

### Basic Registration

**If I begin to use the Basic Registration page and decide I do not want to enter any information how do I delete what I have already entered?**

You will want to RESET the page, then log out of the system. It is the only way to get off of this page.

### SEARCH Function

**When I enter a child's name into the SEARCH field I keep getting the message "No record found". What should I do?**

Try entering ONLY the first initial and the last initial, and the birth date and be sure to check whether you have entered the correct date of birth.

**When I do a search I have several children come up. Which do I choose?**

If you are unsure which child is enrolled in your program, click on the "looking glass" icon and open that record. If the child is already linked with your program, you will be able to access that record.

If not, you will see the message "**There are no Birth to 3 programs identified**". Check to see whether you have actually "enrolled" the child in your program.

If the child does appear to be a match, you will be able to select the "Add" button to begin the process of recording the data on the PPS screens.

### Individual Summary Page

**What do I do if the child's name is misspelled?**

Edit the spelling in the "Basic Information" section of PPS and select the "Next" button at the bottom of the page. This will save your changes/edit. Be sure to do this before you select the "Go" button.

**Where do we document information about a second parent?**

Put the "responsible adult" in the parent name field. Information about the second parent can be put in the Notes section accessible from the Individual Summary page. In order for the school system to have access, please put information about second parent in the comment box in the referral section of the Transition/Program Exit page before sending the referral.

### Child and Referral Information Page

**What referral source code do I use for Head Start?**

There are two codes to choose from when a child is referred from Head Start. Referral source, Tribal school or Tribal Head Start Program, should be used for children referred

by a Tribal Head Start program. Referral Source, Head Start provider, should be used for children referred by Head Start programs.

**What do we enter for the referral date if a child moves from one county to another?**

The county would use the date they received the phone call or paperwork from the sending county or family.

**What if a child is referred to B-3 within 3 months of turning three?**

Programs have the option of adding this child into PPS. If you choose to do so, PPS would have the following information entered:

On the Screening/Eval page, under evals, choose Other for type of eval and the date you met with the family to screen the child and develop the interim IFSP as the date of the eval, and choose “yes” for eligible for B-3.

On the Service Planning page of PPS, put the date the interim IFSP was developed in for the initial IFSP date. List any services in the Service section—usually this will only be SC.

For entry child outcomes on the Service Page of PPS, choose ratings of 8—rating not applicable and sources as NA.

You can then go to the Transition page and document any steps you will be assisting the family with including documentation of a referral to the LEA for the child, with parental consent, of course.

Note that you should still send LEA notification on this individual child to the LEA. It can be done the same date you send the referral. Transition steps added to the IFSP will likely be the same date the interim IFSP was developed.

B-3 programs should not make referrals to the local school district, if the child does not have an IFSP (or interim IFSP). If there is not an IFSP in place with B-3, the B-3 program should give the family the information on who to contact and how to make a referral on their own to the LEA.

<b>Screening/Evaluation Page</b>
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**I want to add a second assessment to the child’s PPS record but he was determined eligible several months ago. How do I do this and what screen do I enter this information?**

From time to time we would expect several assessments to be completed during the time a child is enrolled in Birth to 3 however, only the initial eligibility evaluations are entered in to the screening/evaluation page because they determined the child’s eligibility for the Birth to 3 program.

Any additional assessment completed will be recorded on the Service Planning Page under the Assessment field.

**When do we close out a child that has only been screened or evaluated and not determined eligible for B-3?**

These children need to be closed out if you lose touch with the family or the family moves. Often the new B-3 program will contact you that the family has moved, if you didn't close the child in PPS and they want to "Add: the child.

**How do I enter Children that are automatically eligible for B-3?**

For children that you have documentation of a medical condition that makes them automatically eligible for B-3, evaluations and assessments should still be done by two professionals to determine the child's status in all five domains and plan for the IFSP development. Thus, one of the evaluations might be Medical services (records that document the child is eligible due to diagnosed condition)--put the date you reviewed these records as the evaluation date, and the other a developmental evaluation looking at the five areas of development. The IFSP should be written after these evaluations are completed (unless an interim IFSP situation occurs).

