

**Department of Health Services
(DHS)**



Program Participation System (PPS) Birth to 3 Module Rollout

Birth to 3 Training

October 2008

Hello, my name is Carol Noddings Eichinger and I am the Supervisor of the Birth to 3 Program with the Department of Health Services. With me today is Brian King, the IT System Manager for the Program Participation System or PPS.

In collaboration with DHS and DPI, we would like to welcome you to specialized training related to the Birth to 3 program and its incorporation into the Program Participation Systems - Otherwise know as PPS.

This training is specifically for B – 3 providers and their personnel. If you would like to have access to the script for this presentation today, you can pull up the power point and access the print function, requesting the “Notes” pages to be printed. There is also a “Draft Manual” we encourage you to download from the website listed on the last slide.

Overview

- ❖ Background
- ❖ Wisconsin's Web Access Management System (**WAMS**)
 - Creating a User ID and password
- ❖ Accessing and Navigating the Birth to 3 module
- ❖ Demonstration: Birth to 3 Scenarios
- ❖ Going Forward
- ❖ Additional Information

We would like to begin by giving you a brief overview of what we plan on discussing in this training. First, we explain the background and why exactly we are rolling out this functionality to support Birth to 3 in the PPS system. Next, we will go through what a WAMS ID is and what steps you need to follow in order to create one and access the new system. The next big point will actually be the Birth to 3 pages. We will cover all the main functions of the Birth to 3 pages in PPS, as well as give you an in depth view of all the possible web pages. Once we have shown you all the pages and how to navigate around PPS, we will move into a few real-life demonstrations of the system with common scenarios you will be asked to complete. This will give you a better understanding of how the pages work together and the common things you will see. Lastly, we will wrap up with some going forward items, as well as some additional resources that might come in handy.

Program Participation System (PPS) Background

- ❖ DHS and DPI are collaborating in developing the Birth-to-Three module of the Program Participation System (PPS) whose purpose is six fold:
 1. Reduce the effort involved in collecting reliable and timely information that meets state and federal reporting rules:
 - ❖ **DHS** – Indicator 1,2,3 and 5,6,7,8
 - ❖ **DPI** – Indicator 12
 2. Utilize information collected to seek enhanced funding in the future for the Birth to 3 Program.
 3. Provide more orderly transition of children from Birth to 3 to a functional school setting.
 4. Provide a tool for Birth to 3 providers to better track their children and provide information to the County and State.
 5. Provide better consistency in program administration across the state's Birth to 3 program and the Local Education Agencies.
 6. Provide a web-based system that is easy to use and can be integrated with your current work flow, yet is an effective system for the Birth to 3 and LEA structure.

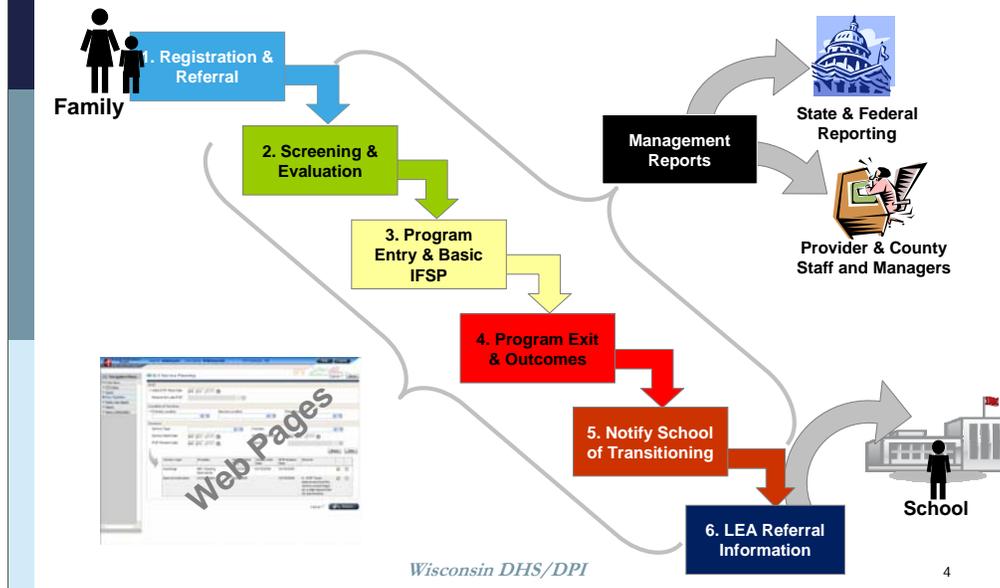
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Read Slide

Birth to 3 Module Functionality

- ❖ PPS is being updated with 10 new, user-friendly web pages that provide functionality that can be integrated into the daily tracking of Birth to 3 children.



PPS consists of web pages that will allow you to go through the process outlined on the slide. This process should be similar to how children go through your local Birth to 3 programs.

First, a child is referred to your program and there is a basic registration that needs to occur to collect name, address, phone etc. Next, the child receives a screening and/or evaluation depending on the type of initial contact. After a child is found eligible based on an evaluation, they 'officially' enter the Birth to 3 program, get an ISFP and receive services. Eventually, a child leaves the Birth to 3 program either due to turning age 3 or other reasons, and child outcome information should be collected. At this point, transitioning to a school setting often occurs and referral information is sent to a local school district.

PPS' Birth to Three pages are meant to capture information across all these steps so DHS and each county have better information to manage the Birth to 3 program, report to the Federal government, and facilitate early childhood transitioning from counties to LEA's.

Birth to 3 staff will be using the PPS for a variety of tasks related to tracking children referred to them, including:

- ❖ Recording screenings prior to a child's eligibility
- ❖ Documenting child's experiences in Birth to 3 program
- ❖ Recording eligibility and evaluation processes and tools
- ❖ Recording Child Outcome information
- ❖ Recording IFSP dates and services provided
- ❖ Recording all processes in the transition
- ❖ Transitioning a child to an LEA via expedited electronic process
- ❖ Documenting information related to Federal Indicators
 - ❖ Indicator 1 Timely services within 30 days
 - ❖ Indicator 2 Natural Environments and other settings
 - ❖ Indicator 3 Child Outcomes
 - ❖ Indicator 5 & 6 Child Find and Child Count
 - ❖ Indicator 7 Timely IFSP within 45 days
 - ❖ Indicator 8 Transition steps on IFSP, Notification to LEA and TPC at least 90 days prior to 3rd birthday
 - ❖ Reasons if any of these activities were delayed or did not occur
- ❖ Printing reports for analyzing program performance

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Read slide

Wisconsin Human Services Gateway Page

Human Services System Gateway [Add this Page to Favorites](#)

**** Production 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.

- CWW** CARES Worker Web
- PPS - Production** Program Participation System (Production Environment)
- WAMS** To access PPS / CWW, sign up for a Web Access Management System (WAMS) ID.
- FSIA - Production** Functional Screen Information Access (Production Environment)
- 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)

- ❖ **Human Services Gateway** – Main page that houses the systems (*i.e.* PPS, and WAMS) that will be used by Birth to 3
- ❖ **Accessible at** <http://pps.wisconsin.gov/>
- ❖ When accessing these system, use **Microsoft Internet Explorer 6.0** or greater only

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This is the “Wisconsin Human Services Gateway Page.” This will serve as your “home” when it comes to accessing PPS and related systems. You can see that we have 2 PPS regions (Production and Training). At first, we will ask you to use the Training region so that you can become familiar with the system and be able to go in and get a hands on feel for it. The Production region is the 'live' region where you enter real children's information. There is also the WAMS section. WAMS will be used to create your WAMS ID that will give you access to PPS. This Human Services Gateway page is accessible at <http://pps.wisconsin.gov/>.

Please note, to use the systems we will be reviewing today, you should utilize Microsoft Internet Explorer 6.0 or higher. Using other browsers could cause unexpected behavior from the systems

WAMS Background

- ❖ Wisconsin's Web Access Management System allows authorized individuals to access State internet applications using one ID and password.
- ❖ You **MUST** have a WAMS ID to use PPS. You must provide a valid, unique e-mail address to self-register for a WAMS account.
- ❖ Registration for a WAMS ID is easy and quick (about 3 minutes), and free.
- ❖ You may already have a WAMS account if you use other state systems.
- ❖ Your WAMS ID will need to be submitted to your local Security Coordinator to be setup to access PPS. (A separate training is being held for Security Coordinators.)
- ❖ The same WAMS ID can give you access to the Training region and the 'Live' PPS region.

