

PPS Terminology and Vocabulary

- **Account Recovery**
 - This allows you to recover your WAMS ID number and/or password if you have lost or forgotten them. In the event you forget or lose your I.D. or password, return to WAMS web page and click on “Account Recovery”.

- **Accept button**
 - By clicking the “Accept” Button on the WAMS Application Process page you are agreeing to terms and conditions of WAMS and PPS. You must click “accept these conditions” in order to receive your WAMS I.D. Without a WAMS I.D. you cannot access PPS.

- **Add button**
 - On the Individual summary Page, this button allows you to “add” a child to PPS for the first time or “add” updated information on an existing child already entered in PPS.
 - In order to add a child or new information you must click the “add” button BEFORE you enter the information.
 - If you wish to add or review notes after you have entered Basic Information
 1. click the “Add/View Note” bubble
 2. click Next
 3. add the desired information
 4. click Add
 5. click Return
 - If you choose NOT to enter notes or want to view only the current notes;
 1. check the “Cancel” button in the top right hand corner
 2. THEN click return.
 - On any other page containing a “Dynamic List” you will utilize the “add” button

In the Basic Information section on the Individual Summary page or any page containing a “Dynamic List” you will utilize the “add” button.

- **Baseline Assessment Information (Child Outcomes)**

- This section is part of the Child Outcomes (Indicator #3) ratings required by OSEP which must be reported to the Federal Government on an annual basis. This is the “entry” level Child Outcome data.
 - On this page you select the rating and the assessment tools used to rate the child. You must choose from the drop down menu by clicking on the down arrow key which reveals the ratings options list of recommended assessments tools to which to choose from.
- **Basic Registration**
- This page begins the process of “enrolling” a child into PPS after he/she becomes eligible for B-3 services. DO NOT enter the same child twice.
 - REMEMBER: Federal reports are to be unduplicated and if you have entered a child twice in error, please contact your State Lead immediately to have it corrected.
 - There are four (4) components on the Basic Registration page that you MUST complete before continuing any further in PPS.
 1. Last name
 2. First name
 3. Gender
 4. Date of Birth
- **Child Outcome Exit Information**
- This information is located on the “Transition/Program Exit” page of PPS.
 - You will find the three (3) “Child Outcomes” drop down menu on this page. You must select the Outcome Rating for each of the three areas.
 - Do not forget to choose your “Sources of Information” by using the drop down menu located at the bottom of the page.
 - Select “Yes / No” from the drop down menu for whether child made any progress.
- **Child Information and Referral page**
- This page is completed after the “Basic Information” page is completed and “accepted” by PPS (*the system will alert you that the information you entered has been accepted AFTER you click Next*).

- A red asterisk indicates the required information on this page. If any field with a red asterisk is left blank you will be unable to proceed until you have entered the information in each field. A system warning will inform you that required information has not been entered.
 - This page contains all the fields related to child and parent demographics, referral information and county provider.
 - REMEMBER: This page contains several items the State is required to track and therefore it is pertinent that each field contains the correct information
- **Clearance**
 - This screen appears after you have entered child specific information as part of a “Search” and several children with similar demographics will appear.
 - **Closing Date / Reason**
 - This page is located in the Program Exit Section
 - The date which the child leaves the Birth to 3 program and is no longer receiving services. The date should never be later than the child’s third birthday unless as part of the transition process the child may receives services up to 30 days beyond their third birthday.
 - **Consent to Refer**
 - Checking “yes” for Consent to Refer allows the referral to take place and is required to create the LEA page in PPS. If the family has signed the “Consent for Referral and Exchange of Information to LEA” form (F-21336 included in the back of the manual) you may send the referral.
 - **Consent to release electronic information**
 - Consent to Release Electronic Records: check “yes” only if the parent has granted consent to share the additional information, such as services the child received and child exit outcomes, then enter the date this consent was given. If this box is checked, the LEA will be able to see this additional information in PPS.

Please refer to APPENDIX C (Service Coordinator Guidance to use with Consent for Referral and Exchange of Information with Local School District) in the PPS Manual.

