

Course Access Instructions

See page 2 for illustrated instructions.

1. Select **My Curriculum**. You will use this anytime you need to access the course.
2. Enter your **Learning Center logon ID** and select **OK**.
3. Select the **Adult Long Term Care Functional Screen Course**.
4. Select **Module Code**.
5. Review the **Module Details**.
6. Select the **Module Components tab**.
7. Select **Start** under **Module 1** to begin the course.
8. After you complete the module, you will be returned to the **Module Components** tab. Select **Start** under the next module to continue.
9. For the Certification Course there are 11 modules and a Final Assessment which must be successfully completed to become a certified screener. For the Audit Course there are 11 modules.

NOTE: Self-assessments and learning activities within the 11 modules are unscored. Only the Final Assessment will show a score.

Illustrated Instructions

1. Select **My Curriculum**.

Wisconsin Department of Health Services
Functional Screener Learning Center

Welcome to Wisconsin's Functional Screener Courses

Wisconsin's Functional Screen system is a web-based application used to collect information about an individual's functional status, health and need for assistance for various programs that serve the frail elderly and people with intellectual/developmental or physical disabilities.

The screen is used to determine functional eligibility for certain mental health services, adult long-term care programs and children's

2. Enter your **Learning Center logon ID** and select **OK**.

Log In

To perform the requested function, we need to know who you are. Please enter your Learning Center logon ID.

Your logon ID consists of the letter "C" followed by seven or eight numbers (for example C1234567). If you do not know your logon ID, or if you do not have a logon ID, please call the Registration staff at 920-424-1071 for further assistance.:

3. Select the **Adult Long Term Care Functional Screen Course**.

Curriculums (Assigned)

Expand a curriculum to see its details. [Expand All](#) [Collapse All](#)

Show Curriculums With These Statuses: Completed In Progress Not Started

Show Descriptions Show Equivalents

<u>Curriculum Name</u>	<u>Required</u>	<u>Enrollment Status</u> ▲	<u>Due Date</u>
LTCFS Curriculum	No	Not Started	

4. Select the **Module Code**.

Curriculum Details - LTCFS Curriculum

<u>Module Code</u>	<u>Module Name</u>	<u>Required</u>	<u>Enrollment Status</u>
LTCFS_301	ADULT LTCFS CURRICULUM	No	

5. Review the **Module Details**.

ADULT LTCFS CURRICULUM

Here is more information about this course:

This module has not been started
Warning: You may not get credit for completing this course if you do not have the proper computer settings in place before you begin.

Module Detail Module Components

Description of Module
Adult Long Term Care Functional Screener Curriculum

Purpose: This course provides comprehensive information and training in administration and completion of the Adult LTCFS.

Target Audience: Only qualified professionals employed by an agency approved by Department of Health Services (DHS) to administer the screen are permitted to take the course.

Objectives: Upon completion, you should be able to:

- * Explain how the LTC FS is to be administered, by whom, and in what manner.
- * Utilize strategies for minimizing identified screen limitations.
- * Accurately document fluctuations in people's abilities and long-term care needs

6. Select the **Module Components** tab.

ADULT LTCFS CURRICULUM

Here is more information about this course:

This module has not been started
Warning: You may not get credit for completing this course if you do not have the proper computer settings in place before you begin.

Module Detail **Module Components**

- **LTCFS Module 1 - Overview of the Long Term Care Functional Screen (LTCFS)**
[Start](#)

<input type="checkbox"/> Status:	Not Started	Required:	Yes, in order
Earned Score:	--	Required Score:	--
Actual Time:	00:00:00	Maximum Time:	No Limit
Actual Attempts:	--	Maximum Attempts:	No Limit
Date Started:	--	Estimated Time:	--
Date Ended:	--		
- **LTCFS Module 2 - Screening Process and Quality Assurance**

<input type="checkbox"/> Status:	Not Started	Required:	Yes, in order
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- **LTCFS Module 3 - LTCFS Basic Information, Screen Information, Demographics and Living Situation**

<input type="checkbox"/> Status:	Not Started	Required:	Yes, in order
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7. Select **Start** under **Module 1** to begin the course.

ADULT LTCFS CURRICULUM

Here is more information about this course:

This module has not been started
Warning: You may not get credit for completing this course if you do not have the proper computer settings in place before you begin.

Module Detail **Module Components**

- LTCFS Module 1 - Overview of the Long Term Care Functional Screen (LTCFS)**
[Start](#)

Status:	Not Started	Required:	Yes, in order
Earned Score:	---	Required Score:	---
Actual Time:	00:00:00	Maximum Time:	No Limit
Actual Attempts:	---	Maximum Attempts:	No Limit
Date Started:	---	Estimated Time:	---
Date Ended:	---		
- LTCFS Module 2 - Screening Process and Quality Assurance**

Status:	Not Started	Required:	Yes, in order
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- LTCFS Module 3 - LTCFS Basic Information, Screen Information, Demographics and Living Situation**

Status:	Not Started	Required:	Yes, in order
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8. After you complete the module, you will be returned to the **Module Components** tab. Select **Start** under the next module to continue.

ADULT LTCFS CURRICULUM

Here is more information about this course:

Status of this module: Started/In-Progress
Warning: You may not get credit for completing this course if you do not have the proper computer settings in place before you begin.

Module Detail **Module Components**

- LTCFS Module 1 - Overview of the Long Term Care Functional Screen (LTCFS)**
[Restart](#) | [Review](#)

Status:	Completed	Required:	Yes, in order
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- LTCFS Module 2 - Screening Process and Quality Assurance**
[Start](#)

Status:	Not Started	Required:	Yes, in order
Earned Score:	---	Required Score:	---
Actual Time:	00:00:00	Maximum Time:	No Limit
Actual Attempts:	---	Maximum Attempts:	No Limit
Date Started:	---	Estimated Time:	---
Date Ended:	---		
- LTCFS Module 3 - LTCFS Basic Information, Screen Information, Demographics and Living Situation**

Status:	Not Started	Required:	Yes, in order
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9. For the Certification Course there are 11 modules and a Final Assessment which must be successfully completed to become a certified screener. For the Audit Course there are 11 modules.

NOTE: Self assessments and learning activities within the 11 modules are unscored. Only the Final Assessment will show a score.