

Wisconsin Department of Health Services

## PPS Training revised 11/2011

Program Participation System (PPS) Navigation

## Access to the Program Participation System (PPS)

- Side Navigation Menu
- Page Navigation
  - Cancel
  - > Reset
  - Saving
- Home Page
- Search
- Basic Registration
- MCI

### Login to PPS from the Gateway Production URL is HTTPS:/pps.wisconsin.gov



https://uat.pps.wisconsin.go Program Participation System ACCEPTANCE



## Side Navigation Menu

- Links available to you are based on your PPS Profile.
- The lock symbol means you do not have access to that function
- Individual Information will expand once there is a module associated with the person on the Individual Summary Page.
- If you are on a data entry page and use the side links to navigate away from the page any updates you have made will be saved.

On data entry pages there is a Cancel check box and a Reset button. If you click on the cancel button and then select either a link or the next button then data will not be saved and you are navigated off the page.

🜈 https://uat.pps.wisconsin.g	jov/ - Program Participation S	iystem - Individual	Summary - Windo	ws Internet Explorer p	provided by DHS			
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## Helpful Note on Cancel

If you navigate to a page and try to navigate out without making any changes you may get one or more red error messages. To get out of the page click on the cancel button and then navigate by either clicking Next button or one of the side menu links.

For example, if one navigates to the Basic Registration page, does not enter any data, and then clicks on a side link i.e. search; one will get red error messages for required fields. To get out of this situation check the Cancel check box and navigate off the page.

#### If you click on the Reset button, data on the screen is changed back to the last save and you remain on the page.

🖉 https://uat.pps.wisconsin.g	jov/ - Program Participation System - Individual	Summary - Windows	internet Explorer prov	rided by DHS		
Program Participation System	User ID: roundsji User Name: J Rounds			¢	🗐 🔵 Help 🔪 Lo	gout
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B Employment Outcomes	This individual is			Last Updated B	Rounds Jovce	
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## **Page Navigation**

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## Saving Data:

## Click on a side menu link Click on Save button (Individual Summary Page only) Click on Next button

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A Employment Outcomes     A Employment Outcomes     This individual is     This individual is	
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Core     + Average       Episode Reporting Information     Episode Type:	
Workload Management     Responsible Agency     Program     Start Date     End Date     Navigation	7
A Waitist Management Reports This person is not on your agency's Episode Reporting.	
Beports List System Administration	
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After logging in, you will be brought to the HOME Page. On this page you will see your last 10 individuals that you have accessed. You can select one of these individuals by clicking on the View/Edit spy glass for that person.

https://trn.pps.wisconsin.g	ov/ - Program Participation System - Program Participation Sys	tem Ho - Windows Internet Explorer pro	
Program Participation System	User ID: roundsji User Name: J Rounds		Help Logout
TRAINING			
	I Program Participation System Home		
HI Navigation Menu	m Program Participation System Home		
PPS Main Menu	Most recently accessed participants. Click magnifying glass t	to view/edit.	
->PPS Home	Name	Last Accessed	View/Edit
	FLOWER,IRIS	11/04/2011	
Individuals	B3CHANGES,B3CHANGES	11/03/2011	
Basic Registration	PUMPKIN,ORANGE	11/03/2011	<u>@</u>
Work Management	MUFFING,BLUEBERRY	11/03/2011	9
Employment Outcomes	BLUE,BONNIE	11/03/2011	<b>@</b>
Family Care Support	BEAN, JUMPING	11/03/2011	Q
A Incident Management	TESTNAME.JLRTESTING1	11/01/2011	a
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Referral Management		11/01/2011	<u> </u>
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Agency Administration			
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### If the person you want to work with is not in your list, you can search for the person by clicking on the search link on the side Navigation Menu.

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Basic Registration       Individual Information         Mudeful Information       Individual Information         Employment Quactomes       Individual Information         Financial Report       Individual Information         Financial Report       Individual Information         Financial Report       Individual Information         Annotestation       Individual Information         All Lue, BONNIE       Individual Information         Annotestation       Individual Information         All Lue, BONNIE       Individual Information         Bean, JUMPING       Individual Information         Waldies Management       Reports Lat         System Administration       Agency Administration         Agency Administration       Individual Information         Agency Administration       Individual Information	Individuals	B3CHANGES,B3CHANGES	11/03/2011	(3)	
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Reports       SHORTCAKE,STRAWBERRY       11/01/2011       (2)         BellY,JELLY       11/01/2011       (2)	A LEA Notification	BEAN, JUMPING	11/01/2011	9	
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Reports List System Administration  Agency Administration	Reports		11012011	9	
Agency Administration	A Reports List				
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### You can search either by name and birth date or by SSN. The system only searches within PPS. Enter the criteria and click on GO. Do not use the enter key. The system will reset all the fields when the enter key is pressed.