Note: WAMS ID registration is a one-time process

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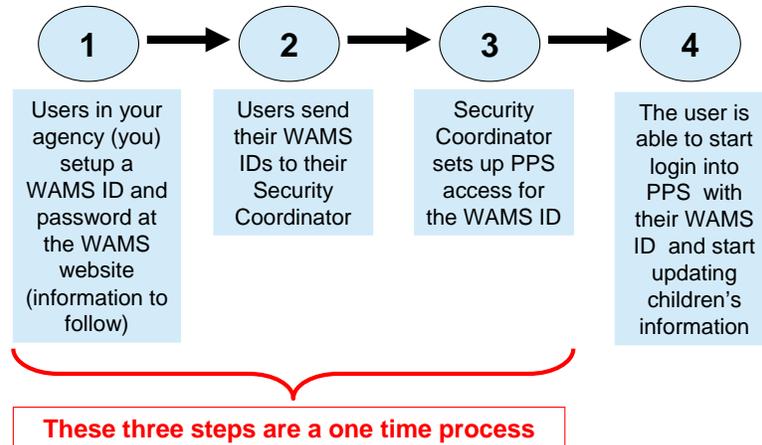
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WAMS is Wisconsin's Web Access Management System. It allows individuals to create an ID and password that can then be used to access different state systems. You must have an email address to create a WAMS ID. It is free, easy and quick to get an ID (and you may already have one if you've done other things with the State). All users of the Birth to 3 module of PPS will need to register for a WAMS ID. Please note that getting a WAMS ID is a one time process. You don't need to do it every time you want to go into PPS.

In the next few slides we will show you the step-by-step process that will need to be completed to get your WAMS ID.

Initial Security Setup

Key steps in the security process:



Note: Your Security Coordinator will be your County's Birth to 3 Coordinator

There are 4 key steps to getting your WAMS ID so that you can use PPS.

Step 1 - You will need to go to the WAMS website and register for a WAMS ID and password. Once you have confirmation of your new WAMS ID, Step 2 is to send it to your local Security Coordinator. Your security coordinator will be your County's Birth to 3 Coordinator or his or her designated person. The Security Coordinator will then go in and add you as an authorized user of PPS (Step 3). Finally, Step 4, you will now have access and can enter PPS by using your WAMS ID and password.

We will now show you this process step-by-step.

Create WAMS ID

Human Services System Gateway [Add this Page to Favorites](#)

**** Production 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.

CWW CARES Worker Web	PPS - Production Program Participation System (Production Environment)	WAMS To access PPS / CWW, sign up for a Web Access Management System (WAMS) ID.
FSIA - Production Functional Screen Information Access (Production Environment)	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)	

❖ From the Gateway page, click on the **WAMS link**.

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We're now to show you the web pages you must use to get a WAMS ID. We'll start from the Human Services Gateway page where you would click on the WAMS link (highlighted with the red box on the slide) to begin the WAMS ID process. The whole WAMS process is very easy and only takes about 3 minutes to complete. You also need to understand this is a necessary procedure that **only needs to be completed once** for anyone who wants to use the Birth to 3 web pages in PPS.

WAMS Application Process

The screenshot shows the 'Wisconsin User ID' page. At the top left is the Wisconsin state logo with the text 'YOU ARE QUALIFIED WISCONSIN'. To the right is the text 'State of WISCONSIN' and a link for 'Logout Help FAQ'. The main heading is 'Wisconsin User ID' followed by 'Web Access Management System (WAMS)'. Below this is a paragraph explaining that the WAMS allows authorized individuals to access State Internet applications using the same means of identification as state Web applications. It gives an example of a citizen using the same ID and password for overweight trucking permits and Emergency Medical Technician certification. Another paragraph states that when access is restricted, users are asked to provide a Wisconsin User ID and password, and that the system verifies their identity to provide access to information and services while preventing unauthorized access. A third paragraph notes that only certain types of information are stored in the user profile, as described in the 'User Acceptance Agreement', and that the profile never collects or contains information about users, such as driving history, tax information, unemployment compensation, or vehicle registrations. At the bottom, there is a 'Self-Registration' link (highlighted with a red box) and a note that it requests a Wisconsin User ID and Password. Below the link is a paragraph explaining that self-registration allows users to create a personal Wisconsin Login Account, which is their key to doing secure business with the State of Wisconsin over the Internet. It also includes a note that users must provide a valid, unique e-mail address to self-register and that correspondence regarding their account will be sent to this address. A red arrow points from the 'Self-Registration' link to the 'Accept' button mentioned in the text on the right. The footer of the page reads 'Wisconsin DHS/DPI' and the page number '10'.

- ❖ You will be routed to the Wisconsin User ID page, where you will click on the link, "*Self Registration*"
- ❖ Next, scroll down and click on the button at the bottom of the Self Registration page
- ❖ Account Recovery option is also available on the bottom of this page for users who forget their ID or password

You will then be brought to an WAMS information page where you would click on the Self-Registration link. This will take you to an "Overview" Page where you'll need to agree to the terms and conditions of using WAMS by selecting the **Accept button** at the bottom of the Overview page. (As a side note, there is an **Account Recovery** option at the bottom that allows users to recover WAMS IDs and passwords that may have been forgotten).

Self-Registration



[Logout](#) [Help](#) [FAQ](#)

Self-Registration

* Indicates Required Field

Profile Information	
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text" value="v"/> e.g., JR, BR, I, II, III
E-Mail	<input type="text" value="e.g., username@"/>
Phone #	<input type="text"/>

Account Information	
Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.	
User ID	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Account Recovery	
Compose a question and answer for account recovery purposes. Click here for Guidelines.	
Secret Question	<input type="text"/>
Answer to Secret Question	<input type="text"/>

****Be sure to read all the requirements for acceptable User IDs and Passwords****

- ❖ You will then be prompted to fill out a Self Registration Form to create your WAMS ID
- ❖ A confirmation email will then be sent to the provided email address. You must confirm within 3 days

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After selecting the **Accept button**, you will be prompted to fill out a form in order to create your WAMS account. Pieces of this form are shown on the slide. Under the account information tab, be sure to read all the requirements for acceptable User IDs and passwords. Once you have submitted the form, a confirmation email will be sent out to the email address that you provided. Although the application portion of your WAMS account has been completed, you are **NOT** done yet. You will need to continue and retrieve that confirmation email because it has a time stamp and will expire in 3 days if you do not confirm it.

Go to WAMS Email

Date: Tue, 29 Jul 2008 18:21:00 -0500 (CDT) [07:21:00 PM EDT]
From: WAMS@wisconsin.gov
To: cgguro@indiana.edu
Subject: State of Wisconsin Self-Registration
Headers: Show All Headers
Maggie Simpson

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who knows your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account. **Copy the WAMS ID and password**
<http://uacn.wisconsin.gov/WAMS/AA?RAction=AAAAID=2f9M0QzEGJz080V3>

If you are not able to activate your account within the allotted 5 minutes, click on the web-link below to delete this e-mail.
(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

- * Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy the link from the message to your browser's address line. Make sure that you get the entire web-link. If the web-link is split into two lines and the second line is not underlined like the first both lines into the Internet browser's address line.
- * If you received a 'your browser must support cookies' error and you have your browser configured to allow cookies, open a new browser window and copy the web-link into the Internet browser's address line.
- * Many Internet browsers have the ability to remember passwords for you. This feature may cause problems if the password it remembers does not match your current password. If you are having password problems, and the password is filled out on the login page when it loads, try clearing the password field and re-entering your password.

This e-mail is automatically generated. Please do not reply to this e-mail. If you need assistance please click on the web-link below:
<http://uacn.wisconsin.gov/WAMS/FormattedEmail>

Follow this link to complete the WAMS application process

- ❖ After you click on this link, you will be routed to a login screen and be prompted to enter your new WAMS ID and password to finish the WAMS registration process
- ❖ Send your new WAMS ID to your Security Coordinator to gain access to PPS

This slide shows what the confirmation email looks like that will be sent to your email account. Once you have gone to your Inbox and opened the confirmation email, click on the highlighted link to complete the process. You will then be taken to a login page, where you will enter your newly created WAMS ID and password. Finally, a confirmation page will appear that says you have successfully completed your WAMS ID registration process.

