Issue Date: March 6, 2024

Topic: Reports in Functional Screen Information Application (FSIA)

Purpose: This document includes a list of the Adult Long Term Care Functional Screen (LTCFS) reports available in FSIA. It includes common uses and limitations of each report, as well as a hyperlink to each individual document explaining how to run the report.

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

Helpful Hint: Running reports may require some trial and error. It may be helpful to practice pulling reports using a variety of sort options.

Report	Uses	Limitations
Eligibility Summary Report	• View applicant-level eligibility summary information for an agency. Customized sort options and criteria, such as screener name and eligibility results, are presented based on the agency type. • View all screens calculated by an agency, even if it is not assigned to that agency. • View a list of all screens calculated by a specific screener.	Once a screen is calculated by a new agency, it no longer appears on the previous agency's report. Therefore, agencies may want to run this regularly to capture all screens that have been calculated, even if assigned to another agency.
Level of Care Transfer Summary Report	• Monitor if the Functional Screen has been successfully transferred to Client Assistance for Re-employment and Economic Support System (CARES). • May be helpful to run to determine screen transfer status if contacted by Income Maintenance (IM) worker regarding screen transfer status.	• Time lag if transfer to CARES button not pressed. • Only shows a point in time and does not try to send again.
Screen Summary at Agency Level	• View screen summary information by specifying any combination of criteria from screener name, status, county of responsibility and screen completion date range. • View the completion status of screens in an agency. • Ensure that screens are completed on time. • View list of screens that are archived. Monitor length of time from referral date to eligibility calculated date.	Once a screen is transferred to another agency, it no longer appears on the previous agency's report.

Screen Time Report	• Monitor how long screeners are taking to complete the Functional Screen for individuals or case load. • View total time spent on screens and number of screens completed per screener, per county, and across the agency. • View total number of screens and amount of time it took to complete a screen during a specified period of time. • May be helpful to agencies to determine screener coverage needs for an agency. • ADRCs may find this helpful to run for time tracking for Medicaid.	• Time is user entered. • Time is rounded to nearest 15-minute increment. • Only shows total time entered and not breakdown of time by category. • Can only view results for screens owned by the agency running the report.
Screener Summary at Agency Level	• View and print summary reports for all screeners in different agencies. Reports provide information for each screener in a selected agency with begin date, end date, and screener profile. • Monitor all employees who have FSIA access, including type of access, and monitor how many screeners an agency has. • Monitor to make sure new employees who need FSIA access have been given access. • Monitor to make sure employees with a FSIA access who left employment or were terminated have had their access removed.	• Cannot see previous names if screener has had a name change. • Cannot see if Adult Screener View Only sub-profile has an add on.

Social Security Number (SSN) Status Report	View applicants who do not have a verified SSN in FSIA and reason that SSN is not verified.	• Once a screen is calculated by a new agency, it no longer appears on the previous agency's report. • Does not show applicants who have a verified SSN in FSIA.
Target Group Summary at Agency Level	• Track target group results by screener and/or agency. • Focus quality reviews within an agency by target group.	• Only shows target groups for most recently calculated screen in selected time period. • Does not show target group changes over time. • Can only view results for screens owned by the agency running the report.

DHS Contacts: If you have questions about running reports, please contact the LTCFS Team at DHSLTCFSTeam@dhs.wisconsin.gov.