**A child was evaluated and found eligible for B-3, but the family does not want to pursue services at this time. What do I enter into PPS?**

Put Yes for eligible for B-3 with one of the evaluations, close out the child on the Transition/Program Exit page with exit reason "parents chose not to enroll in B-3"

**If the therapist goes to the home for the first visit and the parent is not there or no shows - do they use that date as the start service date or wait until the parent is there to initiate the service?**

The service start date is the actual first date of service delivery for each service. If the rescheduled first visit for that service is more than 30 days from the IFSP meeting where the parent gave consent for that service, then the county would record the date of the actual first date of service delivery and, if necessary the reason, family was not available to start the service within the 30 day timeline. Document as an "exceptional family reason"

<b>Service Planning Page</b>
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**What services are to be listed on the Service Planning page?**

All Birth to3 services need to be listed on the "Service Planning" page in the "Services" section. Services listed as "other needed or medical" services can be listed in the Notes box accessible from the Individual Summary page of PPS.

**What date do we put in as the starting date for services?**

The ACTUAL first visit by the person performing that service with the family. This date needs to match the documentation in the file of the first visit. Often, Service Coordination is the first service and may begin before the IFSP is written.

**What do I do if a child had an IFSP developed, but the parents did not sign it?**

Put "Yes" for eligible for B-3 with one of the evaluations, add SC as a service and have it start and end the same date of the IFSP meeting, close the child on the Transition/Program Exit page with exit reason "parents chose not to enroll in B-3".

**What do I do if a child had an IFSP developed, but services never occurred?**

Put “Yes” for eligible for B-3 with one of the evaluations, add each service and have it start and end the same date of the IFSP meeting, close the child on the Transition/Program Exit page with exit reason, likely “family chose to discontinue services” or “child under 3, B-3 unable to locate family after many attempts”

**If we meet with the family and decide to add a Service to the child’s IFSP what date do we enter for start date?**

The county will need to enter the new service into the PPS system as the date the service actually occurred rather than when the decision was made to add a service.

The county will enter the date the parent gave consent to add a service the day the conversation occurred with the family as the IFSP date.

Since the time frame between the date of consent and the actual date of service delivery may be more than 30 days, the PPS system will prompt a Reason. In this instance, we suggest using “IFSP Team determined that a particular service would appropriately begin on a date beyond the 30 day timeline.”

**What is entered into PPS if an IFSP update with no new services added is done, along with a discussion and documentation of transition steps?**

Please add an IFSP update to the services section of the Service Planning page with “no new services added. For the transition steps question on the Transition/Program Exit page put “yes” and a date in the Program Exit section .

**What do I do if a child is in need of services before the evaluation and assessment are completed due to a clear and obvious need that can be addressed without waiting for completion of the evaluations.**

The evaluations, in this situation, will still be completed within the 45 day timeline. In these two cases, the PPS would have the following information entered:

1. On the Screening/evaluation page, the evaluation listed would be Medical with the date the medical records were reviewed as the date of the evaluation.
2. On the Service Planning page, the date of the interim IFSP would be put in the Initial IFSP field

As evaluations are completed, they would be listed under the Additional Assessment section of the Service Planning page. Once the evaluations and IFSP are completed, put any changes to the IFSP under the Services section of the Service Planning page of PPS, indicating new services added or choosing No new services added, whichever is appropriate.

**We have been unable to develop an interim IFSP due to “exceptional circumstances directly affecting the child and his family (child has been in and out of the hospital) and so we have not been able to complete the 45 day timeline. How do we report this?**

If developing an interim IFSP due to “exceptional circumstances directly affecting the child or the child’s family, such as illness of the child or a parent, or the parent’s refusal to consent to a procedure, make it impossible to complete the evaluation and assessment within 45 days, the county documents these reasons and then plans with the parent how soon the evaluations can be completed and the IFSP written.

**For children served in two counties (custody or foster care) who enters PPS information?**

The county responsible for the child is the one completing information in the PPS system. Two counties may also have an agreement between them about how children in these situations are served and thus entered into PPS. What is key is that both counties are NOT entering the same child into PPS for the same time period.