Chttps://uat.pps.wisconsin.	ov/ - Program Participation System - Search Criteria - Windo	ows Internet Explorer provided by DHS - S	
Program Participation System	User ID: roundsji User Name: J Rounds		🖨 🛛 Help 🔪 Logout 🔪 🖻
ACCEPTANCE			
3 Navigation Menu	🚟 Search Criteria		Reset
PPS Main Menu	*** AUTHORIZED USERS ONLY ***		
Search	WARNING: This computer system is for authorized users and	uses only. You should only access the information th	at is needed to complete your task.
A labox	You should also be aware that regardless if individuals are lis	sted in the system, this doesn't necessarily mean the	y have received services. Your
Individuals	actions on this system may be intercepted, monitored, record disclose any information you have accessed unless needed f	ed, copied, audited, inspected, and disclosed to auth to complete your task or allowed by law. Any improper	orized personnel. You may not re-
Basic Registration	system may result in administrative disciplinary action and civ	vil and criminal penalties. By continuing to use this sy	stem, you consent to these terms
Individual Information	and conditions.		
Work Management			
	Demographics Information (Full or partial First Name, full or	or partial Last Name and Birth Date are required)	
Family Care Support	First Name: Fall	Starts With C Exact	
Financial Reporting	Last Name: Leaves	Starts With C Exact	
A Incident Management	Birth Date:		
A LEA Notification			
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System Administration	SSN: Go		
Agency Administration			
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If there is only one record that meets the criteria then you are navigated to the Individual Summary Page. You will only see modules such as Episode Reporting Information to which you have access.

🖉 https://uat.pps.wisconsin.g	jov/ - Program Participation	System - Indi	vidual Summa	ry - Windows Internet I	Explorer provid	led by DHS			
Program Participation System	User ID: roundsjl User	Name: J Roun	ds			<b>a</b> (	Help Logo	ut	
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→ Individual Summary	*Birth Date:	01 /01 /	1950 🕲						
A Correspondence	SSN:			SSN Verification: Unv	erified SSN	Last Updated Date:	11/08/2011		
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A Notes	currently on Medicaid:					Last Opdated By.	Rounds Joyce		
	County Of Responsibility	c					S.		
Work Management	County of responsibility			•			54	78	
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A Family Care Support	Episode freporting filoti					Episode Type.		TAdd	
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# Search results page when there is more than one match. Click on Details spy glass to navigate to the Individual Summary Page.

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🖽 Navigation Menu	<b>Barch Result</b>	ts								
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PPS Home	First Name:	f		Search	Type: Starts wit	h				
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Individuals	Birth Date:	01/01/19	50							
Basic Registration     B Individual Information	County Of Responsit	pility:								
Work Management	Search Results									
Employment Outcomes	First Name	Middle Name	Last Name	Gender	Birth Date	Count		Details		
B Family Care Support	FALL		LEAVES	Female	01/01/1950					
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System Administration										
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### Basic Registration To register a new individual, click on the Basic Registration link on the side navigation menu.

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Program Participation System	User ID: roundsji User Name: J Rounds		🖨 🛛 Help 🔹 Logout
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	Program Participation System Home		
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PPS Main Menu	Most recently accessed participants. Click magnifying glass to view/	edit.	
- PPS Home	Name	Last Accessed	View/Edit
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Individuals	S,B3CHANGES	11/03/2011	Q
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Individual Information		11/03/2011	<u>e</u>
Work Management	MUFFING,BLUEBERRY	11/03/2011	Q
Employment Outcomes	BLUE,BONNIE	11/03/2011	9
Einancial Reporting	BEAN, JUMPING	11/03/2011	9
B Incident Management	TESTNAME, JLRTESTING1	11/01/2011	<b>Q</b>
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Referral Management		11/01/2011	3
Workload Management	SHORICARE, STRAWBERRT	11/01/2011	<u>e</u>
씝 Waitlist Management	BELLY, JELLY	11/01/2011	9
A Reports			
System Administration			
Agency Administration			
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## Enter required registration information, indicated by fields with red asterisk. Click on the Next button.

