



SCREEN Training Guidelines

General

Question: Is there an option to take the training in-person?

Answer: No, at this time, SCREEN is only available online.

Q: I cannot remember if I am SCREEN certified – how can I check that?

A. If you are unable to find your record via the above process, you can request your information by completing our [Reissue Request Form](#), or by emailing a request to nysrhcfassess@albany.edu.

Q: I am from a facility; is there any way for me to confirm that an employee is SCREEN certified?

A: There is not a database of certified SCREENERS available to the public. Your employee can confirm SCREEN certification by completing our [Reissue Request Form](#), or by emailing a request to nysrhcfassess@albany.edu. We ask that employers have their employees provide the SCREEN ID themselves.

Q: Will this training certify me to for H/C PRI as well?

A: **NO.** The Hospital/Community Patient Review Instrument (H/C PRI) training and certification is **separate** from SCREEN training and certification. You can find more information about H/C PRI training at: <http://www.albany.edu/sph/cphce/pri-SCREEN.shtml> - click on the PRI tab in the middle of the page.

Q: Should I take H/C PRI or SCREEN training, or both?

A: We cannot advise you on which training you need. Please see the website www.nysrhcfassessment.org for more information on the purpose of each training and target audiences. If you are still unsure, contact your facility or your supervisor for clarification.

Q: I have already taken SCREEN but it was a long time ago. Do I need to retake this training?

A: Possibly. If you took the SCREEN training **prior to May 2009**, you will need to retake it to receive a new and valid SCREENER ID.

Q: I am not an RN, can I still take the course and receive a SCREENER ID?

A: Any professional with demonstrated skills in assessing psychosocial situations, including but not limited to registered nurses, social workers, and discharge planning professionals, may take the SCREEN training and receive a SCREENER ID.

Registration & Payment

Q: How do I sign up for online SCREEN Training?

A: Visit our website at www.nysrhcfassessment.org and click on the SCREEN Trainings tab in the middle of the page. Read directions listed there and check the course specifications. Access step-by-step registration instructions here: https://www.albany.edu/sph/cphce/screen_registration_instructions.pdf

SCREEN Training

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Online training for professionals responsible for discharge planning and RHCF placement in use of the Department of Health's Screen form to assess a person for possible mental illness, intellectual disability and/or developmental disability. A 10-digit Screener Identification number will be issued to all discharge professionals that complete the training.

Audience

The course is for RNs, social workers or other professional health care providers responsible for discharge planning and RHCF placement.



Enroll in training

Q: I lost my password and cannot log in. How do I request a new password?

A: You can look up your username and password on the PHTC Online website at: www.phtc-online.org. See the picture for an example.

The screenshot shows the 'Log In' page for PHTC Online. At the top, there is a 'Log In' header. Below it, a yellow banner contains the text: 'Welcome! Please be sure to log in with your PHTC Online username and password. Credentials from other learning sites will not work. If you don't have a PHTC Online account, you can create one.' To the right of this banner is a button labeled 'Create a PHTC Online Account'. The main form area includes two input fields for 'Username' and 'Password', followed by a purple 'Log In' button. Below the button are three links: 'Having trouble logging in?', 'Look up your Username and Password', and 'View Frequently Asked Questions'.

Q: How do I pay for SCREEN?

A. You may pay immediately online via credit card. See the picture for an example of the payment page.

The screenshot shows the 'Step 2: Payment' page. The title is 'Step 2: Payment'. Below the title, it states: 'The cost of this course is \$275.00. You have two ways to complete payment:'. There are two numbered instructions: 1. 'Click the button below to pay by credit card:' followed by a button labeled 'Pay via Credit Card »'. Below this button is a note: '(opens link on University at Albany payment website)'. 2. 'Contact the University at Albany School of Public Health to make your payment, receive a Transaction ID, and enter it below:' followed by a 'Transaction ID:' label and an input field. Below the input field is a button labeled 'Submit and Begin the Course »'.



The screenshot shows a form titled 'Please enter your credit card information'. A note at the top says '* Indicates required information'. The 'Payment method:' field is set to 'Credit Card'. Below this are logos for American Express, Discover, Mastercard, DCCard, and VISA. The 'Credit Card Type:' field is set to 'Select a Credit Card Type'. The 'Account Number:' field is empty. The 'Expiration Date:' field shows '01' and '2019'. The 'Security Code:' field is empty, with a '(View example)' link. The 'Name on Card:' field is empty. The 'Billing Address' section includes fields for 'Street Address 1', 'Street Address 2', 'City', 'State' (set to 'New York'), 'ZIP Code', 'Country' (set to 'United States'), 'Email', and 'Day Phone'. At the bottom are 'Cancel' and 'Continue' buttons.

Q: Our facility cannot use a credit card for online payment. Do you accept checks?

A: Yes, checks are accepted. **Please note that a 10 business day hold will be placed on all checks.**

Make Checks Payable to: University at Albany

Mail Checks to: Attn: SCREEN

University at Albany
1 University Place, GEC-202
Rensselaer, NY 12144

Amount: \$275 per Trainee (see next page for more information)

Please provide with check:

- A point-of-contact person
- Email Address (a Transaction ID will be sent via email to access training)
- Telephone number

There is a \$20 charge for returned checks. To see the full University Returned Check policy please go to <https://www.albany.edu/studentaccounts/72442.php>

Note: Immediate access to SCREEN training is only available by paying with a credit card.