**What do we enter for Initial IFSP Date if the child is transferring from another county?**

The county would enter the date they met with the family to get consent to continue the services they had been receiving in the sending county, and accepted the IFSP from the sending county.

**What would the Service Start Date?**

The county would enter the date of the actual first day of service delivery for each service in the new county B-3 program.

**What referral source would we use?**

The county could use either “other county staff” or “other.” If the family contacted the new B-3 program after moving, use “parent or relative.”

**If a parent sends the referral to the LEA, do we list that date in PPS?**

PPS is capturing work that the B-3 program performs. Therefore, if a parent chooses to send in the referral to the school district, this would not be listed in PPS. In these cases, it is recommended that the Service coordinator document the decision of the family to make the referral on their own and then follow up to assure it occurred, documenting this also in their notes. This information could be added to the View/Add Notes section of PPS. It is expected that this is a rare occurrence.

**A child is evaluated and qualifies for B-3, but the family decides not to pursue services at this time. They return to B-3 later and want services. What do I do?**

*(This answer is if the family returns to the same county B-3 program.)*

It is recommended that the original PPS “file” be closed at the time the family chose not to pursue services/IFSP development. When the child returns to B-3 as the family now wants services, the B-3 program will do a Search in PPS using the child’s initials and DOB. You will see the child had been in B-3 previously in your county. The B-3 program will click the Add button and begin completing the new/updated information on the child. The referral date will be the date the family re-contacted you stating they now would like services. The evaluation date would be the date the team reviewed documents and determined the child was eligible for B-3 (due to the previous evaluations

conducted); the type of evaluation is “other.” The initial IFSP date would then be the actual date the IFSP is developed with the family (within 45 days of this new referral date).

There may be exceptional circumstances when the B-3 program determines they do not want to close the child out after the family chose not to pursue IFSP development (e.g. maybe the family said no to an IFSP now, but said they would re-think about it and let you know in the next *two* weeks if they have changed their mind). In these cases, if the team does develop an IFSP with the family, the late reason would be “family reason.”

NOTE: As you go into PPS and access the “Child’s Individual Summary” page to enter additional information about the child, you will need to make sure you choose the “open” record (second one) for the child – there will be two records attached to that child’s PPS file.

*(When a child returns to B-3, in a different county)*

The B-3 program will do a Search using the child’s initials and DOB. You will see the child had been in B-3 previously but there are “No Birth to 3 Programs identified” The new B-3 program will click the Add button and begin completing the information on the child. The referral date is the date the family/referral source contacted the new B-3 program. The evaluation date would be the date the team reviewed documents and determined the child was eligible for B-3 (due to the previous evaluations conducted); the type of evaluation is “other.” The initial IFSP date would then be the actual date the IFSP is developed with the family (within 45 days of this new referral date).

### Transition/Program Exit Page

#### What is the difference between a “Manual” and an “Electronic” Referral?

ALL referrals are entered by AND sent from the Birth to 3 program to the LEA through PPS, an electronic data base.

The difference between an electronic referral and a manual referral is when an electronic referral is sent you enter an LEA e-mail address. This generates an **e-mail alert** AND this becomes the “date referral is received” on the LEA page. The 15 day timeline for LEA’s will begin the day the e-mail alert was sent.

When you code the referral as “manual”, it leaves the date open in PPS and the 15 day timeline begins on the day in which the LEA receives the paper packet.

ALL COUNTIES MUST:

- *Enter the correct LEA at the top of the Transition/Program Exit page.*
- *Enter the date you sent the referral to the LEA.*
- *Select “consent to refer” as yes in order to make the referral. This creates an LEA page for the LEA to complete the referral process.*
- *Select “yes” to “consent to release electronic information to LEA” only if the parent has consented to sharing additional information with the LEA, such as the services the child received and the child exit outcomes. If the family*

*granted this additional consent, provide the date. This will allow the LEA to see this additional information in PPS.*

- *Select “type of referral”. (This will typically be “electronic)*
- *Enter the Birth to 3 service coordinator name and contact information.*
- *Select the areas of development that suggest additional services needed..*
- *Select the “send/save” button for EITHER type of referral (manual or electronic). This is what creates the LEA page.*
- *Once the referral is sent, the date you sent the referral and the name of the LEA that received the referral will remain in bold print at the top of this field.*

**What “new” consent to release form are Birth to 3 programs supposed to use when a child is transitioning into preschool special education?**

Form # [f21336](#) “Consent to refer and release to LEA” is the DHS approved form when child is transitioning from Part C Birth to 3 to Part B Preschool Special Education and

**On the "Transition/Program Exit" page it asks for the "Provider Email Address". Who is the provider? Is that us?**

Yes, the provider email address is often the B-3 service coordinator’s email address.