Last but not least, do **NOT** forget to send your WAMS ID to your local Security Coordinator so that he/she can grant you access to the PPS system.

Accessing PPS

Human Services System Gateway [Add this Page to Favorites](#)

**** Production 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.

CARES **CWW**
CARES Worker Web

PPS - Production
Program Participation System
(Production Environment)

WAMS
To access PPS / CWW, signup for a Web Access Management System (WAMS) ID.

FSIA - Production
Functional Screen Information Access
(Production Environment)

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)

❖ From the Gateway page, click on the **PPS Production or Training links.**

****Note: In order to access the Birth to 3 Module, users must go through PPS****

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Now that you have a WAMS ID and sent it to your Security Coordinator to be given access you'll want to access PPS. From the Human Services Gateway page, you will now be able to access the PPS training link. The training link will be used to give you a chance to actually go into the system and begin using it to get some experience with it. **DO NOT enter real data in the training environment. The training environment is strictly for training purposes and should not be used to enter real life data, pertaining to individuals, as others will be able to see it.** Once you feel comfortable with the training system, you will be able to enter the Production or 'Live' system and record your real data.

One thing to note is that you have to go through PPS in order to access the Birth to 3 web pages.

Login to PPS



Please log in

User ID

Password

[Forgot your password? Is your account locked?](#)
[Request a Wisconsin User ID and Password.](#)

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

- ❖ Enter your WAMS ID and password and then click "**Login**" to gain access to PPS

After clicking on either PPS Training or Production links, you will be routed to a login page that will ask you to enter your User ID and password. Enter your WAMS ID into the User ID field and then enter your password. Once you have completed both fields, select the **Login button** to enter PPS.

Introduction to PPS Icons

-  ❖ Edit – allows you to edit the current information
-  ❖ Delete – deletes the current record for that individual
-  ❖ Calendar View – allows you to pull up a calendar view and enter the dates
-  ❖ Individual Summary – view details about individual
-  ❖ Print – prints out the current page
-  ❖ Add button – select this to update information and “add” it to existing information
-  ❖ Go button—VERY IMPORTANT “Find your go button”
-  ❖ Next button – move to the next page
-  ❖ Help button – provides a detailed help page
-  ❖ Logout button – exit the system

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Before we begin showing you the actual system, we would like to take some time to go over some of the icons/ buttons you will see when you're in PPS. Buttons and icons are used to reduce the amount of reading you need to do and save space on our web pages. We will point these out as we show you PPS web pages. Several may become more important to you as we go through the screens. The “go” button should not be confused with the “next” button on certain screens, and we will point this out. Also, do note the “Print” icon which will allow you to print out any of the pages, if you like.

(Go over most icons on the page and give brief summary)

Birth to 3 Homepage

The screenshot shows the PPS homepage with a blue header bar containing the system name, user information, and navigation buttons. A left-hand navigation menu is visible, and the main content area displays a table of recently accessed participants. Red callout boxes provide detailed descriptions of the navigation menu and the recently visited individuals table.

Help - Link to Help Page

Navigation Menu
- Allows quick navigation to different system features
- Based on security profile and shows on all pages

Recently Visited Individuals
- System lists most recently visited individuals
- Quick click of icon loads the individual's details for viewing and updating

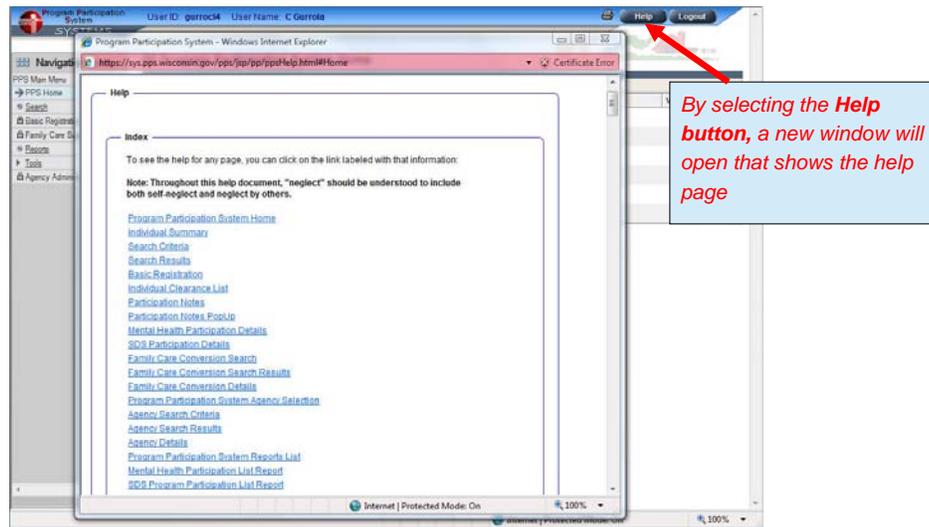
Name	Last Accessed	View/Edit
KING BRIANNA	06/19/2008	🔍
MESQUITA JOSE	05/23/2008	🔍
RISK RITA	05/02/2008	🔍
KING BRIANNA	03/27/2008	🔍

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This is the actual homepage of the PPS system. On the top blue header you will notice that it displays the User ID and User Name of the current user. Also on the header, you will be able to tell which environment you are currently in by looking under where it says Program Participation System. (It currently says Systems, but you will be in either Training or Production, depending on which one you choose.) On the right side of the header you will see the print icon, as well as the “Help” and “Logout” buttons. Another key thing to note is the navigation menu on the left that lets you access many different pages in PPS.

Lastly, you will notice the main information on the page displays the names of individuals that were recently visited. By clicking on the magnifying glass icon on the right you will be directed to that individual’s summary page that has all the details associated with that person. (The Individual Summary page will be discussed a couple of slides later in this presentation.)

Help Page



- ❖ PPS' Help Page is context sensitive. It will open up to the place where there information about the page you currently are on in PPS

If you find yourself lost at any point, you can just click on the **Help button** that is located on the top blue header. It will then open a new window that displays a very detailed help page. The page is filled with important information regarding PPS and some possible issues you may encounter. It will also open to help information that is specific to the page you're on in PPS.

Search & Search Results

The screenshot displays the PPS System Search interface. The top navigation bar includes 'Program Participation System', 'User ID: bking', 'User Name: B King', and 'Help' and 'Logout' buttons. The left sidebar contains a 'Navigation Menu' with 'PPS Main Menu', 'PPS Home', 'Search', and 'Basic Registration'. The main area is divided into 'Search Criteria' and 'Search Results' sections.

Search Criteria

Demographics Information (All fields are not required)

First Name: Search Type: Starts With Exact

Last Name: Search Type: Starts With Exact

Birth Date: MM / DD / YYYY

County Of Responsibility:

Identification Number:

SSN:

Search Results

Search Criteria: First Name: Search Type: Last Name: smith Search Type: Starts with Birth Date: County Of Responsibility:

First Name	Middle Name	Last Name	Gender	Birth Date	County Of Responsibility	Details
PAUL		SMITH	Male	04/02/2008		
PAUL		SMITH	Male	04/05/2008		
PAUL		SMITH	Male	05/01/2008	24 Green Lake	
JANE		SMITH	Male	03/06/2008		
PAUL		SMITH	Male	01/01/1981		

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The next pages we are going to show you are the Search pages of PPS. Generally speaking, the search for a child will probably be the first step when you are adding or updating a child in PPS. The reasoning behind this is that a user should search and make sure the child is **NOT** in the system, before going in and adding them. Looking at the slide, you can see that Search is easily accessible from the Navigation Menu and that you can search by different forms of criteria, such as Names and SSN. Once you have entered your search criteria, you can select the **Go button** and the page will then display the results associated with your search. Search results are sortable by click on column headers.

We will show how to use this in more depth during our live system demonstration later in this training presentation.

Basic Registration

Program Participation System
User ID: bking User Name: B King
Help Logout

Navigation Menu
PPS Main Menu
PPS Home
Search
Basic Registration

Basic Registration
Cancel Reset

Basic Information

Title: [v]
* First Name: [] Middle Name: [] * Last Name: []
Suffix: [v]
* Gender: [v]
* Birth Date: [MM][DD]/[YYYY] [📅]
SSN: [][-][][-][] (Please enter if known)
County Of Responsibility: [v]
Medicaid ID: []

Next ▶

Basic Registration
- Can be accessed from the Navigation Menu

Next buttons
- Takes you to next in the process

❖ This page is used to add new individuals into PPS and check to make sure the same person isn't added twice. This prevents duplicate data entry and reporting issues.

