



## **Wisconsin Functional Screen Information System**

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**Adult Long Term Care Functional Screen**

**Screen Liaison Toolkit**

**Issue Date:** October 28, 2022

**Topic: Screen Liaison Toolkit Definitions**

**Purpose:** This document includes definitions from published documents found in the Adult Functional Screen Liaison Toolkit.

### **Definitions**

**Adult Long Term Care Functional Screen (LTCFS):** An eligibility tool administered by certified functional screeners. This tool determines functional eligibility for the adult long-term care waiver programs—Include, Respect, I Self-Direct (IRIS) and Family Care/Family Care Partnership/Program of All-Inclusive Care for the Elderly (PACE).

**Authorized submitter:** The authorized submitter for screener access requests is the person each agency identifies as the authorized submitter on the [Authorized Signer Designation for Access to Program Participation System \(PPS\) and Functional Screen Information Access \(FSIA\), F-02118](#), that is on file with the Department of Health Services (DHS).

**Client Assistance for Re-employment and Economic Support System (CARES)/CARES Worker Web (CWW):** The web-based data system used by income maintenance staff to determine eligibility for DHS programs like Medicaid, BadgerCare Plus, FoodShare, and others.

**Certificate of completion:** Certificate provided to a new screener when they complete the online course for certified screeners. All new screeners must include the certificate when requesting FSIA for the first time. The certificate ID is a 7-digit number preceded by the letter “C” and is the screener ID in FSIA.

**Certified functional screener:** An individual certified by DHS to enter, edit, update, and calculate the LTCFS, at minimum. Each screener’s access to FSIA is sponsored by a DHS contracted screening agency.

**Functional Screen Information Access (FSIA):** The web-based application that contains logic that interprets information entered by screeners to determine an adult’s eligibility for long-term care programs.

**Level of Care (LOC):** A combination of a person’s needs and diagnoses that are a component of establishing whether a person is functionally eligible for Wisconsin’s adult long-term care programs. Wisconsin has several levels of care that are determined by the eligibility logic built into FSIA after a screener completes an individual’s LTCFS.

**No Active Treatment (NAT):** A designation given to individuals with an intellectual or developmental disability who, for either health reasons or because of advanced age, no longer require treatment related to their disability.

**Profile:** The level of access in FSIA granted to an individual. Each screener's access to FSIA is sponsored by a DHS-recognized screening agency. The agency type determines the profile(s) available to a user.

- **Adult screener profile:** This profile is for a screener who meets all eligibility criteria to be a certified screener and has completed the online course for new screeners, or successfully passes the biennial continuing skills test (CST) for ongoing screeners. Users with this profile may view, enter, edit, update, and calculate the LTCFS. This profile also allows users to run screen reports, archive screens, transfer screens to another screening agency, and modify agency contact information.
- **Adult screener view-only profile:** This profile allows the user to view screens or screen reports for the screening agency based on a business need. Users with this profile do not have the ability to enter, edit, update, or calculate the LTCFS. Certification is not required for this access. An add-on to the view-only profile is also available if the user has a business need to transfer and/or archive screens.
- **IRIS Consulting Agency (ICA) profile:** This profile is used for an individual employed by an ICA who has a business need to view screens and budgets for potential IRIS enrollees and access adult screen reports, but does not include the ability to enter, edit, update, or calculate the LTCFS. Certification is not required for this access.

**Screening agency:** An entity that DHS has approved to complete the LTCFS. Screening agencies may be aging and disability resource centers (ADRCs), tribal aging and disability resource specialists (Tribal ADRS), ICAs, or managed care organizations (MCOs). Screening agencies must have an established contract with DHS assuring compliance with all policies and quality requirements defined by DHS.

**Screen liaison:** The individual(s) a screening agency authorizes and recognizes as lead staff in performance of duties and responsibilities described in the [Role of the Adult Long Term Care Functional Screen Liaison, P-02783](#), program contracts, guidelines, and instructions. Screening agencies should also identify a qualified individual to provide backup for liaison duties in their absence.

**Target group(s):** A component of functional eligibility determination for Wisconsin's Medicaid funded long-term care programs. Applicable target group definitions for the LTCFS are defined in Wis. Stat. chs. [15](#), and [51](#), and [Wis. Admin. Code ch. DHS 10](#).

**Web Access Management System (WAMS):** The WAMS system is a web-based platform that allows authorized individuals to access state internet applications using the same means of identification for all state web applications. For example, an individual could enter both FSIA and Emergency Medical Technician certification using the same Wisconsin

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user ID and password. Every screener must have a WAMS ID to access the FSIA system. A screener will use the same WAMS ID even if they move to a different screening agency.

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