



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://pps.wisconsin.gov)

Gateway Page - Windows Internet Explorer provided by DHS - State of Wisconsin

File Edit View Favorites Tools Help

https://trn.pps.wisconsin.gov/

Gateway Page

State of W I S C O N S I N

Human Services System Gateway

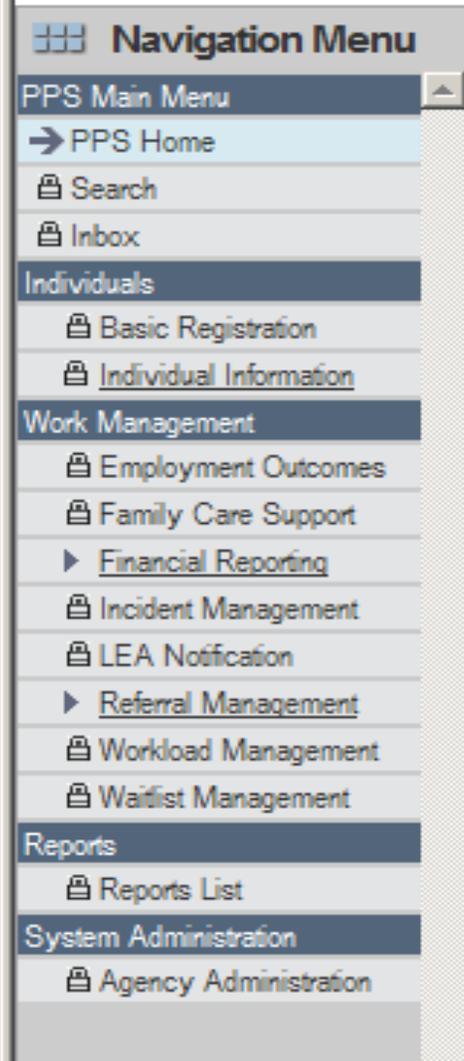
[Add this Page to Favorites](#)

**** Training Environment ****

This page lists the applications that are used to determine functional and financial eligibility for various programs across the State of Wisconsin. The functional eligibility is determined for Adult, Children's and Mental Health programs. The financial eligibility includes FoodShare, Medicaid, SeniorCare, SSI Care Taker Supplement, Wisconsin Works and Child Care Programs.

 FSIA Functional Screen Information Access	 PPS Program Participation System	WAMS To access PPS / CWW / FSIA, signup for a Web Access Management System (WAMS) ID.
 FSIA - Request Access To complete a printable form that you can submit to your agency's security officer to get access to FSIA	 PPS - Request Access To complete a printable form that you can submit to your agency's security officer to get access to PPS	 WISA Wisconsin Integrated Security Application
 FSIA - Training Functional Screen Information Access (Training Environment)	 PPS - Training Program Participation System (Training Environment)	 CARES CWW CARES Worker Web

Internet 100%



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.gov/ - Program Participation System - Individual Summary - Windows Internet Explorer provided by DHS

Program Participation System User ID: roundsjl User Name: J Rounds Help Logout

ACCEPTANCE

Navigation Menu

- PPS Main Menu
 - PPS Home
 - Search
 - Inbox
- Individuals
 - Basic Registration
 - Individual Information
 - Individual Summary
 - Birth to 3 Reporting
 - Correspondence
 - Incident Reporting
 - Notes
 - Service Reporting
- Work Management
 - Employment Outcomes
 - Family Care Support
 - Financial Reporting
 - Incident Management
 - LEA Notification
 - Referral Management
 - Workload Management
 - Waitlist Management
- Reports
 - Reports List
- System Administration
 - Agency Administration

Individual Summary

The following events have occurred:

PP019: Participant has already been setup.

Basic Information

Title: []

*First Name: Fall Middle Name: Red *Last Name: Leaves

Suffix: []

*Gender: Female

*Birth Date: 01 / 01 / 1950

SSN: [] - [] - [] SSN Verification: Unverified SSN Last Updated Date: 11/08/2011

This individual is currently on Medicaid: Last Updated By: Rounds Joyce

County Of Responsibility: [] Save

Episode Reporting Information

Episode Type: Core + Add

Responsible Agency	Program	Start Date	End Date	Navigation
This person is not on your agency's Episode Reporting.				



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.