Note: If you know the person is already registered in PPS – **Use the Search Pages to locate**

The Basic Registration Page is used to add new individuals into PPS and check to make sure the same person isn't added twice. If you know the person is already registered in PPS – **Use the Search pages to locate that specific person.** This page provides a good check to prevent duplicate data entry and reporting issues.

To add a new child to PPS, you have to enter the basic demographics of the child into the correct fields and then select the **Next button** to proceed. Required fields are noted with a red asterisk, they include first name, last name, gender and DOB. You should try to complete as many fields as possible to help to help get the best match.

Individual Clearance Results

Program Participation System
User ID: gurrocl4 User Name: C Gurrola

Navigation Menu
PPS Main Menu
PPS Home
Search
Basic Registration
Family Care Support
Reports
Tools
Agency Administration

Individual Clearance List

Individual as entered
First Name: Maggie
Middle Name:
Last Name: Simpson
Gender: Female
SSN:
Birth Date: 01/01/2007

Create New Individual
- If you cannot find the individual in the matches returned, this option allows you to create a new one in the system. Select the option and click "Next".

%	SSN	First Name	Middle Name	Last Name	Birth Date	Gender	Exists in PPS
96		MAGGIE		SIMPSON	01/01/2007	Female	Yes
81	012-33-3339	MAGGIE		SIMPSON	01/01/2008	Female	Yes
79	102-01-5025	MAGGIE		SIMPSON	01/07/1980	Female	No

Create new individual using entered individual's basic information

Previous Next

❖ Individual Clearance Purpose:

- Allows you to see the likelihood of your search based on percentages
- The matches range from 75% - 100% (with 100% being an exact match)
- If greater than 97% you must select that child due to SSN match

❖ Many Results:

- Page will appear when more than one individual meets criteria

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The system uses a process called 'clearance' to determine if the individual already exists, or if in fact it really is a new one. The purpose of the individual clearance results is to show you the likelihood of your search based on percentages. The percentages range from 75% - 100%. If your result match is 97% or higher, you will be forced to select that child because of an SSN match. The red fields displayed in the results section indicate fields you didn't enter, or do not match your entered search criteria. Lastly, the red box at the bottom of the returned results provides the option to create a new individual in the system, using the basic information you've already entered.

Individual Clearance with a High Percentage

Program Participation System
User ID: gurrolc4 User Name: C Gurrola

Navigation Menu
PPS Main Menu
PPS Home
Search
Basic Registration
Family Care Support
Reports
Tools
Agency Administration

Individual Clearance List
Cancel Reset

Individual as entered
First Name: Baby
Middle Name:
Last Name: Smith
Gender: Female
SSN: 365-40-2577
Birth Date: 01/01/2003

Individual matches found

%	SSN	First Name	Middle Name	Last Name	Birth Date	Gender	Exists in PPS
99	365-40-2577	BABY		SMITH	01/01/2003	Female	No

Previous Next

❖ Match Results:

- This page will display when there is an exact match (higher than 97%)
- You must use this person from the system since they match what you entered

This is the same clearance process as the previous slide. However, in this instance the individual has a matching percentage of higher than 97% (actually is 99%) and as you can see, the only option you have is to select that individual. The box from before that allowed you to create a new individual will **NOT** display with a percentage greater than 97%.

Individual Summary

Birth to 3 Summary
- No Birth to 3 programs have been identified

Program Participation System
User ID: bking User Name: B King
Help Logout

Navigation Menu
PPS Main Menu
PPS Home
Search
Basic Registration
Family Care Support
Reports
Tools
Agency Administration

Individual Summary

Basic Information

Title: []
First Name: Maggie Middle Name: [] Last Name: Simpson
Suffix: []
Gender: Female
Birth Date: 01/01/2007
SSN: 123-54-7777 SSN Verification: Unverified SSN
Medicaid ID: []
County Of Responsibility: 08 Outmet
Last Updated Date: 01/13/2008 Last Updated By: King Brian

Birth to Three Program

County	Service Provider	Birth to 3 Status	Initial IFSP Date	Closing Date	Disenrollment Reason
There are no Birth to 3 programs identified.					

What would you like to do?
 Saves Changes to Basic Information View/Add Notes

Next

❖ Central hub for quick status of individuals and ability to navigate to more details

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After completing Basic Registration you will be taken to the Individual Summary page. The Individual Summary Page has all the details pertaining to a certain child and acts as the central hub for status updates. After registering a new person, the top section 'Basic Information' contains what you entered on the Basic Registration pages.

There are 3 distinct ways you can navigate to the Individual Summary Page:

From the PPS Homepage you can click on the magnifying glass under the “Most Recently Accessed Participants” section.

This page will display after you have successfully created a new individual using the Basic Registration Page.

Using the Search function, you can also click on the magnifying glass of a child that is returned from your search criteria.

The Add button allows you to enter new Birth to 3 program participation for a child.

Individual Summary with Data

Birth to 3 Summary
- Current Birth to 3 providers and status

Different Birth to 3 Pages
- You can navigate to any of the Birth to 3 pages by selecting that option and then selecting "GO"
BE SURE TO FIND YOUR GO BUTTON
- Don't use the "Next" button for this function

Program Participation System
User ID: gurrocl4 User Name: C Gurrola

Navigation Menu
FPS Main Menu
FPS Home
Search
Basic Registration
Family Care Support
Reports
Tools
Agency Administration

Individual Summary Cancel Reset

Basic Information

Title: [Dropdown]
*First Name: MAGGIE Middle Name: [Dropdown] *Last Name: SIMPSON
Suffix: [Dropdown]
*Gender: Female
*Birth Date: 01 / 01 / 2007
SSN: [Input] SSN [Input]
Medicaid ID: [Input]
County Of Responsibility: 13 Dane
Last Updated Date: 07/28/2008 Last Updated By: Gurrola, Claudio

Birth to Three Program

County	Service Provider	Birth to 3 Status	Initial IFSP Date	Closing Date	Disenrollment Reason
13 Dane	Dane Btos Provider	Referred to Birth to 3			

Which screen would you like to view/edit?
 Child & Referral Info Screening/Evaluation Service Planning Transition/ProgramExit LEA Information

What would you like to do?
 Saves Changes to Basic Information View/Add Notes

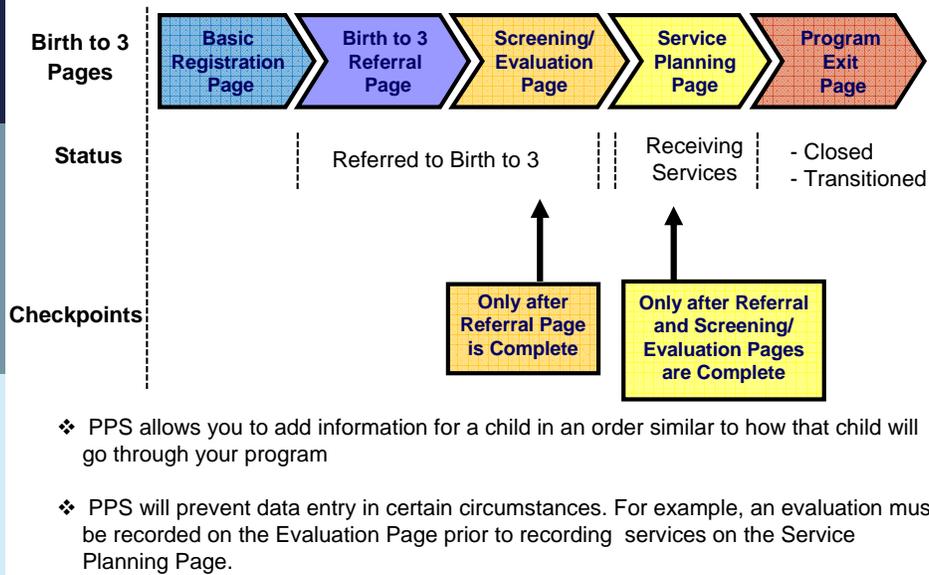
Next

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This slide shows the Individual Summary Page with Birth to Three program participation added for the child. Unlike the previous screen, the Birth to 3 Program section is populated and shows the current Birth to 3 provider and the current status of the child. You will also notice there is a new section displayed that has all the different Birth to 3 pages you can select from.

