

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

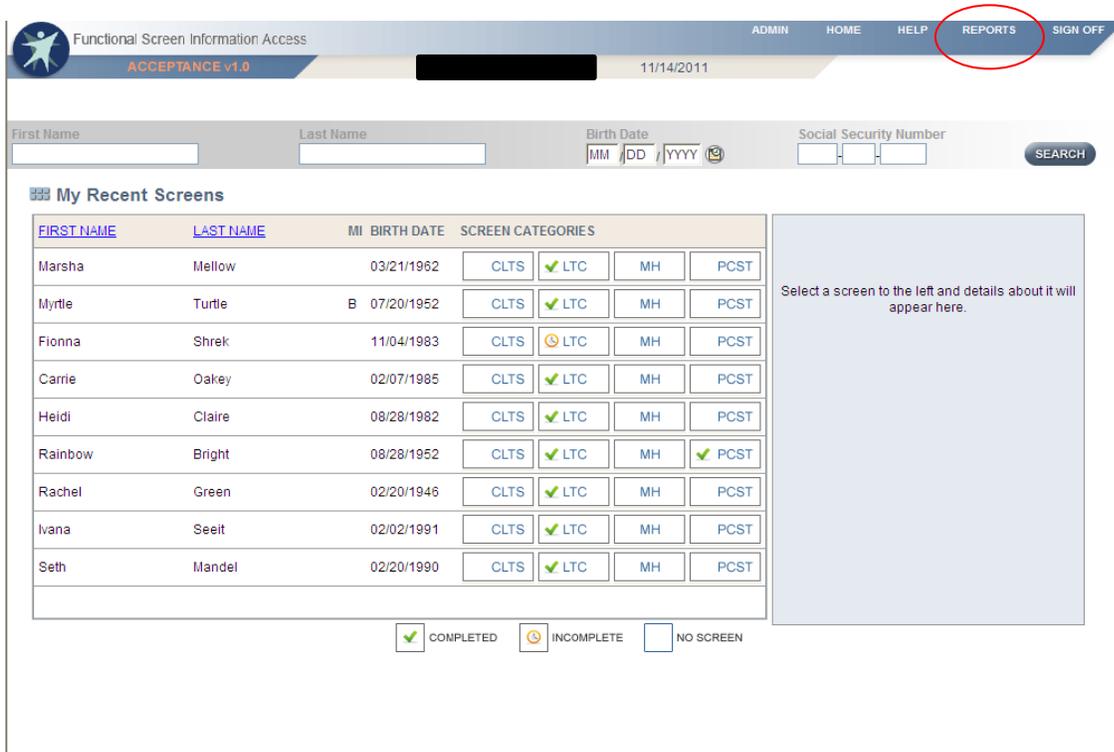
Purpose: This document explains how to run the SSN Status Report in the Functional Screen Information Application (FSIA). This report allows the user to view applicants who do not have a verified SSN in FSIA.

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.”



Functional Screen Information Access ADMIN HOME HELP **REPORTS** SIGN OFF

ACCEPTANCE v1.0 11/14/2011

First Name Last Name Birth Date Social Security Number SEARCH

My Recent Screens

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

Select a screen to the left and details about it will appear here.

COMPLETED
 INCOMPLETE
 NO SCREEN

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 “SSN Status 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.

Step 4:

After selecting “SSN Status Report,” a screen will appear that looks like this:

Functional Screen Information Access
PRODUCTION
User Name: K Brandt
03/31/2022
ADMIN HOME HELP REPORTS SIGN OFF

SSN Status Summary Report: Criteria

SSN Criteria
(Note: A blank report will be opened if there are no records found matching the specified criteria.)
Select County to filter Assigned to Agency dropdown (optional):
County: All
Select desired screen criteria:
Screener: All
Assigned To Agency: All

SSN Status Selection
Select SSN status(es):
If nothing is selected then all applicants meeting 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.

- Unverified SSN
- Pseudo SSN
- SSN not found in SSA database
- Last Name matches, Birth Date does not
- Name mismatch, Birth Date and SSN match
- SSN entered not verified, SSA found correct SSN
- Applicant deceased
- SSA returned multiple verified SSNs
- SSN verified, Last name never checked
- Verification Failed

Screen Date Range
From: MM/DD/YYYY
To: MM/DD/YYYY

Output Format
Primary Sort Order: Applicant Name
Secondary Sort Order: - None -
Report Format: PDF
Ascending
Descending
Ascending
Descending
PREVIOUS SUBMIT

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.
 - The user may sort the data by applicant name, screener, or SSN status.
 - 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.