The screenshot shows the 'Program Participation System - Individual Summary' page. The browser address bar displays 'https://uat.pps.wisconsin.gov/'. The page header includes 'Program Participation System', 'User ID: roundsjl', and 'User Name: J Rounds'. A navigation menu on the left lists various options such as 'PPS Main Menu', 'Search', 'Inbox', 'Individuals', 'Work Management', 'Reports', and 'System Administration'. The main content area is titled 'Individual Summary' and features a green banner with the message: 'The following events have occurred: PP019: Participant has already been setup.' Below this is the 'Basic Information' section, which contains fields for Title, First Name (Fall), Middle Name (Red), Last Name (Leaves), Suffix, Gender (Female), Birth Date (01/01/1950), SSN, and County Of Responsibility. It also displays 'SSN Verification: Unverified SSN', 'Last Updated Date: 11/08/2011', and 'Last Updated By: Rounds Joyce'. A 'Save' button is located at the bottom of this section. The 'Episode Reporting Information' section shows 'Episode Type: Core' and a table with columns for 'Responsible Agency', 'Program', 'Start Date', 'End Date', and 'Navigation'. A message below the table states: 'This person is not on your agency's Episode Reporting.' A red arrow points to a 'Reset' button in the top right corner of the main content area.

Page Navigation

If you navigate out of the system by click the X or click the Logout button, data is not saved,

The screenshot displays the 'Program Participation System' interface. The browser address bar shows 'https://uat.pps.wisconsin.gov/'. The user is logged in as 'roundsjl'. The main content area shows an 'Individual Summary' page with a green warning banner: 'The following events have occurred. PP019: Participant has already been setup.' Below this is a 'Basic Information' form with fields for Title, First Name (Fall), Middle Name (Red), Last Name (Leaves), Gender (Female), Birth Date (01/01/1950), SSN, and County of Responsibility. The form is currently empty. The 'Episode Reporting Information' section shows 'Episode Type: Core' and a table with columns for Responsible Agency, Program, Start Date, End Date, and Navigation. A message states: 'This person is not on your agency's Episode Reporting.' The 'Logout' button is circled in red in the top right corner.

Responsible Agency	Program	Start Date	End Date	Navigation
This person is not on your agency's Episode Reporting.				

Saving Data:

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

The screenshot shows the 'Program Participation System - Individual Summary' page. The browser address bar is 'https://uat.pps.wisconsin.gov/'. The page title is 'Program Participation System - Individual Summary - Windows Internet Explorer provided by DHS'. The user is logged in as 'User ID: roundsjl User Name: J Rounds'. The page has a navigation menu on the left and a main content area. The main content area has a green banner that says 'The following events have occurred: PP019: Participant has already been setup.' Below this is the 'Basic Information' section, which includes fields for Title, Suffix, Middle Name, Last Name, Gender, Birth Date, SSN, and County Of Responsibility. The 'Save' button is located at the bottom right of the form. A red arrow points to the 'Individual Summary' link in the navigation menu, and another red arrow points to the 'Save' button.

Navigation Menu:

- PPS Main Menu
- PPS Home
- Search
- Inbox
- Individuals
 - Basic Registration
 - Individual Information
 - Individual Summary
 - Birth to 3 Reporting
 - Correspondence
 - Incident Reporting
 - Notes
 - Service Reporting
- Work Management
 - Employment Outcomes
 - Family Care Support
 - Financial Reporting
 - Incident Management
 - LEA Notification
 - Referral Management
 - Workload Management
 - Waitlist Management
- Reports
 - Reports List
- System Administration
 - Agency Administration

Basic Information:

Title: [Dropdown] Suffix: [Dropdown] Middle Name: Red *Last Name: Leaves

*Gender: Female *Birth Date: 01/01/1950 SSN Verification: Unverified SSN Last [Dropdown] 2011 Last [Dropdown] rounds Joyce

This individual is currently on Medicaid: [Checkbox] County Of Responsibility: [Dropdown] Save

Episode Reporting Information: Episode Type: Core + Add

Responsible Agency	Program	Start Date	End Date	Navigation
This person is not on your agency's Episode Reporting.				

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.

The screenshot shows the 'Program Participation System Home' page. On the left is a 'Navigation Menu' with categories like 'PPS Main Menu', 'Individuals', 'Work Management', 'Reports', and 'System Administration'. The main content area is titled 'Program Participation System Home' and contains a table of participants. A red arrow points to the magnifying glass icon in the 'View/Edit' column for the first row.