You can navigate between all these pages by selecting the correct option and clicking on the **Go button**. - **not the NEXT Button**. The next button only works with the options at the bottom of the page. The Birth to 3 Options work when you use the **GO button**.

Birth to 3 Process Diagram



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This diagram shows the process in which PPS will allow you to add Birth to 3 information. As mentioned earlier there are different web pages that are used to capture Birth to 3 information. They are the multi-colored chevrons on the slide. The status of the child depends on what stage they are currently in based on which pages are complete. It is expected the pages will be completed in the order of the chevrons. PPS will prevent data entry in certain circumstances. For example, an evaluation must be recorded on the Evaluation Page prior to recording services on the Service Planning Page.

Child Referral Page

The screenshot shows a web application interface for entering child referral information. The page title is "Child and Referral to Birth to 3 Information". The user is logged in as "ELEYR" and the client is "KATE JONES 2F". The form is divided into several sections:

- Child Information:** Fields for Title, First Name, Middle Name, Last Name, Suffix, Language Preference, and Interpreter Needed.
- Residential Address (Physical Location of Child):** Fields for Address, City, and State.
- Mailing Address:** A checkbox for "Child's mailing address is different than physical location" and fields for Address, City, and State.
- Child's Race:** Radio buttons for American Indian / Alaskan Native, Hawaiian / Other Pacific Islander, Black / African American, Asian, and White.
- Child's Ethnicity:** A checkbox for "Populate unknown responses as No" and a dropdown for Hispanic.
- Referral Information:** Fields for Referral Source, Initial Contact Date (MM/DD/YYYY), County of Responsibility, and Service Provider.

The footer of the page reads "Wisconsin DHS/DPI".

- First step in getting the child into the Birth to 3 Program
- All demographics pertaining to that specific child and family
- Referral Information including source and county provider
- Important information in order to track and monitor the child

The Child Referral Page is the first step in getting the child into the Birth to 3 Program. This page displays all the demographics pertaining to that specific child and family. It also shows the referral information which includes the source and the county provider. All this information is very important because it allows the Birth to 3 program to track and monitor the child. We will show you this page in more detail when we do the demonstrations.

Screening / Evaluation Page

❖ **Must have an evaluation and be marked eligible to access the Service Planning page and add IFSP and services**

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Next is the Screening / Evaluation Page. This page allows you to enter Screening records, Evaluation records, and up to three client characteristics. If a user enters an Evaluation record that indicates the child was found “Eligible”, the Service Planning page will be updateable to you. Also on a side note, by clicking the **Return** button on the bottom right of the page you can go back to that child’s Individual Summary. The return button exists on all the Birth to Three pages.

Of importance to note on this page:

- Currently the “expected screening date” is disabled. This may be a function available in the future.
- You should enter two evaluation sources. When you choose an evaluation “type” you will select the discipline/professional who participated in that aspect of the evaluation. You will need to complete this segment by entering two separate evaluations, which could be on the same or different days, but will be entered separately. Do not forget to respond to “found eligible” for birth to 3 services (this does NOT mean for a specific therapy).
- If the child is referred to Birth to 3 for the purpose of an evaluation, the “Referral or Decision to Evaluate” date must match the Initial Contact Date from the previous page.
- If the child is referred to Birth to 3 for the purpose of a screening, the date the child is screened and the “Recommended Evaluation” box is checked should match the date you enter for “Referral or Decision to Evaluate” date.

Screening / Evaluation Page (Continued)

The screenshot shows a web application interface for 'Screening / Evaluation'. The top navigation bar includes 'User ID: gtorock4', 'User Name: C Gerrota', and 'Client: SIMPSON MAGGIE TF'. A 'Navigation Menu' is on the left. The main form contains fields for 'Expected Screening Date' (08/02/2008), 'Actual Screening Date' (08/07/2008), 'Recommend Evaluation?' (Yes), and 'Rescreen?' (No). A 'Delete:' checkbox and 'Reset'/'Add' buttons are also present. Below the form is a table with the following data:

Expected Screening Date	Actual Screening Date	Recommend Evaluation?	Rescreen?	Deleted
08/02/2008	08/07/2008	YES	NO	 

- ❖ Once all information is provided, click the **Add button**.
- ❖ This will populate and be displayed as a new record for that individual in the list

Note: Do this for both the Screenings and Evaluations sections.

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The Screening / Evaluation Page uses a feature we call a 'dynamic list'. This feature allows multiple records to be entered and show on the same page by 'adding' them dynamically to a list that is embedded in the page. Here we are zooming in and showing you how to add a screening record for an individual to a dynamic list.

For this list, you need to fill out the date fields (and you have the option of clicking on the little calendar next to them to pull up a calendar view). Then you have to choose either "Yes" or "No" from the 2 drop downs (Recommend Evaluation? And Rescreen?). Once you have provided all the necessary information, click on the **Add button**. This will then populate and be displayed as a new record for that individual, as you can see from the bottom screenshot following the red arrow.

There are now 2 icons on the right side of the newly added record. – The first is a pencil that gives you the option of going back and editing some of the data if you select it. The other one is a garbage can which will delete that entire record if selected.

IFSP and Service Planning Page

❖ **Must have an evaluation and be marked eligible as noted on the Screening / Evaluation page to access and add service details**

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After the Child Referral Page and Screening and Evaluation Page, you can access the Service Planning page. The top half of the Service Planning page is shown on the slide.

You will notice there is an “Initial IFSP Date” section. You can enter the date of the initial IFSP. **Also, you WILL be required to enter a reason for a late IFSP if the IFSP start date is more than 45 days from the referral date.** Under the “Baseline Assessment Information” section, you can choose from a list of assessments by selecting that specific drop down. If you select the “Sources of Information” link you will open a new section that will allow you to choose different options that are associated with different skill sets, as shown on the next slides. (This tab is collapsed by default, so you must click on it to open it.) This is displayed on the next slide.

IFSP and Service Planning Page (Continued)

Sources of Information Zoom-In

By clicking on different skills, you can choose which options will be associated with them

Sources of Information

Socio-Emotional Skills

- Parent Interview
- Observation
- Assessment, Evaluation and Programming System (AEPS)
- Battelle Developmental Inventory, Second Edition (BDI-2)
- Brigance Inventory of Early Development II
- Carolina Developmental Profile
- Creative Curriculum for Developmental Continuum
- Early Learning Accomplishment Profile (E-LAP)
- Hawaii Early Learning Profile (HELP)
- High/Scope Child Observation Record (COR) for Infants and Toddlers

Knowledge and Skills

- Parent Interview
- Observation
- Assessment, Evaluation and Programming System (AEPS)
- Battelle Developmental Inventory, Second Edition (BDI-2)
- Brigance Inventory of Early Development II
- Carolina Developmental Profile
- Creative Curriculum for Developmental Continuum
- Early Learning Accomplishment Profile (E-LAP)
- Hawaii Early Learning Profile (HELP)
- High/Scope Child Observation Record (COR) for Infants and Toddlers
- High/Scope Preschool Child Observation Record (COR)
- The New Portage Guide Birth to Six
- The Work Sampling System, (preschool 3 and 4, 2004)

Appropriate Actions

- The Ounce Scale
- Peabody Developmental Scales
- Preschool Language Scales
- REEL
- Rosetti Infant/Toddler Scales
- Mullen Scale of Early Learning
- Other, please specify: _____

Maximum Selections Allowed: 15

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This zoom-in of the “Sources of Information” tab shows you how you can toggle between skills and check different options to be associated with each one. First you click on the skill set, and then any of the assessment instruments listed can be selected for any of the three skill sets, or you can select “other” and fill in an alternate assessment tool not on this list.

IFSP and Service Planning Page (Continued)

Baseline Assessment Information

Assessment

- Positive Socio-emotional Skills Ranking: 4-Some but not much age appropriate functioning
- Acquiring and Using Knowledge and Skills Ranking: 2-Some immediate foundational skills occasionally present
- Taking Appropriate Actions to Meet Needs Ranking: 5-Some times functioning as expected; like slightly younger child

▶ **Sources of Information** Maximum Selections Allowed: 15

You have selected the following values.

