



**2021 Continuing Skills Testing
Adult Long Term Care Functional Screen
Questions and Answers
October 23, 2020**

1. What is the 2021 Continuing Skills Test (CST)?

The 2021 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 2021 CST?

Information about the 2021 CST will be communicated by email to screen liaisons and in monthly calls with 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 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 2021 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 with no required Plan of Correction (POC)

Individuals who score between 70% and 79% after rounding will be required to complete a POC.

Individuals who score less than 70% after rounding may lose their certification. DHS will discuss any result under 70% with the screen liaison. DHS and the screen liaison will determine the most appropriate course of action, which will be either (1) decertification or (2) completion of an Enhanced Plan of Correction (E-POC).

See Plan of Correction Guidelines and Plan of Correction Rubric for more information.

4. What is the definition of “decertification?”

When a screener is “decertified,” 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,” thus removing the ability to edit screens. The employing agency may follow standard access request procedures if the decision is to remove all access.

5. Can an individual obtain initial certification by taking the 2021 CST?

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

6. Who is required to take the 2021 CST?

All certified screeners who administer the Adult LTCFS are required to take the 2021 CST in order to retain their certification. A certified screener is an individual who successfully completed the 2018 CST or who initially completed the online certification course on or after February 1, 2018, and before **October 1, 2020**, and is employed by a DHS-approved screening agency during the 2021 testing period.

7. Who is *not* required to take the 2021 CST?

- Individuals with “view-only” access to the Adult LTCFS are automatically excluded from the 2021 CST. An individual who is authorized to view individual screens but is not able to enter, edit, update, calculate, transfer, or archive the Adult LTCFS has “view-only” access. This might include agency managers or administrative staff.
- Individuals who initially complete the online certification course on or after **October 1, 2020** are automatically excluded from the 2021 CST.
- Individuals with Administrative Access only (meaning they only perform data-entry, transfer screens, or archive screens) may receive an exemption from taking the CST. Please refer to #11 and #12.

8. Who is authorized to take the 2021 CST?

Certified screeners who are employed and authorized by a DHS-approved screening agency.

9. Who is *not* authorized to take the 2021 CST?

Individuals who are not employed and authorized as a certified screener by a DHS-approved screening agency.

10. Can a screener who was decertified after the 2018 CST take the 2021 CST?

Yes. Screeners employed by a screening agency who were decertified after the 2018 CST and want to reestablish their status as an active certified screener may do so by doing **both** of the following:

- Complete the online certification course between October 1 and December 31, 2020.
- Pass the 2021 CST with a score of at least 80% (no POC required).

11. Who may be exempt from taking the 2021 CST?

- a. Certified screeners on military, medical, parental, or family medical leave during the entire period when the 2021 CST occurs may request an exemption.
- b. Individuals with Administrative Access (meaning they only perform data-entry, transfer screens, or archive screens) may request an exemption.

12. How can a screener request an exemption?

Exemption requests must be submitted for any person meeting the criteria in 11.a. or 11.b. 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 dhsltcfscst@dhs.wisconsin.gov no later than **December 31, 2020**. Requests must include the name of the certified screener and the reason for the exemption.

13. What happens if a screener receives an approved exemption from taking the 2021 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 hiring agency screen liaison must notify DHS in writing when this requirement has been met. Screeners who do not fulfill this requirement will be decertified.
- Individuals who received an exemption due to having only Administrative Access (only perform data entry, transfer or archive screens) will retain their access without having to complete the online certification course.

14. What if a screener needs a reasonable accommodation during the 2021 CST?

- Screeners should arrange any reasonable accommodations with their agency screen liaison.
- The screen liaison may consult with DHS regarding accommodation requests.
- There will be no approval of time beyond the eight hours allowed for completing the test.

15. When can screeners take the online 2021 CST?

- The online test will be available starting at 12:00 AM February 1, 2021 through 11:59 PM February 28, 2021.
- The online 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.

16. What if a screener has technical difficulties taking the online 2021 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.

17. Will a certified screener or an individual with Administrative Access have a change in status if he or she does not take the 2021 CST *and* does not receive an exemption approval?

Yes. If the certified screener or the individual with Administrative Access does not take the 2021 CST *and* has not received an approved exemption, they will be decertified.

18. 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 accept a nondisclosure agreement prior to taking the CST. By accepting 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 and releases screeners from the nondisclosure agreement.

Failure to comply with CST confidentiality and nondisclosure requirements will 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.