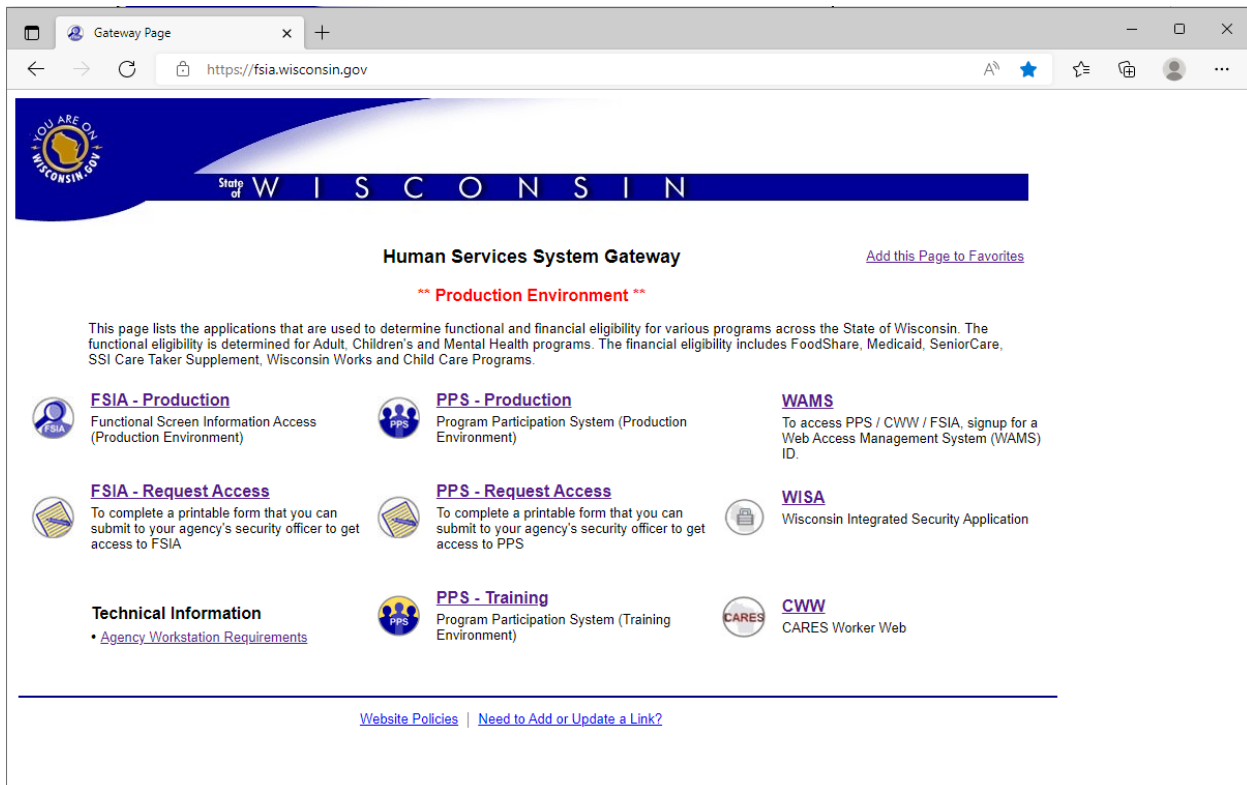
Purpose: This document explains the process for adding access to FSIA for a screener or staff member at a screening agency.

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

How to Add Access to FSIA

Step 1: Open the Human Services System Gateway at <https://fsia.wisconsin.gov/>. If the agency staff already has a Web Access Management System (WAMS) ID, proceed to Step 3. If the agency staff does not yet have a Web Access Management (WAMS) ID, complete Step 2.

Step 2: Select “WAMS.” When the next page is displayed, choose “Self-Registration (Request a Wisconsin User ID and Password),” and follow the instructions. When complete, return to the Human Services System Gateway.