Socio-Emotional Skills

- Observation
- Brigance Inventory of Early Development II
- Early Learning Accomplishment Profile (E-LAP)

Knowledge and Skills

- Assessment, Evaluation and Programming System (AEPS)
- The Work Sampling System, (preschool 3 and 4, 2004)
- Preschool Language Scales
- Mullen Scale of Early Learning

Appropriate Actions

- Observation
- Battelle Developmental Inventory, Second Edition (BDI-2)
- High/Scope Preschool Child Observation Record (COR)
- The Work Sampling System, (preschool 3 and 4, 2004)



Click on the "Sources of Information" tab to display a list view of all your choices

- ❖ **Once you have finished checking all your options, click on the "Sources of Information" header to collapse and hide the skill set boxes**

Once you have finished checking all your options, click on the "Sources of Information" tab to collapse and hide the skill set boxes. This will then display a list view of all the instruments you selected.

This is shown on the slide.

IFSP & Service Planning Page (Continued)

Reset Button-
Will clear all data in the fields and set them back to being empty

Add button-
Selecting this button will add the data you provided as a new record

Once declared eligible, any additional assessment conducted with the family can be added here

IFSP Date	Service Type	Provider	Primary Location	Service Start Date	Service End Date	Reason	Deleted
08/15/2008	MEDICAL SERVICES	DANE BTO3 PROVIDER	FAMILY CHILD CARE	08/22/2008			

Type	Date	Deleted
AUDIOLOGY	08/27/2008	
MEDICAL SERVICES	08/27/2008	

The next sections of the Service Planning page are the “Services” and “Additional Assessments.” The “Services” section allows you to enter IFSP dates, Service Types, and Service Dates.

When you include a service on any IFSP, not only should you enter it on this page, but it is essential to return to this page to enter the service start date once it has begun. If the team has decided that “a particular service would appropriately begin on a date beyond the 30-day timeline”, this reason should be selected at the time the service is entered.

You will also notice there is a **Reset button** next to the Add button on the lower right corner. By selecting the **Reset button**, you will clear all the data in the fields above and reset them back to empty. This is a useful tool in case you have made a mistake and realize you are entering the wrong information. Now, instead of going in and deleting each field one by one, you can simply just select the **Reset button**.

You will also notice there is an Add button, which does the same as we have previously discussed - adding the information entered to a dynamic list. It will take all the data you provided and add a new record for that individual. For any one IFSP, you may need to add several services. You may also add an IFSP date and select “No services added”.

Of importance to note, the initial IFSP date must match the first IFSP date entered in the services section. Also, be sure to always include Service Coordination on the initial IFSP. The start date for service coordination can precede the initial IFSP date. Additional IFSP’s and services can be added at any time. Your compliance on Indicator 1 will be computed by comparing the IFSP date to the service start date.

In the next section of “Additional Assessments,” you can add any assessments done while the child is in the program in the same way as we have just explained.

Transition / Program Exit Page

❖ 5 Main Purposes:

- 1.) Send email notification to schools
- 2.) Recorded Transition steps on IFSP
- 3.) Capture Transition Planning Conference details
- 4.) Send basic email referral information to schools
- 5.) Program Exit reasons and outcomes

❖ Page is accessible as long as the child referral page has been updated. This allows you to record a child exiting the program before the age of 3.

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The Department of Health Services (DHS) Birth to 3 program has been working in collaboration with the Department of Public Instruction (DPI) for many years to improve the transition of young children from county Birth to 3 services to Local Educational Agency (LEA) special education services. One of our most recent efforts is the creation of this common data base to allow for electronic notifications and referrals from Birth to 3 programs and to allow for monitoring of timely transition.

Now we will move on to the Transition / Program Exit Page. It is a long page and we will be zooming in to the different parts of this page on the next couple of slides. At a high level, this long page has 5 main purposes to it.

- 1.) Send email notification to schools
- 2.) Document Transition steps on IFSP
- 3.) Capture Transition Planning Conference details
- 4.) Send basic email referral information to schools
- 5.) Program Exit reasons and outcomes.

***Note** This page is accessible as long as the child referral page has been updated. This allows you to record a child exiting the program before the age of three, as well.

Transition / Program Exit Page (continued)

The screenshot displays a web form titled "Transition / Program Exit" with a breadcrumb trail: "LEA / Notification / Transition / Referral / Program Exit". The form is divided into three main sections:

- LEA Information:** A dropdown menu for "Local Education Agency" is set to "Madison School Agency". A red callout box with the text "Select your Local Education Agency" points to this dropdown.
- Notification:** A checkbox labeled "Populate with last Notification details" is checked. Below it, the following information is displayed:
 - Last Sent Date: 08/28/2008
 - Last Notified LEA: Madison School Agency
 - Provider Email Address: brian.king@bto3.com
 - LEA Email Address (comma separated): jane.smith@madison.dpi.gov
 - Service Coordinator Name: John Johnson
 - Phone: 555 555 5555 x 55A "Send Notification" button is located at the bottom of this section.
- Transition Planning Conference (TPC):** This section contains:
 - "Was a TPC Held?" with a "Yes" dropdown.
 - "Date LEA was invited to TPC:" with a date picker set to 07/28/2008.
 - "TPC Date:" with a date picker set to 07/29/2009.
 - "TPC Exception Reason:" with a dropdown menu set to "Family did not Provide Timely Consent for a Transition Planning Conference".A red arrow points from a callout box labeled "Transition Planning Conference Details" to the "Date LEA was invited to TPC:" field.

At the bottom of the page, the text "Wisconsin DHS/DPI" and the page number "33" are visible.

On the first section of the Transition / Program Exit page we have the LEA Information, where you choose your Local Education Agency that this child should be associated from the drop down menu. This is a key step because it controls where your notification and referrals will be directed. Next, we have the “Notification” section in which we will go into more detail in the following slide.

Lastly, we have the “Transition Planning Conference” section that allows you to enter the important information regarding the TPC. You will be prompted to enter a reason the TPC was not timely, if it is held less than 90 days before the child’s third birthday. You will also enter the date you invited the LEA, as well as the date the TPC actually happened. It is important to remember that a TPC must include the family, the Birth to 3 provider, and an LEA representative, at minimum.

Transition / Program Exit Page (continued)

The screenshot displays the 'Notification' tool interface. At the top, there is a 'Populate with last Notification details' button, which is circled in red. Below this, the form contains the following fields: 'Last Sent Date' (07/20/2008), 'Last Notified LEA' (Dane Supreme), 'Provider Email Address' (reid.exley@dwd.state.wi.us), 'LEA Email Address (comma seperated)' (john.smith@parkersd.net), 'Service Coordinator Name', and 'Phone'. A 'Send Notification' button is located at the bottom of the form. A red arrow points from the 'Send Notification' button to a preview window titled 'Birth-to-Three Child Notification - Message (Plain Text)'. The preview window shows the following email content:

From: John.Doe@Birth_to_3.wi.us
To: nps@dane.k12.wi.us
Cc: John.Doe@Birth_to_3.wi.us
Subject: Birth-To-Three Child Notification (Official)

This e-mail is automatically generated.Please do not reply to this e-mail.

This email is to notify you that one or more Birth-to-Three children will be coming into your school district in the next 12 months. Please access the Program Participation System (PPS) report at the link below to retrieve a list of dates of birth and areas of needs of children that may be referred to your school district in the near future.

https://dev.pps.wisconsin.gov/pps/PPSSearchDisplay?REPORT=LEA_REPORT

Please note that this is not an official referral but is for planning purposes only. A separate email will be sent to you upon official referral of each child that will allow you access to additional child information include their name, parents, contact information, and service needs. For this notification list, there is no parental follow-up required by your organization. Please wait until you receive the official referral to contact the family.

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The “Notification” section allows you to send email notification to a school district. Once you have entered all the information, you can select the **Send Notification button** and you will generate the email on the bottom of the screen. It will be sent out to the LEA you specified, notifying them that a Birth to 3 child will be coming to their school district in the next 12 months. Notification and referral shall be e-mailed to the individual specified in the MOU between the county and the LEA. **It is requested that counties will continue to send a back-up paper notification through December 2008 as a “double-check” until it is clear that the system is working smoothly. See the Notification Tool description for details on what is sent as a part of notification (child birth date and list of potential services)**

Note: you will see there is an icon at the top of the section. This button allows you to retrieve the last notification that was sent and populate it back in the notification fields.

