



2023 Continuing Skills Testing Adult Long Term Care Functional Screen Questions and Answers

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

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

2. When can screeners take the CST?

- The test will be available starting at 12:00 AM February 1, 2023, through 11:59 PM February 28, 2023.
- The test will be available 24 hours a day, 7 days a week. However, support is limited to Monday-Friday, 8:00 AM – 4:30 PM.

3. Where can the screener take the CST?

Screeners should work with their screen liaison to determine the best place for them to take the CST. This could be at home, in their office, or in a private meeting room.

4. Who is authorized and required to take the CST?

All certified screeners who are employed by a Wisconsin Department of Health Services (DHS) - approved screening agency to administer the Adult LTCFS are authorized and required to take the CST in order to retain their certification. A certified screener is an individual who successfully completed the 2021 CST or who initially completed the online certification course on or after October 1, 2020, and before August 1, 2022, and is employed and authorized by a DHS-approved screening agency during the 2023 testing period.

5. Who is *not* authorized or required to take the CST?

- Individuals with “view-only” access to the Adult LTCFS are automatically excluded from the CST.
- Individuals who initially complete the online certification course on or after **August 1, 2022** are automatically excluded from the 2023 CST.
- Individuals who are not employed and authorized as a certified screener by a DHS-approved screening agency.
- Individuals who need to obtain initial certification.

6. Can a screener who was decertified after the 2021 CST take the 2023 CST?

Yes. Screeners employed by a screening agency who were decertified after the 2021 CST and want to reestablish their status as an active certified screener may do so by doing both of the following:

1. Complete the online certification course between October 1 and December 31, 2022.
2. Pass the 2023 CST with a score of at least 80%.

7. How will certified screeners be provided information related to the CST?

- Information about the CST will be communicated by email and in monthly calls with liaisons, who are expected to share all CST-related information with the screeners in their agency.
 - All certified screeners should carefully read all communication from DHS regarding the CST.
 - Individual screeners are required to use the approved email address affiliated with their screening agency for all correspondence related to the CST.
- 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>.

8. What if a screener needs a reasonable accommodation during the CST?

- Screeners should arrange any reasonable accommodations with their agency screen liaison.
- The screen liaison may consult with DHS regarding accommodation requests using the CST mailbox dhsitcfcst@dhs.wisconsin.gov.

9. Who may be exempt from taking the CST?

Certified screeners on military, medical, parental, or family medical leave during the entire period when the 2023 CST occurs may request an exemption.

10. How can a screener request an exemption?

Exemption requests must be submitted for any person meeting the criteria in 9. above. To request an exemption, follow the steps below:

1. The individual must obtain approval from his or her agency screen liaison for the exemption.
2. Screen liaisons must submit exemption requests to the CST mailbox at dhsitcfcst@dhs.wisconsin.gov. Requests must include the name of the certified screener, the reason for the exemption, and should be submitted as soon as it is known.

11. What happens if a screener receives an approved exemption from taking the 2023 CST?

Screeners who receive an exemption due to being on leave will be required to retake the online certification course within four weeks of returning from leave. The agency screen liaison must email dhsitcfcst@dhs.wisconsin.gov when this requirement has been met. Screeners who do not fulfill this requirement may be decertified.

12. What scoring criteria will be used for the 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.

- 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 required to complete a Plan of Correction (POC).
- Individuals who score less than 70% after rounding may lose their certification or be required to complete an Enhanced Plan of Correction (E-POC). DHS and the screen liaison will discuss the most appropriate course of action for each individual situation.

See Plan of Correction documents for more information.

13. What happens if a screener is decertified?

When a screener is “decertified,” DHS will remove their name from the list of certified screeners and will change their Functional Screen Information Access (FSIA) security access to “view-only.” The employing agency may follow standard access request procedures if the decision is to remove all access.

14. What if a screener has technical difficulties while taking the CST?

- If a screener experiences technical difficulties while taking the online test, they should contact UW-Oshkosh at regstaff@uwosh.edu or (920) 424-1071, Monday-Friday, 8:00 AM – 4:30 PM.
- Screeners should communicate with their screen liaison if they have technical difficulties that cannot be resolved by UW-Oshkosh.
- Screen liaisons may contact DHS through the CST mailbox (DHSLTCFSCST@dhs.wisconsin.gov) with questions, Monday-Friday, 8:00 AM – 4:30 PM.

15. What if a screener has an emergency arise while taking the CST?

- Screeners should communicate with their screen liaison if they have an emergency arise.
- Screen liaisons may contact DHS through the CST mailbox (DHSLTCFSCST@dhs.wisconsin.gov) with questions, Monday-Friday, 8:00 AM – 4:30 PM.

Please note the following important considerations:

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