The screenshot shows a web browser window displaying the "Human Services System Gateway" website. The browser's address bar shows the URL "https://fsia.wisconsin.gov". The website header features the Wisconsin state logo and the text "State of W I S C O N S I N". Below the header, the page title is "Human Services System Gateway" with a link to "Add this Page to Favorites". A red banner indicates "** Production Environment **". The main content area lists several applications and services:

- FSIA - Production:** Functional Screen Information Access (Production Environment)
- PPS - Production:** Program Participation System (Production Environment)
- WAMS:** To access PPS / CWW / FSIA, sign up for a Web Access Management System (WAMS) ID.
- FSIA - Request Access:** To complete a printable form that you can submit to your agency's security officer to get access to FSIA
- PPS - Request Access:** To complete a printable form that you can submit to your agency's security officer to get access to PPS
- WISA:** Wisconsin Integrated Security Application
- Technical Information:** Agency Workstation Requirements
- PPS - Training:** Program Participation System (Training Environment)
- CARES CWW:** CARES Worker Web

At the bottom of the page, there are links for "Website Policies" and "Need to Add or Update a Link?"

Adding Access for the LTCFS in FSIA

Step 3: Select "FSIA – Request Access."

Gateway Page x +
https://fsia.wisconsin.gov

YOU ARE ONLY IN WISCONSIN
State of W I S C O N S I N

Human Services System Gateway [Add this Page to Favorites](#)

**** Production Environment ****

This page lists the applications that are used to determine functional and financial eligibility for various programs across the State of Wisconsin. The functional eligibility is determined for Adult, Children's and Mental Health programs. The financial eligibility includes FoodShare, Medicaid, SeniorCare, SSI Care Taker Supplement, Wisconsin Works and Child Care Programs.

- FSIA - Production**
Functional Screen Information Access (Production Environment)
- PPS - Production**
Program Participation System (Production Environment)
- WAMS**
To access PPS / CWW / FSIA, sign up for a Web Access Management System (WAMS) ID.
- FSIA - Request Access** (circled in red)
To complete a printable form that you can submit to your agency's security officer to get access to FSIA
- PPS - Request Access**
To complete a printable form that you can submit to your agency's security officer to get access to PPS
- WISA**
Wisconsin Integrated Security Application
- Technical Information**
• [Agency Workstation Requirements](#)
- PPS - Training**
Program Participation System (Training Environment)
- CWW**
CARES Worker Web

[Website Policies](#) | [Need to Add or Update a Link?](#)

Step 4: The WAMS login screen appears. The requester uses their own WAMS ID and password.

WISCONSIN.GOV

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:
Password:

[Forgot your password? Is your account locked?](#)
[Request a Wisconsin User ID and Password.](#)

You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws.

[WAMS Home](#) [Wisconsin Portal Home](#)
Please don't bookmark this page.

Step 5: The Functional Screen Web Access Request form is displayed. Choose “Add FSIA Access.” Complete all fields following the instructions provided on the page. Select “Submit” to generate the completed form in a new window.

Functional Screen Web Access Request

[\(Please read the information below for instructions.\)](#)

User ID Access Information

1. Please check one of the following:
 Add FSIA Access
 End FSIA Access
For changes, please contact the SOS Help Desk at dhsosshelp@dhs.wisconsin.gov or (608) 266-9198.

Effective Date: 12/16/2022

User Information

2. User's WAMS ID:

3. User's First Name: MI:

User's Last Name:

4. User's Email:

5. User's Daytime Phone: - Ext

6. Are you a certified Mental Health/SUD, Adult Long Term Care, or Children's Long Term Support Screener?

7. Please select if you are requesting PCST Access

Agency Information

8. Agency Name: Select Agency:

9. Authorized Submitter's Name:

10. Authorized Submitter's Phone Number: - Ext

11. Authorized Submitter's Email:

12. Profiles:

- ADULT SCREENER PROFILE
- ADULT SCREENER VIEW ONLY PROFILE
- ADULT SCREEN ARCHIVE PROFILE
- ADULT SCREEN TRANSFER PROFILE
- CHILDREN SCREENER PROFILE
- CHILDREN SCREENER VIEW ONLY PROFILE
- CHILDREN SCREEN ARCHIVE PROFILE
- CHILDREN SCREEN TRANSFER PROFILE
- MENTAL HEALTH SCREENER PROFILE
- MENTAL HEALTH SCREENER VIEW ONLY PROFILE
- MENTAL HEALTH SCREEN ARCHIVE PROFILE
- MENTAL HEALTH SCREEN TRANSFER PROFILE
- PERSONAL CARE SCREENER PROFILE
- PERSONAL CARE SCREENER VIEW ONLY PROFILE
- PERSONAL CARE SCREEN ARCHIVE PROFILE
- PERSONAL CARE SCREEN TRANSFER PROFILE
- TMG PROFILE
- ICA PROFILE