Transition / Program Exit Page (continued)

The screenshot shows the 'Refer to LEA' form with the following fields and callouts:

- Referral Zoom-In:** Points to the 'Date Consent Obtained' field, which is set to 01/01/2008.
- Check this box if the family did not give permission to refer more than 80 days before the third birthday:** Points to a checkbox labeled 'Parent did not provide timely consent or child was referred to Birth to 3 after age 2 years, 9 months'.
- Referral Email:** Points to an email preview window titled 'Birth-to-Three Child Referral (Official) - Message (Plain Text)'. The email content includes:
 - From: John.Doe@Birth_to_3.wi.us
 - To: nps@dane.k12.wi.us
 - Cc: John.Doe@Birth_to_3.wi.us
 - Subject: Birth To Three Child Referral (Official)
 - Body: "This e-mail is to notify you of an official referral of a Birth-to-Three child to your Local Education Agency. To directly access this child's detailed referral information please use the links below." followed by two URLs.

At the bottom of the screenshot, the text 'Wisconsin DHS/DPI' and the page number '35' are visible.

The next section of the Transition / Program Exit Page is the “Refer to LEA” section. You will need to check yes to “Permission to refer”. You will also need to select the areas of need that suggest the child should be considered for referral to the school district.

You should also check yes if the family grants consent to release additional electronic records, and enter the date. If the parent has granted consent, this will allow the LEA to access additional information electronically, including the services a child has received and child outcome status at exit. **ONLY** check yes and enter a date if there is consent granted for the “electronic” records. A new “Consent to Release Information” is available as a part of this training, as a handout. The new consent form allows families to give consent for both the electronic records and the paper IFSP and evaluation reports **OR** just the electronic records **OR** just the paper IFSP and evaluation reports. Families will continue to have the decision making power on how much information is released to the LEA. Similar to a notification, you should complete the referral information and click the Save/Send Referral button on the bottom right once you are done entering all your information. This will then generate an email that will be sent to the LEA you selected. The email will inform the LEA that a child has been officially referred to their Local Education Agency. You are still responsible for forwarding additional child paper work (such as evaluation reports and the IFSP) and consent forms to the school district separately. Referral shall be e-mailed to the individual specified in the MOU between the county and the LEA. **It is requested that counties will continue to send a back-up paper notification and referral through December 2008 as a “double-check” until it is clear that the system is working smoothly. Please note that if you ONLY send a paper referral, you may also select referral type as “manual” rather than electronic. If you sent a referral manually before you had access to this system, you can code that as a manual referral when you enter that date.**

There are also 2 options or buttons at the top of the section. They give you the option of either retrieving the Notification details or the last Referral details.

Lastly, there is a checkbox field titled "Parents didn't provide timely consent or child was referred after 2 years 9 months" Be sure to check this box if a child is referred to the LEA with less than 80 days prior to the third birthday due to parents not providing timely consent. This field transfers to the LEA informational report so that LEAs will not be sanctioned or penalized for these types of late referrals.

Be sure to update parent contact information (address and phone number) on the child and referral information screen when you send the electronic referral to the LEA.

Transition / Program Exit (continued)

Program Exit

Were Transition Steps Recorded on IFSP? Yes No

Date Transition Steps Recorded: 08 / 30 / 2008

Closing Date: 08 / 31 / 2008

Closing Reason: Child turned 3; referred to LEA; LEA found child eligible for special education

Child Outcome Information

Assessment

Positive Socio-emotional Skills Ranking:	3-Immediate foundational skills present; not age appropriate; like younger child	Has the child shown any new skills or behaviors related to positive socio-emotional skills since the previous rating?	Yes
Acquiring and Using Knowledge and Skills Ranking:	1-Does not include any immediate foundational skills; like much younger child	Has the child shown any new skills or behaviors related to acquiring and using knowledge and skills since the previous rating?	No
Taking Appropriate Actions to Meet Needs Ranking:	5-Some times functioning as expected; like slightly younger child	Has the child shown any new skills or behaviors related to taking appropriate actions to meet needs since the previous rating?	Yes

Sources of Information Maximum Selections Allowed: 15
Click above to make selections.

Program Exit and Outcomes Zoom-In [Return](#)

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“Closing Reason” – It can be noted if a child **Exits Early, Transfers to another county, completes the program with transition**

The final sections of the Transition / Program Exit Page are the “Program Exit” and the “Child’s Outcome” sections. This is also the space that requires you to document the date transition steps are recorded on the IFSP which is required for all children turning three. If a younger child is exiting prior to age three, it will allow you to check “No” if transition steps were not recorded. Here is where the Closing date is recorded as well as the reason why the child is leaving. (You can select from different choices by clicking on the drop down.) The “Child Outcome” section also has a few drop downs that are associated with the child’s skills and outcome information when they left the program.

LEA Notification Page

LEA Notification Purpose:
-Allows you to send notifications for multiple children at once

Ability to search by specifying an age range, Service Provider, LEA, and if any previous notifications have been sent.
Click on the “Go” button to see the results.

By selecting children, you can create a list that will be included in the notification to one specific LEA

Select the “Send Notifications” button once you have finalized your list

ID	LEA	Last Name	First Name	Birthdate	Years Old
<input type="checkbox"/>	Madison School Agency	Wagner	Hina	07/02/2008	1.58
<input type="checkbox"/>	Madison School Agency	wilman	Rosy	07/02/2008	1.58
<input type="checkbox"/>	Madison School Agency	K	Kate	07/02/2008	1.05
<input type="checkbox"/>	Madison School Agency	Watson	Cave	07/02/2008	2.22
<input type="checkbox"/>	Madison School Agency	Saroci	Carla	07/12/2008	1.58
<input type="checkbox"/>	Madison School Agency	Hilton	Rosy	07/02/2008	1.58
<input type="checkbox"/>	Madison School Agency	Sichella	david	07/23/2008	1.81
<input type="checkbox"/>	Madison School Agency	as	TMI	07/12/2008	2.58
<input type="checkbox"/>	Madison School Agency		Riana	07/02/2008	1.58

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In addition to child-specific pages where you add information about a specific child, there is a special tool that can be found in the Tools link in the Navigation Menu called the “LEA Notification Page.” The main purpose of this page is to send notifications for multiple children at once. At the top of the page is where you can enter specific information that will serve as the criteria in finding the children associated with your search. As you can see, you can enter age ranges, service providers, selected LEAs, and if any notifications have been previously sent. This feature works for sorting out the children because notifications will be recorded for every child. Once you have finalized all your search criteria, select the **Go button** and you will see all the returned results. If you want a complete listing of ALL children who have had notification sent, do not select a specific LEA in the LEA field search criteria. Another helpful attribute allows you to select a list of ALL children who have NOT had LEA notification sent. For that listing, also leave the LEA field blank in the search criteria. You could also select a list for a specific LEA by selecting that LEA in the LEA field.

You then have the option of sending notifications for multiple children, by checking the box next to each child for which you would like one sent. Lastly, for the children selected you fill out the bottom section so the proper notification is sent for all the selected children. This includes identifying to which LEA you are asking the list of selected children to be sent. After every step on this page has been completed, select the **Send Notification button** on the bottom right of the page to send it out. At this time (October 2008), until final regulations are passed, the LEA will receive only the child’s birth date and potential services on the list that they receive. Each individual child's record will be automatically updated with the notification information entered on this page, so you will not have to go in to the child’s individual page and record that information individually if you are using this tool. For deciding how frequently to send notifications, follow program policy and procedures established with your LEA through your MOU. Notification and referral shall be e-mailed to the individual specified in the MOU between the county and the LEA. **It is anticipated that counties will continue to send paper notifications and referrals through December 2008 as a “double-check” until it is clear that the system is working smoothly.**

Participation Notes

The screenshot displays the 'Participation Notes' web application. At the top, the user is logged in as 'MAHATA T' for client 'JOHN SMITH 3081'. The interface includes a navigation menu on the left and a main content area. The 'Add/Edit Notes' form is active, showing fields for 'Date Entered' (11/01/2007), 'Entered By' (MAHATA T), 'Note Type' (General), and a 'Flag as important?' checkbox. A text area for the note is present, with a character count of 0. Below the form is a table titled 'Review Notes (Past 90 Days)' with columns for 'Flag', 'Date Entered', 'Entered By', 'Type', 'Notes', 'Edit', and 'Delete'. The table contains one entry: a note entered on 11/07/2007 by Tim Robin, of type 'General', with the text 'Notes for John Smith'. At the bottom of the interface, there are date selection fields for 'From Date' and 'To Date', and a 'Previous' button.

