



**2018 Continuing Skills Testing  
Adult Long Term Care Functional Screen  
Questions and Answers  
December 21, 2017**

**1. What is the 2018 Continuing Skills Test (CST)?**

The 2018 CST is a mandatory test to assess the knowledge of certified screeners who use the Long Term Care Functional Screen (LTCFS) for adults.

**2. How will certified screeners learn about updates related to the 2018 CST?**

Information about the process, locations, and dates for the 2018 CST will be communicated by email to screen liaisons who are expected to share all CST-related information with the screeners in their agency. Information will also be posted to the CST section of the University of Wisconsin-Oshkosh online Functional Screener Learning Center located at <https://wss.ccdet.uwosh.edu/stc/dhsfunctscreen>.

Individual screeners are required to use the approved email address affiliated with their approved screening agency for all correspondence related to the CST.

All certified screeners should carefully read all communication from the Wisconsin Department of Health Services (DHS) regarding the CST. Screen liaisons should review and discuss all correspondence with their staff.

**3. What scoring criteria will be used for the 2018 CST?**

Test scores will be rounded using the common “half round up” method, meaning that scores with a decimal of .5 or above will be rounded up to the next whole number, and decimals under .5 will be rounded down.

Any CST score less than 70% after rounding will be considered a failing score. DHS will decertify the screener and change his or her access to the Functional Screen Information Access (FSIA) system to “view-only,” unless the screener’s employing agency requests removal of all access.

Individuals who score at least 80% after rounding will be considered to have a passing score on the CST. Individuals who score between 70% and 79% after rounding will be identified as needing a plan of correction (POC).

**4. Can an individual obtain initial certification by taking the 2018 CST?**

No. In order to achieve initial certification, an individual must take and successfully pass the online certification course.

**5. Who is required to take the 2018 CST?**

All certified screeners who administer the Adult LTCFS are required to take the 2018 CST in order to retain their certification. A certified screener is an individual who successfully completed the 2016 CST or who initially completed the online certification course between February 1, 2016, and

January 31, 2018, and is employed by a screening agency approved by DHS during the 2018 testing period.

**6. Who is *not* required to take the 2018 CST?**

- Individuals with “view-only” access to the Adult LTCFS. An individual who is authorized to view individual screens but who may not enter, edit, update, or calculate the Adult LTCFS is considered to have “view-only” access. This might include agency managers or administrative staff.
- Individuals who initially complete the online certification course on or after February 1, 2018.

**7. Who is authorized to take the 2018 CST?**

- Individuals who are employed and authorized by a DHS-approved screening agency.
- Individuals who were decertified after the 2016 CST who have successfully completed **both** required steps a. and b. in #9 below.

**8. Who is *not* authorized to take the 2018 CST?**

Individuals who are not employed and authorized by a DHS-approved screening agency are not authorized to take the CST.

**9. Can a screener who was decertified after the 2016 CST take the 2018 CST?**

Screeners who failed the 2016 CST or who had a 2016 POC but did not successfully complete the POC were decertified. Screeners who want to reestablish their status as an active certified screener may do so by doing **both** of the following:

- a. Complete the online certification course between January 1 and January 31, 2018 **and**
- b. Pass the 2018 CST with a score of at least 80% (no POC required).

**10. Who may be exempt from taking the 2018 CST?**

The following are the only instances in which certified screeners may be exempt from taking the 2018 CST:

- a. Individuals on military, medical, parental, or family medical leave during the entire period when the 2018 CST occurs.
- b. Individuals who perform data entry, transfer or archive screens, etc., in the FSIA system but who are not certified screeners; this might include agency administrators and directors. These individuals will lose their FSIA access unless they take the CST or receive an approved exemption.
- c. Individuals who completed the Adult LTCFS online certification course and received initial Adult LTCFS certification on or after **February 1, 2018**.

**11. How can a screener request an exemption?**

Exemption requests must be submitted for any certified screener meeting the criteria in 10.a. or 10.b. above. (Screeners who meet 10.c. will be identified within the FSIA system by DHS.) To request an exemption, follow the steps below:

- a. The screener must get approval from his or her agency screen liaison for the exemption.
- b. Screen liaisons must submit exemption requests to the CST mailbox at [dhs1tcfscst@dhs.wisconsin.gov](mailto:dhs1tcfscst@dhs.wisconsin.gov) no later than **February 9, 2018**. Requests must include the name of the certified screener and the reason for the request.

## **12. What happens if a screener receives an approved exemption from taking the 2018 CST?**

- Screeners who received an exemption due to being on leave will be required to retake the online certification course when they return from leave. The hiring agency screen liaison will notify DHS in writing when this requirement has been met.
- Individuals who received an exemption due to having a need to only perform data entry, transfer or archive screens, etc., will not be required to complete the online certification course.

## **13. What if the screener needs a reasonable accommodation during the 2018 CST?**

Screeners who need to request a reasonable accommodation during the 2018 CST should discuss the request with their screen liaison. The screen liaison will determine if it is an appropriate accommodations request, and, if so, he or she will submit the information during the registration process.

## **14. Will a certified screener's status change if he or she does not take the 2018 CST and does not receive an exemption approval?**

Yes. If a certified screener does not take the 2018 CST and has not received an approved exemption, DHS will no longer consider the screener to be in good standing. DHS will remove his or her name from the list of certified screeners, and will change his or her FSIA security access to "view-only" unless the employing agency requests removal of all access.

## **15. Is the CST confidential?**

Yes. When participating in the CST, individuals will have access to information about the exam that is and should remain confidential. Screeners must sign a nondisclosure agreement at the exam location and prior to the start of the CST. By signing the nondisclosure agreement, the screener agrees to complete the CST entirely on his or her own and to keep any information pertaining to specific examination questions, answer choices, responses, and concepts (both those included or excluded) strictly confidential.

This agreement continues until DHS formally releases the answers to CST questions..

Failure to comply with CST confidentiality and nondisclosure requirements may result in a screener's loss of certification to perform the Adult LTCFS.

## **Please note the following important considerations:**

Being a certified screener or successfully passing the CST does not guarantee a screener's hire or continued employment at a screening agency under contract with DHS. Screening agencies are governed by their own hiring, human resources, and employment policies and procedures.

Being a certified screener or successfully passing the CST does not guarantee a screener's access to FSIA or functions that screeners can perform in FSIA. Screening agency supervisors submit requests for access to FSIA based on the role and functions performed by their staff. Being a certified screener is only one of the factors considered by the supervisor when requesting access for an employee.