

2021 Continuing Skills Test Adult Long Term Care Functional Screen

Plan of Correction Q & A and Reporting Requirements

The Wisconsin Department of Health Services (DHS) is committed to ensuring that well-trained individuals perform functional screening for adult long-term care program eligibility in Wisconsin. The continuing skills test (CST) is one of several important indicators of the ability of a screener to accurately complete screenings. DHS requires oversight by agencies that employ, or subcontract with agencies that employ, screeners whose CST scores result in a plan of correction (POC).

This document outlines POC requirements, which are determined by the screener's CST score. After scores are released DHS will reach out to screen liaisons regarding individuals who have a POC. Screen liaisons are responsible for ensuring that any screener who is required to complete a POC successfully completes that POC within the required timeline.

1. Who must complete a POC?

DHS and the screen liaison will discuss each individual situation and determine the most appropriate course of action.

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 POC. DHS and the screen liaison will discuss each individual situation and determine the most appropriate course of action, which will be either decertification or completion of a Level 3 (enhanced) POC.

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 perform screens while completing a POC?

Yes, at the discretion of their screening agency, screeners who are required to complete a POC following the 2021 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 during the week that CST results are released.

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

All POCs must be completed and submitted to DHS no later than 90 days after DHS issues CST test results to screen liaisons. Each agency will be required to submit a report to DHS, using reporting templates that DHS will provide, outlining the status and completion date for each screener required to complete a POC. Exceptions to this rule will be made on a case-by-case basis by DHS.

6. 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.

7. Who submits the POC report when completed?

The agency screen liaison is required to submit all required POC reports when completed.

8. How are completed POC reports submitted?

The screen liaison emails all completed POC reports to the DHSLTCFSCST@dhs.wisconsin.gov mailbox. To the greatest extent possible, this should be done in one batch after all POCs are completed.

9. What if I have questions about a POC?

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