Name	Last Accessed	View/Edit
FLOWER,IRIS	11/04/2011	
B3CHANGES,B3CHANGES	11/03/2011	
PUMPKIN,ORANGE	11/03/2011	
MUFFING,BLUEBERRY	11/03/2011	
BLUE,BONNIE	11/03/2011	
BEAN,JUMPING	11/03/2011	
TESTNAME,JLRTESTING1	11/01/2011	
BEAN,JUMPING	11/01/2011	
SHORTCAKE,STRAWBERRY	11/01/2011	
BELLY,JELLY	11/01/2011	

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.

The screenshot shows the 'Program Participation System Home' page. The left-hand 'Navigation Menu' includes a 'Search' link, which is highlighted by a red arrow. The main content area features a table titled 'Most recently accessed participants. Click magnifying glass to view/edit.' The table has three columns: 'Name', 'Last Accessed', and 'View/Edit'. The data in the table is as follows:

Name	Last Accessed	View/Edit
LOWER,IRIS	11/04/2011	
B3CHANGES,B3CHANGES	11/03/2011	
PUMPKIN,ORANGE	11/03/2011	
MUFFING,BLUEBERRY	11/03/2011	
BLUE,BONNIE	11/03/2011	
BEAN,JUMPING	11/03/2011	
TESTNAME,JLRTESTING1	11/01/2011	
BEAN,JUMPING	11/01/2011	
SHORTCAKE,STRAWBERRY	11/01/2011	
BELLY,JELLY	11/01/2011	

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.

The screenshot shows a web browser window titled "https://uat.pps.wisconsin.gov/ - Program Participation System - Search Criteria - Windows Internet Explorer provided by DHS - 5". The page header includes "Program Participation System", "User ID: roundsjl", "User Name: J Rounds", and buttons for "Help" and "Logout". A "Reset" button is located in the top right corner of the main content area.

Navigation Menu

- PPS Main Menu
- PPS Home
- Search
- Inbox
- Individuals
 - Basic Registration
 - Individual Information
- Work Management
 - Employment Outcomes
 - Family Care Support
 - Financial Reporting
 - Incident Management
 - LEA Notification
 - Referral Management
 - Workload Management
 - Waitlist Management
- Reports
 - Reports List
- System Administration
 - Agency Administration

Search Criteria

*** AUTHORIZED USERS ONLY ***

WARNING: This computer system is for authorized users and uses only. You should only access the information that is needed to complete your task. You should also be aware that regardless if individuals are listed in the system, this doesn't necessarily mean they have received services. Your actions on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. You may not re-disclose any information you have accessed unless needed to complete your task or allowed by law. Any improper use or unauthorized access of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you consent to these terms and conditions.

Demographics Information (Full or partial First Name, full or partial Last Name and Birth Date are required)

First Name: Starts With Exact

Last Name: Starts With Exact

Birth Date: / /

County Of Responsibility:

Identification Number

SSN: - -

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.

The screenshot shows the 'Individual Summary' page in the Program Participation System. The browser address bar indicates the URL is https://uat.pps.wisconsin.gov/. The user is identified as J Rounds with User ID roundsjl. The page title is 'ACCEPTANCE'.

Navigation Menu:

- PPS Main Menu
 - PPS Home
 - Search
 - Inbox
 - Individuals
 - Basic Registration
 - Individual Information
 - Individual Summary (Selected)
 - Birth to 3 Reporting
 - Correspondence
 - Incident Reporting
 - Notes
 - Service Reporting
 - Work Management
 - Employment Outcomes
 - Family Care Support
 - Financial Reporting
 - Incident Management
 - LEA Notification
 - Referral Management
 - Workload Management
 - Waitlist Management
 - Reports
 - Reports List
 - System Administration
 - Agency Administration

Individual Summary Form:

Basic Information

Title: [Dropdown]
 *First Name: [Fall] Middle Name: [] *Last Name: [Leaves]
 Suffix: [Dropdown]
 *Gender: [Female]
 *Birth Date: [01/01/1950]
 SSN: []-[]-[] SSN Verification: **Unverified SSN** Last Updated Date: **11/08/2011**
 This individual is currently on Medicaid: Last Updated By: **Rounds Joyce**
 County Of Responsibility: [Dropdown] [Save]

Episode Reporting Information

Episode Type: [Core] [Add]

Responsible Agency	Program	Start Date	End Date	Navigation
OPIB CORE SERVICES ACCESS UAT	Core	09/01/2011		[Core Service] [Go]

[Previous]

Search results page when there is more than one match. Click on Details spy glass to navigate to the Individual Summary Page.