State User Access Only / MISC*:

- ADULT QUALITY ASSURANCE PROFILE*
- CHILDREN QUALITY ASSURANCE PROFILE*
- PERSONAL CARE STATEWIDE VIEW ONLY PROFILE*
- STATE EMPLOYEE PROFILE*
- STATE EMPLOYEE ADMIN PROFILE*
- AGENCY ADMIN PROFILE*
- DELETE APPLICANT PROFILE*
- ADMINISTRATIVE TG PROFILE*
- MCI DISCONNECT PROFILE*
- APPLICANTS SCREEN MERGE PROFILE*

* Do not request these profiles unless you have approval from the SOS Help Desk or relevant Program Area. State Employee Profile and State Employee Admin Profile should only be requested by Wisconsin Department of Health Services employees and contractors.

Notes:

For the field “Please select if you are requesting PCST”, leave the field blank.

For the Authorized Submitter’s Name field, enter the Authorized Submitter (or backup) as listed on the agency’s form [F-02118](#), Authorized Signer Designation.

For Profiles field:

- Select Adult Screener Profile for all certified screeners.
- Select Adult Screener View Only Profile for staff at a screening agency who are not certified screeners but need access to FSIA for business needs.
- Select Adult Screen Archive Profile and/or **Adult** Screen Transfer Profile along with the Adult Screener View Only Profile for **staff who have a business need to archive or transfer screens.**
- Select ICA Profile for staff at an IRIS (Include, Respect, I Self-Direct) Consultant Agency (ICA) who have a business need to view screens and IRIS budgets to assess the individual’s **needs and to plan for potential enrollment.**

Step 6: After the form is generated:

- Save the form as a PDF.
- Email it to the [Authorized Submitter](#). A certificate of completion from the screener certification course must be attached for a new certified screener.
- The Authorized Submitter must review the form to make sure that it is correct and complete.
- The Authorized Submitter must email the form and certificate, if applicable, to DHSSOSHelp@dhs.wisconsin.gov.

Adding Access for the LTCFS in FSIA

STATE OF WISCONSIN
Department Of Health Services



Please save this form as a PDF file using your web browser's print dialog. The Authorized Submitter for your agency must then submit the form and any required certificates to DHSSOSHelp@dhs.wisconsin.gov. Forms not submitted by the Authorized submitter will be denied.

Use of the FSIA application provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. Using this form to request access constitutes acceptance of responsibility by both User and Authorized Signer for compliance with §49.32(10), §49.32(10m), §49.81, §49.83, §943.70(2) and with DHS policy.

FUNCTIONAL SCREEN WEB ACCESS REQUEST

1. Please check one of the following :

- Add FSIA Access
- End FSIA Access

Effective Date: 12/27/2022

Please fill in the following information (All items MUST be completed):

User Information

2. User's WAMS ID

SuzieS22

3. User's Name (Last, First, MI)

Screener,Suzie

4. User's Email

suzie.screener@agency123.org

5. User's Phone Number

(123)4566789

6. Are you a certified Mental Health/SUD, Adult Long Term Care, or Children's Long Term Support Screener?

Yes

7. PCST Screener Status (PCST Screener's Only)

Agency Information

8. Agency Name (Please do not abbreviate.)

Agency 123

9. Authorized Submitter's Name

Samantha Submitter

10. Authorized Submitter's Phone Number

(123)4567788

11. Authorized Submitter's Email

samantha.submitter@agency123.org

12. Profiles

ADULT SCREENER PROFILE

The DHS SOS Help Desk will process access requests in the order that they are received. If access has not been granted after 10 business days, please contact the DHS SOS Help Desk at DHSSOSHelp@dhs.wisconsin.gov.

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