

2023 Continuing Skills Test (CST) Adult Long Term Care Functional Screen (LTCFS) Plan of Correction (POC) Q & A and Requirements

This document outlines POC requirements, which are determined by the screener's CST score. DHS and the screen liaison will discuss each individual situation and determine the most appropriate course of action. Screen liaisons are responsible for ensuring that any POC is successfully completed and submitted to DHS within the required timeline.

1. Who must complete a POC?

Individuals who score between 75% and 79% (after rounding) on the CST will be required to complete a Level 1 POC to maintain their certification.

Individuals who score between 70% and 74% (after rounding) on the CST will be required to complete a Level 2 POC to maintain their certification.

Individuals who score below 70% (after rounding) on the CST may be allowed to complete a Level 3 POC to maintain their certification, or they may be decertified.

2. How will test scores be rounded?

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.

3. What if a screen liaison has to complete a POC?

The agency will be required to identify a replacement screen liaison who will then become the contact person between DHS and the agency screeners. The screening agency needs to email DHSLTCFSCST@dhs.wisconsin.gov with the replacement liaison's contact information within 10 days of DHS issuing the CST results to screen liaisons.

A screen liaison may be reinstated to that position only if they pass the next CST with no required POC. Exceptions to this rule will be made on a case-by-case basis by DHS.

4. Will a screener be able to maintain their current FSIA access while completing a POC?

Yes, at the discretion of their screening agency, screeners who are required to complete a POC following the CST may retain access to the FSIA application and may continue with all screening activity during the completion of their POC. DHS staff will clarify the access and status of each screener with a POC with each agency's screen liaison.

5. When must all POCs be started and submitted to DHS?

- All POCs must be started within **ten** business days of issuance of the CST score results by DHS to screen liaisons.
- All completed POCs must be submitted to DHS no later than **90** days after DHS releases the CST scores, questions, and rationales to screen liaisons.

6. What is required of a screen liaison and the screener who has a POC?

The requirements are listed below.

7. Does the POC need to be completed in the order on the table?

No, order in the table below is preferable, but agencies may complete the steps in a different order to prevent delays in completion of the POC.

8. How shadow visits or screen reviews work?

- For all screens completed:
 - The screener should enter the information into FSIA.
 - The liaison is to review all sections of the screens for completeness and accuracy.
 - These screens must include notes justifying all selections.
 - Eligibility calculation on these screens is at the discretion of the screening agency, but the liaison review must be completed within 10 business days of calculation.
- Screens may be completed for individuals who are not on the screener's caseload.
- The number of screens shadowed, reviewed, or spot checked, may be subject to change depending on the agency or screener caseload size, but would not exceed the numbers below. Any variation will be jointly determined through consultation between DHS and the agency screen liaison.

9. What should the screen liaison document on the POC template?

The liaison must document the completion status and provide a summary of trends and follow up based on what was found in completing each of the POC steps for each screener with a POC on the reporting template for DHS.

10. How are completed POC templates submitted?

The screen liaison emails all completed POC templates to the DHSLTCFSCST@dhs.wisconsin.gov mailbox.

11. What if a screener does not complete a required POC?

The screener will be decertified as an adult screener if the screener was required to complete a POC and either chooses not to complete it or fails to complete it by the deadline. The screen liaison is required to submit a request through the online "FSIA - Request Access" process no later than three business days after the POC completion deadline to either delete the screener's FSIA access or change it to view-only.

12. What if I have questions about a POC?

For all questions about POCs, please contact the DHSLTCFSCST@dhs.wisconsin.gov mailbox.

	Level 1 75% through 79% (rounded)	Level 2 70% through 74% (rounded)	Level 3 Under 70% (rounded)
Review CST (Level 1, 2, and 3)	Liaison reviews CST questions, answers, and rationales with the screener (individually or in a group). Identify any patterns or problem areas and review applicable LTCFS Instructions.		
New hire training (Level 2 and 3)	Not required for level 1	Screeener completes all components of the agency’s new-screener orientation and training that are not covered elsewhere under this POC.	Screeener completes all components of the agency’s new-screener orientation and training that are not covered elsewhere under this POC.
Shadow Screens (Level 2 and 3)		Screeener is shadowed on five different functional screenings.	Screeener is shadowed on five different functional screenings.
Screen Review (Level 1, 2 and 3)	Liaison reviews all sections of the next five screens performed by the screener for five different individuals.	Liaison reviews all sections of the next five screens performed by the screener for five different individuals.	Liaison reviews all sections of the next five screens performed by the screener for five different individuals.
Spot Checks (Level 1, 2 and 3)	Liaison performs spot-checks of five additional, randomly selected screens for five different individuals that this screener completed over the POC period.	Liaison performs spot-checks of ten additional, randomly selected screens for ten different individuals that this screener completed over the POC period.	Liaison performs spot-checks of ten additional, randomly selected screens for ten different individuals that this screener completed over the POC period.
Other (Level 3)	Not required for Levels 1 and 2		In addition to the requirements above, additional remediation steps tailored to the needs of the specific screener. These proposed steps must be approved by DHS before the screener is allowed to remain certified and complete a POC.