

Wisconsin Functional Screen Information System

Adult Long Term Care Functional Screen

Screen Liaison Toolkit

Issue Date: March 6, 2024

Topic: Screen Time Report

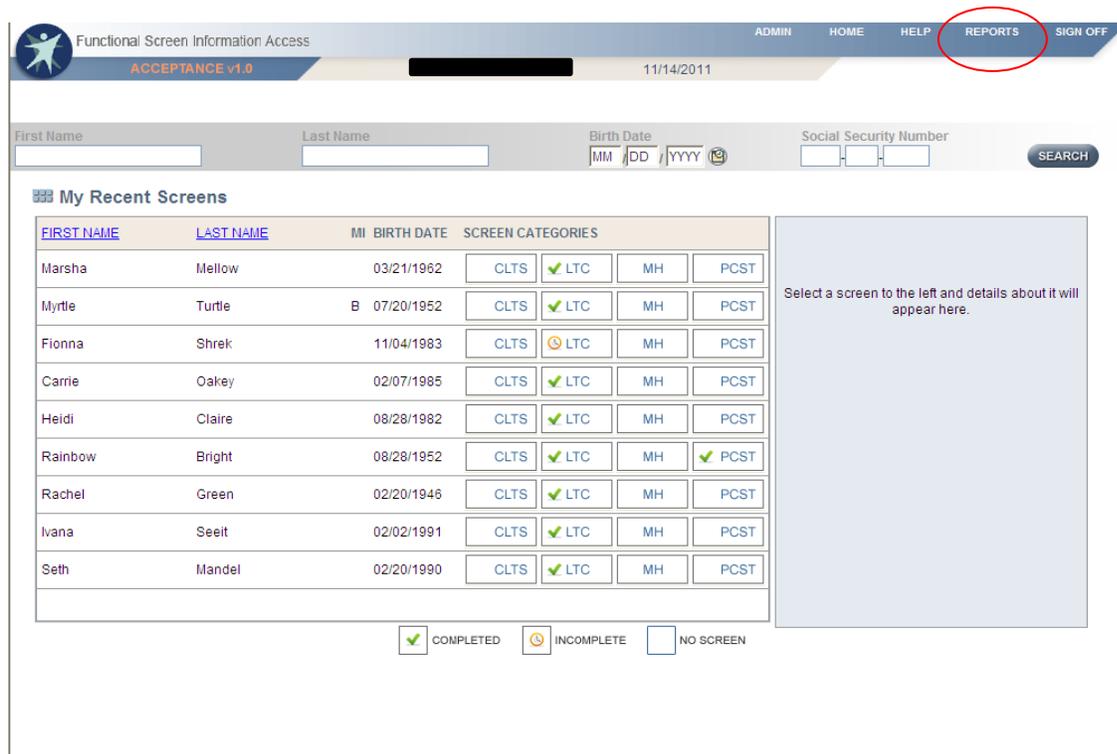
Purpose: This document explains how to run a Screen Time Report in Functional Screen Information Access (FSIA). This report allows the user to view screen time information for a screener or an agency.

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

Uses and Limitations: Uses and limitations of this report are located in the [Reports Summary](#) document.

Step 1:

After logging into the screen application, select “Reports.”



FIRST NAME	LAST NAME	MI	BIRTH DATE	SCREEN CATEGORIES
Marsha	Mellow		03/21/1962	CLTS <input checked="" type="checkbox"/> LTC MH PCST
Myrtle	Turtle	B	07/20/1952	CLTS <input checked="" type="checkbox"/> LTC MH PCST
Fionna	Shrek		11/04/1983	CLTS <input type="checkbox"/> LTC MH PCST
Carrie	Oakey		02/07/1985	CLTS <input checked="" type="checkbox"/> LTC MH PCST
Heidi	Claire		08/28/1982	CLTS <input checked="" type="checkbox"/> LTC MH PCST
Rainbow	Bright		08/28/1952	CLTS <input checked="" type="checkbox"/> LTC MH <input checked="" type="checkbox"/> PCST
Rachel	Green		02/20/1946	CLTS <input checked="" type="checkbox"/> LTC MH PCST
Ivana	Seelit		02/02/1991	CLTS <input checked="" type="checkbox"/> LTC MH PCST
Seth	Mandel		02/20/1990	CLTS <input checked="" type="checkbox"/> LTC MH PCST

COMPLETED
 INCOMPLETE
 NO SCREEN

Screen Time Report

Step 2: Select “Adult Long Term Care Reports.”