Q: Can our facility register multiple people at once? Ifs so, how?

A: Six (6) or more SCREEN training courses can be purchased at one-time, at \$275 per trainee. Payment for the training may be made via credit card or check.

Credit Card Payments:

Email us at nysrhcfassess@albany.edu to set up the purchase
Subject Line: Multiple SCREEN Trainings Request

Make Checks Payable to: University at Albany

Mail Checks to: Attn: SCREEN, Multiple Training Request

University at Albany
1 University Place, GEC-202
Rensselaer, NY 12144

Please provide with check:

- A point-person for all communications
- Email Address (a Transaction ID will be sent via email to allow trainees to access training)
- Telephone number

*****Please note that a 10 business-days hold will be placed on all checks*****

There is a \$20 charge for returned checks. To see the full University Returned Check policy please go to <https://www.albany.edu/studentaccounts/72442.php>.

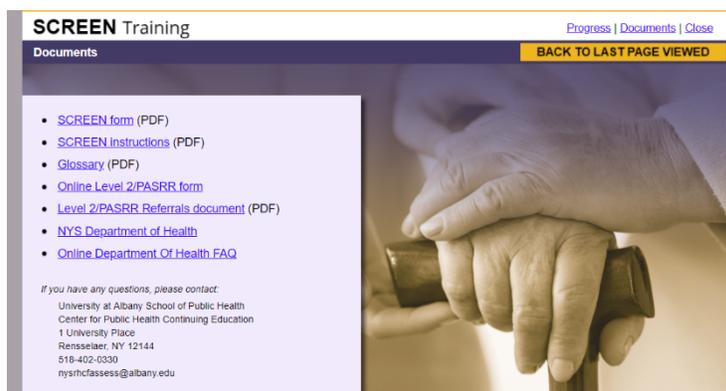
Course Navigation and Technical Issues

Q: What computer/IT requirements are necessary to take the course online?

A: Please check that the computer you intend to use for this online training uses the **most recent web browser(s)** (e.g., Firefox, Google Chrome, Explorer, etc.). The School of Public Health is unable to provide technical assistance with this; please contact your facility ITS staff for more information.

Q: Where can I find the resources I need to print for SCREEN training?

A. Resources such as lesson handouts, the SCREEN Form, and the SCREEN Instruction Manual are available in the course under the DOCUMENTS tab on the top right-hand corner of the Welcome Page.



Q: How long will it take me to complete the online SCREEN course?'

A: The course takes approximately 2 hours to complete. There is also a 20 question post-test after the final module.

SCREENER ID and Continuing Education Questions

Q: Are continuing education credits available for taking this course?

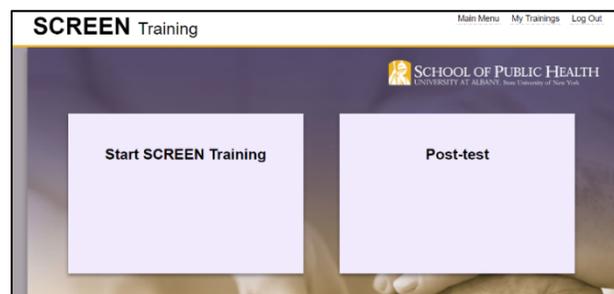
A: Yes, contact hours in nursing continuing education (2 hours) and self-study continuing education hours for social work (1.75 hours) are available. An evaluation and post-test (with a passing score of 80%) are required to receive continuing education credits. You will choose which credits you would like to receive. A continuing education certificate will be available immediately upon successful course completion, if credits are requested.

Q: Where is the post-test located?

A: After you complete the course, you will automatically be given access to the post-test.

Q: What happens if I don't pass the post-test?

A: You have up to three (3) attempts to pass the post-test. After three unsuccessful attempts, there is a \$25 processing fee to retake the exam (three more attempts are included in this fee).



Q: When will I receive my SCREENER ID card?

A: An evaluation and post-test (with a passing score of 80%) are required to receive a SCREENER ID. Your SCREENER ID will be available immediately upon successful course completion. You can/should download and/or print your SCREEN ID and, if requested, CE certificate, immediately (note: we do not email these to you). You can log back into the course to retrieve and print your SCREENER ID at any time.

Q: I cannot find my SCREEN card. How do I find my ID card if I need to reprint it?

A: You may log in at: <https://phtc-online.org/>, and you will find a link to the "Certificate and Card" under the SCREEN course listed in "My Trainings." You can print your SCREENER ID card from there.

Questions about Completing SCREEN/Level II PASSR Information

Q: What should I do if I have questions about *using or completing* a SCREEN assessment in my facility?

A: For questions about how to use or complete the SCREEN assessment, the New York State Department of Health has a [Frequently Asked Questions](#) document. Please direct any questions not answered there related to how to use or complete the SCREEN assessment to the New York State Department of Health's email box: hcpriSCREEN@health.ny.gov.

Q. if it is determined that the patient requires a Level II evaluation/PASRR, how do I do that?

A. The NYSDOH has contracted with ASCEND to provide support for Level II/PASRR referrals. Please go to: <https://www.ascendami.com/ami/Providers/YourState/NewYorkPASRRUserTools.aspx> for user tools, the referral and intake forms, and an explanation of the process.