The screenshot shows a web browser window with the URL <https://uat.pps.wisconsin.gov/>. The page title is "Program Participation System - Search Results". The user is logged in as "J Rounds" with user ID "roundsjl". The page displays search criteria and results for individuals.

Search Criteria

First Name:	f	Search Type:	Starts with
Last Name:	l	Search Type:	Starts with
Birth Date:	01/01/1950		
County Of Responsibility:			

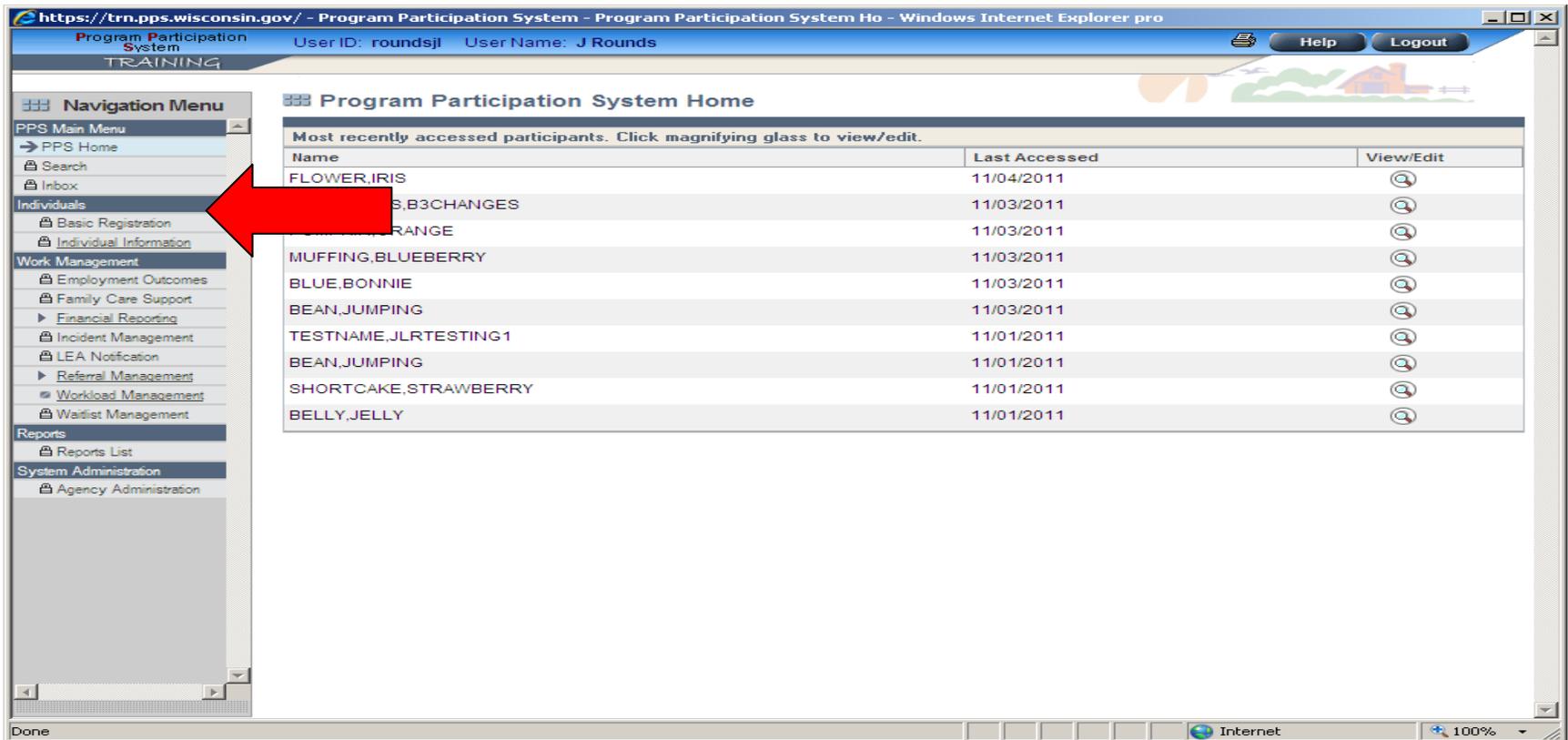
Search Results

First Name	Middle Name	Last Name	Gender	Birth Date	County	Details
FALL		LEAVES	Female	01/01/1950		
FALL	ING	LEAVES	Female	01/01/1950		

A red arrow points to the "Details" link in the second row of the search results table. Below the table is a "Previous" button.