- **DHS**

- The Department of Health Services (formally Department of Health and Family Services).
- Wisconsin’s governor appointed Lead Agency for Part C (Infants and Toddlers) of the Individuals with Disabilities Education Act (IDEA).
- **DPI**
 - The Department of Public Instruction.
 - Wisconsin’s designated agency for the provision of Part B services, (special education preschool for children age’s three to five).
- **Dynamic List**
 - A Dynamic List means you may add/record multiple entries/records on a single child. For example, when multiple screenings and/or evaluations are necessary on any child, a dynamic list allows for multiple screenings/evaluations to be recorded on a "dynamic list" and to shoe historical information associated with that child.
- **Electronic Referral**
 - An electronic referral sends an **e-mail alert** to the school and begins their 15 day timeline.
 - Also, refer to APPENDIX C (Service Coordinator Guidance to use with Consent for Referral and Exchange of Information with Local School District) in the PPS Manual.
- **Garbage can**
 - See attached page “Types and Explanation of Icons”
- **Go button**

This button will take you to where you want to go within PPS. For example, if you want to GO to the Evaluation/Screening page you select Evaluation/Screening button and then select “GO”
- **Help**
 - At any point you may click on the “Help” button located in the upper right hand corner of any page you are viewing.
 - Information relating specifically to that page will appear, however, you may access “Help” at anytime for any page.
- **Icons**
 - Please refer to the last page for a complete list of the Icons used in PPS and their definition.
- **Initial IFSP date**

- On the “Service Planning” page you will find the field “initial IFSP date” with a red asterisk. You MUST enter the date of the first (initial) IFSP. This is the ONLY time in which you will enter a date in this field.
- The **Initial** IFSP and **All** subsequent IFSP’s and updates need to be entered in the Services Section in the boxes located at the bottom of the Services Section specifically linked to the services identified on the IFSP.
- **IF YOU ARE OVER THE 45-DAY TIME FRAME** (45 calendar days from the initial referral/decision to evaluate) you MUST choose a reason from the drop down menu. You CANNOT exit this page until you enter the reason for an initial IFSP being over 45 days.
- REMEMBER; always add Service Coordination AS a service to the initial IFSP. The date Service Coordination began may precede the initial IFSP date.
- **Individual Summary Page**
 - This page is essentially the basic Information page after a child has been registered in PPS. This is the screen that you access for updating information on a particular child.
 - This is also the screen which allows you to access all other screens that are associated with a particular child, for example;
 - County of Service
 - Service Provider
 - Initial IFSP Date
 - Birth to 3 Status
 - Closing Date
 - View/Add Notes (Dynamic List)
- **LEA**
Local Education Agency
- **Local Security Coordinator**
 - Your County “Security Coordinator” will typically be the B-3 Coordinator; however they have the authority to designate another individual to serve in this capacity. Always check with your B-3 Coordinator first.
 - The Security Coordinator is the ONLY person who may add you as an “authorized user” of PPS. Without becoming authorized by your local Security Coordinator you will NOT be able to access PPS.

- REMEMBER, before contacting your Security Coordinator you must receive your WAMS I.D.
- **Logout**
 - This is the best and safest way to exit PPS
- **Magnifying glass**
 - *See attached page “Types and Explanation of Icons”*
- **Interagency Agreement**
 - Interagency Agreements sometimes referred to as Memorandum of Understanding (MOU) typically determine who will be serving as the contact person within an LEA and who will receive notification and the electronic referral. They may also determine when and how often “notification” will be sent to the LEA. Most often the contact person in the LEA will be the Special Education Director or designee.
- **Navigation Page/Menu**
 - This allows for quick navigation to different system features/screens of PPS and where you can locate the “Main Menu” for PPS. It is always located on the left hand side of the screen.
- **Next Button**
 - This button can be located in the lower right hand corner of the Individual Summary and Basic Registration screen. You select this button AFTER you have entered the required information for that page and are ready to move to the next step of data entry. For example, on the Basic Information page, once you have entered the 4 required components of that page (first name, last name, date of birth and gender) you may select the “Next” button to continue data entry.
 - The “Next” button takes you to the next step in the process of entering data or information for a child.
 - You CANNOT move to another screen until all required information for that page has been entered. If you select “Next” without having all required information entered, each field with missing information or, in some cases incorrect information, the field will turn red and a Red Bubble at the top of the page appears with an explanation of what needs corrected.
 - DO NOT confuse the “Go” button for the “Next” button as they serve DIFFERENT functions.
- **Notification to LEA**
 - See “Send Notification Button”
- **Participation Notes**
 - You can find this feature on the Individual summary page of PPS by clicking the view/add button and then clicking next.

