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| **SUBSTANCE ABUSE PREVENTION SERVICES INFORMATION SYSTEM (SAP-SIS ) AGENCY / USER WEB ACCESS REQUEST** |
| Completion of this form is required to access the SAP-SIS data reporting system |

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| **Instructions:**  a. Users must first obtain a Web Access Management System (WAMS) ID. If you do not already have a WAMS ID, use this url [https://on.wisconsin.gov/WAMS/SelfRegController](https://on.wisconsin.gov/WAMS/SelfRegController%20%20) to logon to the WAMS home page. Click on the self registration link to create a new account OR use the other options on this page for subsequent account maintenance.  b. Once SAP-SIS users have a WAMS ID, the contract agency must complete this form for users at their agency and for users at their subcontracted agencies. Return the request to the Bureau of Prevention, Treatment and Recovery (BPTR) via fax or e-mail, Attn: SAP-SIS System Administrator, Fax: 608-266-1533, E-mail: [dhssapsis@wisconsin.gov](mailto:dhssapsis@wisconsin.gov) | | | | | |
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| 1. Select one of the following:   Add Primary Agency and Activate User(s)  Remove User(s)  Add User(s) for Previously Registered Agency  Change User Profile | | | | | 2. Submission Date |
| 3. Name - Contract Agency (Please do not abbreviate) | | | | 4. Counties / Tribes Served by Contract Agency | |
| 5. Name – Data Supervisor Contract Agency (Last, First MI) | | | | 6. Position/Title – Data Supervisor | |
| 7. Address – Contract Agency (Street, City, State, Zip) | | | | | |
| 8. County – Contract Agency | | | | 9. Telephone No. – Data Supervisor | |
| 10. E-mail – Data Supervisor | | | | | |
| 11. WAMS ID – Data Supervisor | | | 12. FEIN Number – Contract Agency | | |
| 13. Subcontract agencies | | | | | |
| Register the users for which your agency is authorizing access to SAP-SIS. Each user must have a registered WAMS ID. You may register up to five users at a time. If you would like to remove a user, select “Remove User” in part f. | | | | | |
| 14a. Name - User (Last, First MI) | | | | 14b. WAMS ID - User | |
| 14c. Agency - User (If different from above) | | | | | |
| 14d. Telephone Number - User | | | 14e. E-mail - User | | |
| 14f. User’s Role as it relates to SAP-SIS Data Reporting and Entry (check all that apply)  State (has view only access to statewide records)  Supervisor (can create/edit/save and submit agency/county specific records)  Data Entry Staff (can create/edit and save records)  Remove User | | | | | |
| 15a. Name - User (Last, First MI) | | | | 15b. WAMS ID - User | |
| 15c. Agency - User (If different from above) | | | | | |
| 15d. Telephone Number - User | | | 15e. E-mail - User | | |
| 15f. User’s Role as it relates to SAP-SIS Data Reporting and Entry (check all that apply)  State (has view only access to statewide records)  Supervisor (can create/edit/save and submit agency/county specific records)  Data Entry Staff (can create/edit and save records)  Remove User | | | | | |
| 16a. Name - User (Last, First MI) | | | | 16b. WAMS ID - User | |
| 16c. Agency - User (If different from above) | | | | | |
| 16d. Telephone Number - User | | 16e. E-mail - User | | | |
| 16f. User’s Role as it relates to SAP-SIS Data Reporting and Entry (check all that apply)  State (has view only access to statewide records)  Supervisor (can create/edit/save and submit agency/county specific records)  Data Entry Staff (can create/edit and save records)  Remove User | | | | | |
| 17a. Name - User (Last, First MI) | | | | 17b. WAMS ID - User | |
| 17c. Agency - User (If different from above) | | | | | |
| 17d. Telephone Number - User | | 17e. E-mail - User | | | |
| 17f. User’s Role as it relates to SAP-SIS Data Reporting and Entry (check all that apply)  State (has view only access to statewide records)  Supervisor (can create/edit/save and submit agency/county specific records)  Data Entry Staff (can create/edit and save records)  Remove User | | | | | |
| 18a. Name - User (Last, First MI) | | | | 18b. WAMS ID - User | |
| 18c. Agency - User (If different from above) | | | | | |
| 18d. Telephone Number - User | 18e. E-mail - User | | | | |
| 18f. User’s Role as it relates to SAP-SIS Data Reporting and Entry (check all that apply)  State (has view only access to statewide records)  Supervisor (can create/edit/save and submit agency/county specific records)  Data Entry Staff (can create/edit and save records)  Remove User | | | | | |

**Instructions - Substance Abuse Prevention Services Information System (SAP-SIS) Agency / User Web Access Request**

All counties, tribes and state grantees that provide substance abuse prevention services through the use of Federal Substance Abuse and Treatment (SAPT) Block Grant funds will be required to report fiscal, program, individual and population data using the Substance Abuse Prevention Services Information System (SAP-SIS). Collection of this data is required to meet Federal SAPT Block Grant and National Outcome Measure (NOM) reporting requirements.

1. Select the reason for completing the SAP-SIS Web Access Request. The contract agency is the county, tribe or state grantee responsible for approving and submitting federally required SAPT Block Grant data. Contract agencies are required to complete this request. First time registrants should select “Add Primary Agency and Activate User ID(s).” Previously registered agencies with active users may select to “Add User(s),” “Remove User(s),” or “Change User Profile” for either the agency or their users. Select only one option per request.
2. Date of submission: Provide the date of the request submission
3. Contract Agency: The “contract agency” is the agency responsible for approving and submitting SAPT Block Grant data. Provide the full name (no abbreviations) for the contract agency.
4. Counties/Tribes Served: List all counties and tribes that receive SAPT Block Grant services from the contract agency.

5. – 11. Data Supervisor Contact Information: Provide contact information for the data supervisor, including street address, city, state, zip code, county, telephone number, and e-mail address. The “data supervisor” is the person within the contract agency who is responsible for approving SAPT Block Grant data submissions. This person will be registered in SAP-SIS as a Supervisor with the ability to create, edit, save, view, and submit records for the contract agency. The data supervisor must obtain a Web Access Management System (WAMS) ID before submitting a SAP-SIS access request. To obtain a WAMS ID go to [https://on.wisconsin.gov/WAMS/SelfRegController](https://on.wisconsin.gov/WAMS/SelfRegController%20) and complete the self-registration process.

12. FEIN Number: Provide the contract agency’s Federal Employee Identification Number (FEIN).

13. Subcontract Agencies: Provide the names of all agencies subcontracted by the primary agency to implement prevention programming. Include the subcontract agency even if the SAPT Block Grant funding constitutes a minor part of their prevention program funding.

14a. – 18f. Register Users: Up to five users may be registered per request. Additional users may be added by completing a separate request. For each user, complete the contact information in parts a-e. Each user must have a separate WAMS ID. Users can be staff members of the contract agency or members of a subcontract agency. In part f, select the user’s role as it pertains to accessing SAP-SIS. Registered State staff will have view only access to statewide records. Supervisors have access to create, edit, save and submit agency specific records. Data Entry Staff have access to create, edit and save records. Select all that apply. To remove a user, complete the user information (a-e) and select “Remove User” in part f.

When complete, return request to BPTR via fax or e-mail, Attn: SAP-SIS System Administrator, Fax: 608-266-1533, E-mail: [dhssapsis@wisconsin.gov](mailto:dhssapsis@wisconsin.gov)