**On the Transition/Program Exit page there is a button: "Populate with the Last Notification Details". What is this and when do we use this?**

This “button” is used to pre-populate the field in that section of the page with the same data/information that was previously entered. This keeps you from having to enter and re-enter the same information when the LEA remains the same. If, however, you find that you sent an LEA Notification to a school district a few months ago, but the family has moved to a new school district, you click this button and enter only NEW information (e.g. LEA email address), along with changing the LEA listed at the top of the Transition/Program Exit page.

**How do I inform the school the family delayed their decision on whether to give consent until after 80 days before their child’s 3<sup>rd</sup> birthday?**

When a family does not provide “timely consent” (after the child is at least 2 years 9 months) you will check the box “Parent did not provide timely consent or was referred to Birth to 3 after two years nine months” on the Transition/Program Exit page of PPS and therefore allows the LEA an “acceptable” reason if the school is unable to complete an IEP by the child’s 3<sup>rd</sup> birthday.

**I completed the referral page and sent the referral but that’s not what I intended to do. What do I do?**

Call DHS Birth to 3 Program staff to correct this.

**What if we do not see one of our school districts in the drop down menu?**

Make sure that the school is actually a DISTRICT and not one school within a district of another name. If you find a District is actually missing, please let one of your State Birth to 3 contacts know and we'll get that information to DPI.

**We are serving a child over the age of 3 during the summer months so how do we exit her from PPS she attends the LEA in the fall?**

Serving children beyond the age of 3 should ONLY occur over the summer months. The exit or closing date in PPS will be the last date of service provided to the child or family. This can be a date after the child's third birthday. Please remember that the transition page of the IFSP should have documentation about what will be provided after age 3.

**We have a family who does not want an e-mail sent to the LEA as a part of the referral, but said it was ok to send a referral through the mail. What am I supposed to do?**

The Service Coordinator must still have a parent sign the consent to refer and release paper records which will then be sent through the mail.

You must STILL enter all the information in the referral fields in PPS to create the LEA page for the school to complete the referral.

The Service Coordinator (or whoever enters PPS information) will go to the Transition/Program Exit page of PPS and enter the following information:

*Consent to Refer:* Yes (required to make a referral and create the LEA page)

*Consent to release electronic information to the LEA:* If the parent has granted consent to share the additional information, such as services the child received and child exit outcomes, check yes. Otherwise check "no".

*Referral type:* Manual

*Date:* Date mailed to the LEA

*Service Coordinator's Name*

*Areas of Concern.*

The PPS system will NOT send an email alert to the LEA. The LEA will still be able to access the LEA page for this child in PPS to complete the referral.

**What do we do if a child transfers to another county but the previous county did not exit the child yet in PPS?**

When the new county tries to find the child in PPS (Child and Referral page), they will see that the County of Responsibility is a different county. They will also see the ADD button is disabled and "There are no B-3 programs identified" will be listed. The new county should contact the previous county and ask them to exit the child in PPS. Then the new county can go into PPS and click the ADD button to add the child to their system.

**What are we supposed to do if a child is referred to B-3 within 3 months of turning three?**

If a child is referred to B-3 within 3 months of turning three, programs have the option of adding this child into PPS. If you choose to do so, PPS would have the following information entered:

On the Screening/Event page, under events, choose “Other” for type of evaluation and the date you met with the family to screen the child and develop the interim IFSP as the date of the evaluation, and choose “yes” for eligible for B-3

On the Service Planning page of PPS, put the date the interim IFSP was developed as the initial IFSP date.

