Wisconsin Functional Screen Information System

Adult Long Term Care Functional Screen   **Screen Liaison Toolkit**

Issue Date: March 6, 2024

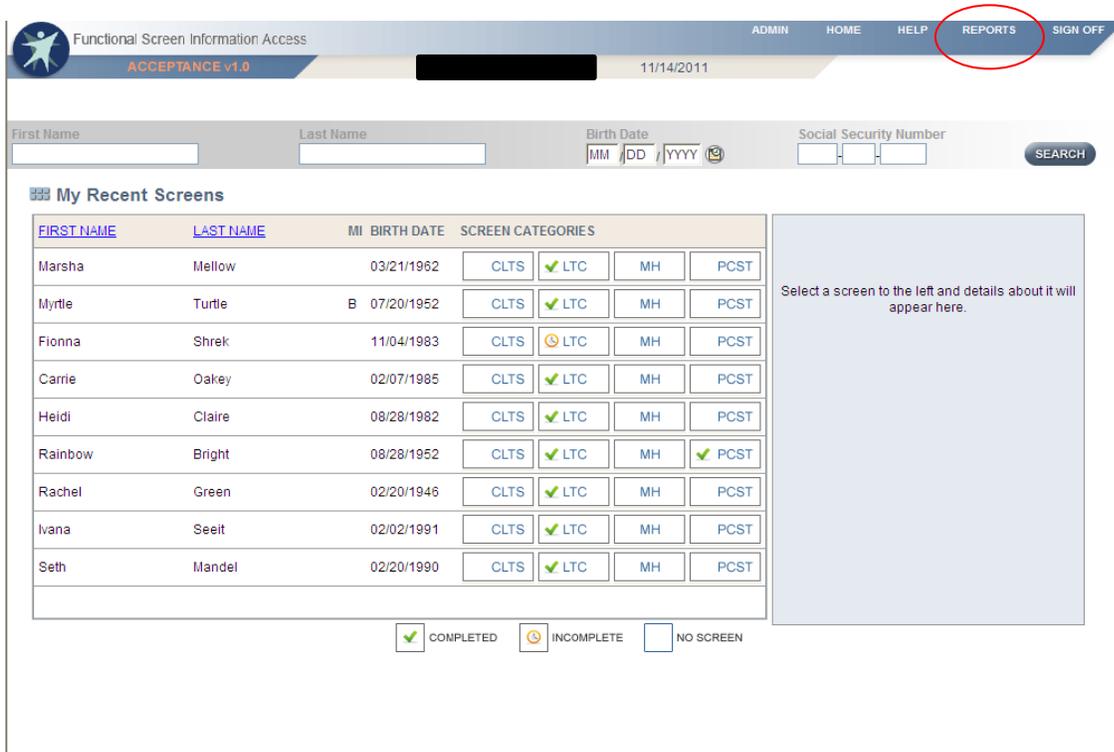**Topic: Social Security Number (SSN) Status Report**

Purpose: This document explains how to run the SSN Status Report in the Functional Screen Information Application (FSIA). This report allows the user to view applicants who do not have a verified SSN in FSIA.

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."

Step 2:
Select "Adult Long Term Care Reports."

Step 3:
Select "SSN Status Report."

Step 4:
After selecting "SSN Status Report," a screen will appear that looks like this:

To filter the search criteria, select the information in the dropdown menus for SSN Criteria, SSN Status Selection, Screen Date Range, and Output Format.

Helpful Hints:
- SSN 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.
- SSN Status Selection:
  - Contains list of status reasons that applicants have an unverified SSN status in FSIA.
  - If nothing is selected, all applicants without a verified SSN status in FSIA who meet the other criteria (screener, assigned to agency) will be included in the report.
  - If one or more SSN statuses are selected, then only applicants with those selected statuses will be displayed.
- Screen Date Range: A date range should always be selected.

- Output Format:
  - ➢ Primary Sort Order and Secondary Sort Order: Used to sort how the data appears on the report.
    - o The user may sort the data by applicant name, screener, or SSN status.
    - o Data can be sorted in either primary sort order or primary and secondary sort order.
  - ➢ Report Format: Used to select whether the report will display as a PDF file or download as an Excel file.

Step 5:
Select the "Submit" button to generate and view the report with the specified criteria.

Agency: MCO Agency A

Applicant Name	Birth Date	Gender	Screener Name	SSN	SSN Status
Heimer, Ally	04/10/1967	Female	Smith, Shannon	xxxxx4362	Pseudo SSN
Helper, Helen	06/12/1965	Female	Smith, Shannon	xxxxx4010	Pseudo SSN
Smith, Joe	01/01/1999	Male		xxxxx9876	Unverified SSN
Test, Sam	01/15/1988	Female	Smith, Shannon	xxxxx3936	Pseudo SSN
Tools, Memloss	03/19/1945	Male	Smith, Shannon	xxxxx4419	Pseudo SSN
Who, Janice	06/07/1977	Female	Smith, Shannon	xxxxx4165	Pseudo SSN

Total Applicants: 6

Helpful Hint: Basic Information for Screeners contains guidance regarding what to do if an applicant does not have a verified SSN in FSIA.

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

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