- The purpose of this feature is so a provider may enter child anecdotal information such as notes, dates and observations. It is essentially a blank page in which you can type whatever information may be useful for service providers.
- **Pencil Icon**
 - See attached page “Types and Explanation of Icons”
- **Populate**
 - By using the “Populate” button you can add previously entered information into the field if it has not changed since you first entered the information. For example, you may need to enter an e-mail address on more than one screen. If you select “Populate” it will complete the field automatically.
- **PPS**
 - The Program Participation System (PPS) is a web based program designed to replace the HSRS data collection system for all Birth to 3 programs across the State. Its objective is two fold; first, to assist counties in monitoring a child’s progression through a Birth to 3 program and second, to collect data used for reporting on Federal Indicators.
 - It is accessible to every county at anytime if there is access to the internet thereby allowing more accurate and timely data collection on behalf of all B-3 programs across the State.
 - It is intended to increase the ease and consistency of communication between Birth to 3 (Part C) programs and LEA/school district (Part B) programs during a child’s Transition at the age of 3.
- **Production (PPS)**
 - This is where you enter actual children and data. This portal is “Live”. It is recommended you spend time in the “Training” portal before you begin entering actual data.
- **Refer to LEA**
 - This can be found on the Transition/Program Exit page of PPS
 - In order for you to make a referral to a child’s LEA, SIGNED consent MUST be obtained first. An official referral WILL contain child specific information and therefore a parent must give consent.
 - If a parent DOES provide consent to refer you will need to choose “yes” in the drop down box.
 - If a parent does NOT give consent you will NOT send information to the LEA and you will enter nothing in the referral fields.
- **Reset Button**

- The “Reset” button located on the right hand side of the screen will clear the most recently entered data. For example, the sections “Services” or “Additional Assessment” within IFSP and Service Planning page may be reset or “cleared” of any information you have just sent. It will NOT clear items on any other screen or any other page. However, You CANNOT choose which field of the section you want deleted. If want to delete only a single field do NOT use “Reset”, rather just delete that field individually.
- **Next Button**
 - This button, located in the lower right hand side of the screen on all B-3 pages, will take you back to the Individual Summary page. Clicking NEXT will save all of your entered data.
- **Reports**
 - This page is accessible by clicking on “Reports” in the “Navigation Menu” (located on the left hand side of the screen) and then clicking on the specific “Birth to 3 Report”.
 - This screen allows County Coordinators and Administrators to access and run reports at ANYTIME. These reports offer Counties the ability to enter, edit, update, maintain and plan for future activities when it’s convenient.
 - **NOTE:** Because data is simple to enter, done at the county level and reports are accessible at anytime, State B-3 staff expect each county to run regular cross checks of their data to enter, correct or change as necessary and in return, provide “Accurate and Timely” data to the State.

#1 Birth to 3 Enrolled Children / Indicators 2, 5 and 6

- Each report will include date of birth, service location, initial IFSP date and exit date (if exited) for each child.
- This report enables you to know:
 - ✓ How many children under the age of one
 - ✓ Total number of children and number of children between the age of 1 year and 3 years
 - ✓ Listing of service location

#2 Timely IFSP / Indicator 7

- This report will allow the County or the State to monitor the 45-day time line compliance.

#3 Timely Service / Indicator 1

- This report allows the monitoring of the 30-day time frame to begin services after the initial IFSP or within 30 days after new services have been added to the IFSP.

#4 Transition / Indicator 8

- This report allows the monitoring of Transition services including Indicator 8A, B and C.

- **Screening Evaluation Page**

- This page contains all the referral, evaluation and child characteristics information

- **Search**

- This can be found on the left hand column in the “Navigation Menu” you will utilize this function for a number of reasons but primarily when you need to view information on a particular child in your program. You may search for a child by first and last initial and the child’s date of birth.
- When information in a child’s “file” needs to be updated or corrected this is where you will access the child that needs information updated.
- After entering as much identifying information as possible such as name or date of birth you select the “GO” button. If you did not enter enough child specific information several children may be listed on the screen in which case you may select the child you are searching for from the list. If the child does not appear check to see if you entered correct criteria or if the child has even been entered into PPS.
- BE SURE you have selected the correct child before you change or enter ANY information in the child’s “file”

- **Search criteria**

- This is what you enter while in the “Search” mode and includes child specific information such as name, social security number or date of birth. The more criteria you enter the more likely you will locate the correct child.