Forms and Summary Report

[Forms](#)

View and print copies of the blank functional screens.

[Administrative Reports](#)

View and print reports for agency details. Report provides information about agency name, type and privileges. Report provides different options for filtering and sorting agency information.

[Adult Long Term Care Reports](#)

View and print summary reports for Adult Long Term Care functional screens. Reports provide information by eligibility, time reporting, target group, etc. and provide different options for filtering and sorting functional screen data.

[Children's Long Term Supports Reports](#)

View and print summary reports for Children's Long Term Supports functional screens. Reports provide information by eligibility, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

[Mental Health / AODA Reports](#)

View and print summary reports for Mental Health / AODA functional screens. Reports provide information by eligibility, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

[Personal Care Reports](#)

View and print summary reports for Personal Care Screening Tool. Reports provide information by allocation, time reporting, and other summary information. The reports provide different options for filtering and sorting functional screen data.

Step 3: Select “Screen Time Report.”

Adult Long Term Care Reports

[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.

[Screen Time Report](#)

View screen summary information including total screen time by specifying any combination of criteria from screener name, status, agency and screen completion date range. This report also computes total screen time for an agency and for each screener within an agency.

[Target Group Summary at Agency Level](#)

View target group summary information by specifying any combination of criteria from screener name, agency, target groups and screen completion date range.

[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.

[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. The reports provide different options for filtering and sorting screeners information.

[SSN Status Report](#)

View applicant information by specifying any combination of criteria from agency, screener name, and FSIA SSN status. This report is available so that screeners can view applicants who do not have a verified SSN.

[Level of Care Transfer Summary Report](#)

View applicant-level level of care transfer summary information for an agency. The reports provide different options for filtering and sorting the transfer summary information.

Screen Time Report

Step 4:

After selecting “Screen Time Report,” a screen will appear that looks like this:

Screen Time Report: Criteria

Screen Criteria
(Note: A blank report will be opened if there are no records found matching the specified criteria.)
Select County to filter dropdown (optional):

County: All

Select desired screen criteria:

Screener: All

Assigned To Agency: All

Screen Archive Status: Active

Screen Date Type

Date Type:

Screen Date Range

From: MM/DD/YYYY

To: MM/DD/YYYY

Report Format

Report Format: PDF

PREVIOUS SUBMIT

To filter the search criteria, select the information in the dropdown menus for Screen Criteria, Screen Date Type, Screen Date Range, and Report Format.

Helpful Hints:

- Screen Criteria:
 - County: Used to narrow search results to a specific county. This may be helpful depending on the size and agency type.
 - Screener: This field will default to the user’s name; however, another screener may be selected or if the user would like to see all screeners in the agency, the user may select “All” in the dropdown.
 - Assigned To Agency: Used to select the appropriate agency or sub-agency from the dropdown. This may be helpful to narrow search results depending on the size and agency type.
 - Screen Archive Status: Used to filter the report based on screen archive status. The field can be filtered to view “All,” “Active,” or “Archived” screens.
- Screen Date Type: This field is required. Used to filter the report based on screen completion date or eligibility calculated date. Eligibility calculated date is most accurate as it is system generated.
- Screen Date Range:
 - A date range should always be selected.

Screen Time Report

- If a date range is not selected or if the date range selected is too broad, the user will receive an error message. If this occurs, the user should select a date range or select a narrower date range.
- Report Format: Used to select whether the report will display as a PDF file or download as an Excel file.

Step 4:

Select the “Submit” button to generate and view the report with the specified criteria.

Long Term Care Functional Screen

12/16/21 - 9:19AM

Screen Time Report
(Completed Screens only)

Screens Displayed: Active

Agency: ADRC Agency A						
Screener: Brandt, Kelly						
Applicant Name	Birth Date	SSN	Referral Date	Eligibility Calculated Date	Screen Type	Screen Time
Geipel, Lola	01/01/2000	xxx-xx-4341	12/01/2021	12/15/2021	02 Rescreen	3:15
Geipel, Bowie	01/01/2000	xxx-xx-4342	11/09/2021	11/18/2021	01 Initial screen	1:00
Geipel, Lucy	01/01/1920	xxx-xx-4343	12/15/2021	12/15/2021	01 Initial screen	2:45
Lane, Penny	01/01/1960	xxx-xx-4354	12/15/2021	12/15/2021	01 Initial screen	3:15
Total Screener Time:						10:15
Total Agency Time:						10:15

Note: All screenshots came from the test environment and contain no protected health information.

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