https://uat.pps.wisconsin.	gov/ - Program Participation 9	System - Basic Registration - Windows Internet Explorer provided by DHS		
Program Participation System	User ID: roundsji User N	lame: J Rounds	🖨 🔵 Help	Logout 📥
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→ Basic Registration	Suffix:			
Individual Information	*Gender:	Female 💌		
Work Management	*Birth Date:	02 /01 / 1950 1		
■ Family Care Support	SSN:	(Please enter if known)		
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A Incident Management				
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## MCI Clearance Results Page will display if there are any potential matches 75% and above.

Chttps://uat.pps.wisconsin.	.gov∕ - Progran	n Participation	System - Individual Cl	earance List - Window	vs Internet Explorer p	rovided		_	
Program Participation System	User ID: ro	undsji Userl	Name: J Rounds			é	🗿 🖉 Help	Logout	
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HI Navigation Menu			nce List					Cancel I Res	/t
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≜ Inbox	Middle Na	me:	Ing						
Individuals	Last Nam	e:	Leaves						
Basic Registration	Gender:		Female						
当 Individual Information	SSN:		00/04/4050						
Employment Outcomes	Birth Date		02/01/1950						_
Family Care Support	Individual I	natches found	Elect News		L	Dist. Data	Constant	Estate in DDA	_
▶ Financial Reporting	22	<u>35N</u>	FALL			01/01/1950	Female	Ves	_
A Incident Management			FALL		LEAVED	01/01/1950	Female	Yee	
Before Management	C 8/		FALL		LEAVES	01/01/1930	Female	Yes	
Workload Management	O Crea	ite new individu	al using entered indivi	dual's basic informat	ion				
A Waitlist Management									_
Reports							Previo	ous Next 🕨	
A Reports List									
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-									
									~
Done						😫 Int	ernet	🔍 100%	- //.

From the Clearance Results Page after selecting the person, you are navigated to the Individual Summary Page. From this page you can update any basic information. To save changes click the SAVE button.

Chttps://uat.pps.wisconsin	.gov/ - Program Participation Sys	stem - Individual !	Summary - Windov	s Internet Explorer pro	vided by DHS		
Program Participation System	User ID: roundsjl User Nar	ne: J Rounds				🖨 🦳 Help 🔪 🚺	Logout
ACCEPTANCE	Individual Summar						
H Navigation Menu	uuu muividuai Suimiai	У				Cano	el Reset
PPS Main Menu	The following events h	ave occurred					
Search	PP019: Participant has a	already been setur	).				
🖨 Inbox							
Individuals	Pasio Information						
Basic Registration							
Individual Information	Titte:	-					
Individual Summary	*First Name:	all	Middle N	ame: Ing	*Last N	lame: Leaves	
A Correspondence	Suffix:	-					
Incident Reporting	*Gender:	Formala I					
🖨 Notes			-				
A Service Reporting	*Birth Date:	01 /01 / 1950					
Work Management	SSN:		SSN Ver	fication: Unverified SSN	Last Updated D	ate: 11/08/2011	
Employment Outcomes	This individual is				Last Undated F	v Runds Joyce	
☐ Family Care Support	currently on Medicaid:						
Financial Reporting	County Of Responsibility:						Save
B Incident Management							Cure
ELEA Notification	Episode Reporting Information	n			Episode Type:	Core -	+ Add
Workload Management	Pesponsible Agency		Program	Start Date	End Date	Navigation	
Waitlist Management	Responsible Agency		Flogram	Start Date	<u>Lifu bate</u>	Navigation	
Reports	This person is not on your agency's Episode Reporting.						
A Reports List							
System Administration							
법 Agency Administration							
<b>_</b>							
							_
							<u> </u>
Done						nternet	100% - //

## Access to PPS

- Contacts
  - SOS Desk

Hours: Monday through Friday

8:00 – 11:30 AM

12:30 - 4:00 PM

(you may leave voice mail at other times and someone will return your call)

- E-mail: DHSSOSHelp@wisconsin.gov
- Phone: (608) 266-9198
- Fax: (608) 267-2437