- **Notification Tool / Send Notification button**

*** LEA Notification is NOT a referral ***

- This button allows the B-3 program to send an e-mail to the child’s LEA WITHOUT providing personal identifying information and therefore does NOT need parent consent. This is only intended to provide each school district an approximate number of children potentially entering their district.
 - The e-mail alert will notify the school district to access PPS to obtain a list containing ONLY date of birth and date notification was sent
 - Each LEA will determine locally who, within the district, will receive e-mail alerts and will be stated as such in an Interagency Agreement or Memorandum of Understanding.
 - Information in the e-mail contains ONLY a link to the site the recipient of the e-mail must go in order to obtain the information. The LEA representative must have prior authorization and a password in order to retrieve the information.
 - You may send multiple notifications at the same time by entering your “search criteria” button. After entering your search criteria select the “GO” button and a list of children who meet your criteria will appear in the box below in “Search Results”, put a check mark in the box to the left of each child you wish to be associated with the notification for that specific LEA.
 - NOTE: If you want a list of ALL children over the age of two enter the age range criteria but leave the LEA drop down box and select the “GO” button. This will produce a list of all children over age 2 years for any LEA
- **Social Security Number**
 - It is not a required field and many counties are choosing not to request from families.
 - **Sources of Information (outcomes)**
 - This section is part of the Child Outcomes ratings and required by OSEP and is where you choose via check box list what tools were used for assessment.
 - **TPC**
 - Transition Planning Conference
This is a meeting to discuss a child turning age three. The Birth to 3 program, the child’s family and LEA MUST have a TPC at least 90 days prior to the child’s 3rd birthday. The date of this meeting must be recorded on the IFSP and in PPS. The following representatives **MUST** attend the TPC in order to be considered VALID.

1. Parent or legal guardian
 2. A Birth to 3 representative
 3. A representative from the LEA
- **Training (PPS)**
 - This page is intended to give you the opportunity to “practice” entering children and data into PPS before going “Live”. You can enter information and move from screen to screen just as you would with the live system except it is not stored as such. It is recommended you spend time within this portal so you become familiar and comfortable with the system before entering actual children.
 - DO NOT enter actual children in this training environment. It is not “secure” and other individuals will be able to view information that has been entered.
 - **Transition / Program Exit page**
 - This page is longer and requires more data entry when compared to other pages of PPS and is one of the most important pages of PPS. By design, PPS is expected to increase the quantity AND quality of communication between your LEA and the B-3 County program during the transition process and also document the communication between programs.
 - There are five (5) components to this page.
 1. Documenting and sending **notification** to your LEA.
 2. Documenting the Transition Planning Conference (**TPC date**).
 3. Documenting the sending of a basic referral to the LEA.
 4. Documenting the **Transition steps** on the IFSP.
 5. Documenting Program **Exit reasons and Child Outcomes**.
 - **WAMS**
 - Wisconsin’s Web Access Management System (WAMS) allows a registered individual to access PPS by going to the web site <http://pps.wisconsin.gov/>. This is also the web site you register for accessibility to PPS. You must have valid e-mail address and create a password.
 - **WAMS ID**
 - This is an individually assigned I.D. number that will allow you access to the “Wisconsin Web Access Management System (WAMS).

- You cannot access PPS without your WAMS I.D. and password. You may self register for your I.D. if you have a valid e-mail address. You will have to register for your I.D. only once and can do so through the Wisconsin Human Services Gateway web page.
 - It is possible you have a WAMS I.D. if you use other State systems.
 - BEFORE you can access PPS you must first give your WAMS I.D. to your designated “Security Coordinator” who will then grant you access to PPS. Contact your B-3 Coordinator or Administrator if you are unsure who the Security Coordinator is. Part B providers need to contact their LEA Special Education Director or Part B Administrator.
- **Wisconsin Human Services Gateway Page**
- This is a State supported web site and is where you will access PPS each time you want to enter data into PPS. This is also where you register for your WAMS I.D.
 - You may access the Gateway Page through the following address <http://pps.wisconsin.gov/> You must have Internet Explorer 6.0 or higher.
 - You may want to add it to your favorites since you will be accessing PPS regularly.