Basic Registration

To register a new individual, click on the Basic Registration link on the side navigation menu.



The screenshot shows the Program Participation System Home page. The left navigation menu includes the following items:

- PPS Main Menu
- PPS Home
- Search
- Inbox
- Individuals
 - Basic Registration
 - Individual Information
- Work Management
 - Employment Outcomes
 - Family Care Support
 - Financial Reporting
 - Incident Management
 - LEA Notification
 - Referral Management
 - Workload Management
 - Waitlist Management
- Reports
 - Reports List
- System Administration
 - Agency Administration

The main content area displays a table titled "Most recently accessed participants. Click magnifying glass to view/edit." The table has the following data:

Name	Last Accessed	View/Edit
FLOWER,IRIS	11/04/2011	
S,B3CHANGES	11/03/2011	
RANGE	11/03/2011	
MUFFING,BLUEBERRY	11/03/2011	
BLUE,BONNIE	11/03/2011	
BEAN,JUMPING	11/03/2011	
TESTNAME,JLRTESTING1	11/01/2011	
BEAN,JUMPING	11/01/2011	
SHORTCAKE,STRAWBERRY	11/01/2011	
BELLY,JELLY	11/01/2011	

Enter required registration information, indicated by fields with red asterisk. Click on the Next button.

The screenshot shows a web browser window with the URL <https://uat.pps.wisconsin.gov/>. The page title is "Program Participation System - Basic Registration - Windows Internet Explorer provided by DHS". The user is logged in as "J Rounds" with User ID "roundsjl". The page is titled "Basic Registration" and contains a "Basic Information" form. The form fields are as follows:

Field	Value	Required
Title	[Dropdown]	No
*First Name	Fall	Yes
Middle Name	Ing	No
*Last Name	Leaves	Yes
Suffix	[Dropdown]	No
*Gender	Female	Yes
*Birth Date	02 / 01 / 1950	Yes
SSN	[]-[]-[]	No
County Of Responsibility	[Dropdown]	No

Buttons: "Cancel", "Reset", and "Next".

MCI Clearance Results Page will display if there are any potential matches 75% and above.

https://uat.pps.wisconsin.gov/ - Program Participation System - Individual Clearance List - Windows Internet Explorer provided

Program Participation System User ID: roundsjl User Name: J Rounds Help Logout

ACCEPTANCE

Navigation Menu

- PPS Main Menu
 - PPS Home
 - Search
 - Inbox
- Individuals
 - Basic Registration
 - Individual Information
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Individual Clearance List

Individual as entered

First Name: Fall
Middle Name: Ing
Last Name: Leaves
Gender: Female
SSN:
Birth Date: 02/01/1950

Individual matches found

	%	SSN	First Name	Middle Name	Last Name	Birth Date	Gender	Exists in PPS
<input checked="" type="radio"/>	94		FALL	I	LEAVES	01/01/1950	Female	Yes
<input type="radio"/>	87		FALL		LEAVES	01/01/1950	Female	Yes
<input type="radio"/>	Create new individual using entered individual's basic information							

Previous Next

Done Internet 100%

Here you have two choices:

1. Select one of the potential matches
2. Create a new individual record in PPS and MCI Systems

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.

https://uat.pps.wisconsin.gov - Program Participation System - Individual Summary - Windows Internet Explorer provided by DHS

Program Participation System User ID: roundsjl User Name: J Rounds Help Logout

Navigation Menu

- PPS Main Menu
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 - Workload Management
 - Waitlist Management
 - Reports
 - Reports List
 - System Administration
 - Agency Administration

Individual Summary

The following events have occurred:

- PP019: Participant has already been setup.

Basic Information

Title: []

*First Name: Fall Middle Name: Ing *Last Name: Leaves

Suffix: []

*Gender: Female

*Birth Date: 01 / 01 / 1950

SSN: [] - [] - [] SSN Verification: Unverified SSN Last Updated Date: 11/08/2011

This individual is currently on Medicaid:

County Of Responsibility: [] Last Updated By: Rounds Joyce

Save

Episode Reporting Information

Episode Type: Core + Add

Responsible Agency	Program	Start Date	End Date	Navigation
This person is not on your agency's Episode Reporting.				

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