List any services in the Service section—usually this will only be Service Coordination for entry child outcomes on the Service Page of PPS, choose ratings of 8—rating not applicable and sources as NA.

You can then go to the Transition page and document any steps you will be assisting the family with including making a referral for the child, with parental consent, of course.

Note that you should still send LEA notification on this individual child to the LEA. It can be done the same date you send the referral. Transition steps added to the IFSP will likely be the same date the interim IFSP was developed.

**We would like to document other transition meetings that occur with agencies such as Head Start, etc. How do I do that?**

If you want this documented in PPS, you can add the IFSP update as you would any other on the Services Page of PPS, choosing “no services added”. Since you add transition steps to the IFSP when these meetings occur, the date on the Transition/Program Exit page of PPS for transition steps will likely have the same date as the IFSP update listed here.

The other option for documenting these meetings is to put notes in the View/Add Notes section accessible from the child’s Individual Summary page.

**Can we update information in PPS after a referral has been made to the LEA?**

Yes, as you add and change data for a child in PPS, this information is automatically populated into the LEA page. When the LEA representative accesses the child’s file, they will see the most updated version you have entered. Please update the child’s PPS file in a timely way so the LEA has the most updated information.

**What if family chooses not to make a referral to the LEA?**

Skip the Referral section of the Transition/Program Exit page. Do not enter anything in the fields.

**Do we enter a date in the field, TPC date, for children whom we have transition meetings with Head Start or other community resources?**

No, the county would not enter a date in the TPC for children who are not potentially eligible for special education services through the school district. The county could document this meeting as an IFSP update, since steps would be added to the transition page of the IFSP, on the Service Planning page, for transition meetings held between a family, Birth to 3 and other community agencies. Information could also be documented in the View/Add Notes section of PPS for the child.

**What happens if a child is determined eligible for Birth to 3 but will exit the Birth to 3 Program before the county sends another non-identifying list to the LEA? How to notify schools between LEA Notifications of children new to B-3 but potentially eligible?**

Each individual child's PPS record has a section on the Transition/Program Exit page to send out only that child's LEA Notification. Complete the information in the Notification section of this page and click Send Notification.

**I filled in the referral fields by mistake, and sent a referral. What do I do?**

Call DHS Birth to 3 Program staff to correct this.

**What do we do if a parent does not want to meet to discuss transition plans for leaving the B-3 program?**

HFS 90.10 (5) states, "The IFSP shall contain: (f) A written plan for the steps to be taken to support the child and family through transitions..." The expectation is that all children leaving B-3 services, no matter the reason (i.e. prior to 3, at three, going to the local school district, not going on to the school), will have a written plan for transition in their IFSP. This Indicator, '8A--IFSPs with transition steps and services is reported to the federal government in Wisconsin's APR (Annual Performance Report). In rare cases, a parent may refuse to meet to discuss transitioning out of B-3. In these rare cases, the Service coordinator may conduct the discussion over the phone with the parent and at the next IFSP meeting add notes from the conversation to the transition page of the IFSP. The date of the phone conversation should be documented in the Service coordinator case notes and on the IFSP transition page. In addition, it is this date that would be entered into PPS for the field, Date Transition Steps recorded. At a minimum, the transition steps on the IFSP should inform a parent what to do if they have continued concerns after age 3 and wish to initiate a referral.

**What do we do if the Service Coordinator did not refer the child to the school district at least 90 days prior to the child's third birthday (not due to family reasons)?**

The LEA is encouraged to follow up with the SC when they get this "late" referral to determine what the reason was: was the "timely consent" button accidentally not chosen or other reason. The LEA now has less time to do their process. The LEA will choose a late reason of referral from B-3 after 90 days prior to 3<sup>rd</sup> birthday and be demonstrating non-compliance if the IFSP is not in place by their 3<sup>rd</sup> birthday.

<b>Reports</b>
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**I have a child that exited on October 1 will he still be counted on the Child Count report?**

Yes, if a child is closed on Oct. 1, they will be counted in your Oct. 1 Count Any child age three or over on Oct. 1 should be exited on 9/30 so they are NOT counted on your October 1 Child Count.