Long Term Care Functional Screen (LTCFS) Quality Policy

Effective Date: August 1, 2008

Policy:
It is the policy of the ADRC of St. Croix County to use the following procedures to ensure that quality functional screens are performed by ADRC staff.

PROCEDURE:

1. The Information and Assistance Specialists position employment requirements:
   - Either a Bachelor’s degree from an accredited college or university with a major in social work, sociology, human services-related field, or other closely related field or be a Registered Nurse in Wisconsin, pursuant to Wis. Stats. §441.06
   - Certified to administer the LTCFS
   - One year of experience with administering the LTCFS
   - One year of paid full-time experience working directly with elders, adults with disabilities, and adults with mental illness or substance use disorders
   - Two years of previous supervisory experience
   - Functions as a Lead Worker in regard to managed care functional eligibility determination processes
     - Attends Screen meetings with state staff and acts as a liaison between state and local staff in regard to the functional screen used to determine functional eligibility for publicly funded long-term care
     - Plans and implements quality assurance activities related to the long-term care functional screen
     - Trains and mentors new staff who must be certified to complete functional assessments
     - Provides guidance to other staff when questions arise regarding the eligibility determination process

2. The Options Counselor positions employment requirements:
   - Either a Bachelor’s degree from an accredited college or university with a major in social work, sociology, human services-related field, or other closely related field or a Registered Nurse in Wisconsin, pursuant to Wis. Stats. §441.06
   - Must obtain certification for administering LTCFS within one month of hire and maintain certification thereafter
   - One year of paid, full-time experience working directly with elders, adults with disabilities, and adults with mental illness or substance use disorders
   - ADRC staff will attend LTCFS training offered by DHFS
   - Resources and tools available on the Wisconsin Functional Screen Website will be used for ongoing training

3. Information and Assistance (I&A) contacts will be documented and tracked through BEACON. The documentation will assist in determining if follow-up contacts are needed. The AIRS Standards for Professional Information and Referral will be used as a foundation for providing follow-up contacts.
Approved by:

Fred Johnson, HHS Director

Brad Beckman, ADRC Manager

7/31/08

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Revised: July 22, 2008