Users can add / edit notes

Users can view previously entered notes

❖ Participation Notes:

- Notes are captured at the agency level. Users will be able to see the notes added by anyone from their agency

Participation Notes are a feature that is accessible by selecting the 'view/edit' notes feature at the bottom of the Individual Summary page. The participation notes are very useful because you will be able to enter specific notes about a child. They are captured at the agency level also so users are able to see the notes added by anyone from their agency.

Birth to 3 Reports

- ❖ Reports help in gathering information that meets state and federal reporting rules. (Indicators 1,2,3 and 5,6,7,8)
- ❖ Reports help agencies manage and track children

Program Participation System
User ID: bking User Name: B King

Navigation Menu
PPS Main Menu
PPS Home
Search
Basic Registration
Family Care Support
Reports
Tools
Agency Administration

Program Participation System Reports List

PPS Reports

- [Birth to 3-Enrolled Children List Report](#)
- [Birth to 3-Timely IFSP/Indicator 7 Report](#)
- [Birth to 3-Timely Service/Indicator 1 Report](#)
- [Birth to 3-Transition/Indicator 8 Report](#)

Reports
- can be accessed from the Navigation Menu

Different Birth to 3 Reports

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There are four reports available for counties to monitor their own compliance with Indicators 1, 2, 5, 6, 7 & 8.

Reports are accessible by selecting the Reports link in the left Navigation Menu in PPS.

Report # 1, “Birth to 3 Enrolled Children” provides a list of currently enrolled children, including their DOB, location of services, initial IFSP date, exit date, etc. This is sorted by DOB to enable you to count numbers of children under age one for Child Count, as well as your total number of children.

Report # 2 “Timely IFSP/Indicator 7” monitors compliance on meeting the 45 day timeline.

Report # 3 “Timely Service/Indicator 1” monitors compliance with providing services within 30 days after the IFSP is written.

Report # 4 “Transition/Indicator 8” allows you to track progress on Indicator 8 requirements, and also plan for Indicator 8 requirements to consider for children two years of age and older. This is sorted alphabetically.

Birth to 3 Reports (Continued)

Program Participation System
User ID: bking User Name: B King Help Logout

Navigation Menu
PPS Main Menu
PPS Home
Search
Basic Registration
Family Care Support
Reports
Tools
Agency Administration

Birth to 3 Enrolled Children List Report

Birth to 3 Enrolled Children List Reports Criteria

County: 13 Dane
Service Provider: Dane Bto3 Provider
Period Start Date: 05/01/2008
Period End Date: 08/30/2008

Reset Next

Specify which agency you want to view

Provide a specific date range

- ❖ **Each report starts with a Criteria Page (as shown above)**
- ❖ **You will only be able to see information on children associated with your agency**
- ❖ **Requested reports will show in PDF format (next slide)**

Once you have selected the report you would like to see, you will be routed to a criteria page that you must complete in order to view that report. Two things to note are that you will only be able to see information on children associated with your own agency. **AND** requested reports will show in PDF format which means you will only be able to view them and **NOT** be able to change them.

Birth to 3 Enrolled Children List Report

Print Button - gives you the option of printing out the report

Report Name

Specific Report Information

13 Dane
Dane Bto3 Provider

Child Name	Primary Location	Initial IFSP Date	Closing Date	Child DOB
Walker, Carla D	Fam. Child Care	02-10-2008		01-01-2005
Barnes, Angela		08-28-2008		01-01-2006
Completeflow, Test	Fam. Child Care	01-10-2006	07-18-2008	01-01-2005
Evert, Chris		11-02-2006	07-23-2008	01-01-2008
Linda, Hazel	Natural Environment,	07-18-2008	07-15-2008	01-01-2006
Lora, Fiesta	Not Natural Environment, Other	02-10-2006	08-10-2008	01-01-2006

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Report # 1, “Birth to 3 Enrolled Children” provides a list of currently enrolled children, including their DOB, location of services, initial IFSP date, and exit date. You can choose to capture the list of children on one day (such as October 1) or you can put in a range of dates (for a quarter or for the whole year) to obtain a list of all children who received services during that interim. It will allow you to count up the number of children under the age of one as well as the total enrolled and see where they are receiving services to monitor your progress on Indicators 2, 5 & 6.

Timely IFSP/Indicator 7 Report

Program Participation Report
Timely IFSP/Indicator 7 08/28/2008

From: 07/01/2008 To: 09/01/2008
County: 13 Dane
Service Provider: ALL

13 Dane

Service Provider	Total IFSP	Less than 46 days	Between 46 and 60 days	More than 60 days	Total Compliant	Compliant Percentage
Dane Bto3 Provider	17	16	1	0	17	100.00
Dane Bto3 Sub	2	2	0	0	2	100.00
County Totals	19	18	1	0	19	100.00

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Report # 2 “Timely IFSP/Indicator 7” monitors compliance on meeting the 45 day timeline for the interim you stipulate: you could request your compliance ratio for a quarter, or for the whole year, or even on a weekly basis. The report has already factored in the reason codes you have entered for any tardy IFSP.

Timely Service/Indicator 1 Report

The screenshot shows a web browser window with a report titled "Program Participation Report" for "Timely Service/Indicator 1". The report is dated 08/28/2008 and covers the period from 01/01/2008 to 01/01/2009. It is for County: 13 Dane and Service Provider: ALL. The report includes a table with the following data:

Service Provider	Total Enrolled	Late Service Start(>30 days)	Total Compliant	Percent Compliant
Dane Bto3 Provider	44	0	44	100.00
Dane Bto3 Sub	11	0	11	100.00
County Total:	55	0	55	100.00

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Report # 3 “Timely Service/Indicator 1” monitors compliance with providing services within 30 days after the IFSP is written the interim you stipulate: you could request your compliance ratio for a quarter, or for the whole year, or even on a weekly basis. The report has already factored in the reason codes you have entered for any service delay.

Transition/Indicator 8 Report

Program Participation Report
Transition/Indicator 8 Report 08/28/2008

County: 13 Dane
As Of Date: 08/01/2008
Service Provider: ALL

County: 13 Dane
Service Provider: Dane Bto3 Provider

Name	Date of Birth	LEA Notification Date	Transition Steps Recorded Dt	TPC Date	TPC Exception Reason	Program Closing Date	Program Closing Reason
Barnes, Angela	01-01-2006			08-22-2008			
David, Martha	05-05-2006	08-04-2008					
Jackson, Kelly	03-01-2006						
Lora, Fiesta	01-01-2006	08-14-2008	08-09-2008			08-10-2008	Family chose to discontinue services
Miller, Sanza O	01-01-2006						
Souza, Jenna D	01-01-2006	08-14-2008		10-30-2008	Family was not available for the scheduled Transition Planning Conference		
Watson, Dave	05-12-2006	07-30-2008		01-12-2009			
Woods, Hillery	08-08-2006	08-15-2008		03-05-2009			
Provider Total:	8						

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Report # 4 “Transition/Indicator 8” serves two main functions:

To run a report for all children who will be turning 3 in a FFY and note your compliance on completing transition activities appropriately (Indicator 8), enter the first date of that FFY (07/01/2007 or appropriate year). This will allow you to see which transition activities were completed, and which ones were not done.

To assist in monitoring your upcoming activities for children age two or older (but not yet 3) as of “today’s” date to plan ahead for notification, transition steps on the IFSP, and the TPC, enter today’s date to obtain a list of children.

LEA Information Page

❖ 3 Sections of LEA Information Page:

1. LEA Transition
2. Child and Parent Information
3. Birth to 3 Referral Information

Allows schools to record their eligibility and IEP details.

Schools are given limited access to some Birth to 3 service data for their planning purposes (if consent has been given by family)

Wisconsin DHS/DPI

School Districts have a page that is not accessible by Birth to 3 Providers. The LEA Page is where school districts are able to record information about children that are officially referred to them, including eligibility, IEPs, and other items. This is to facilitate early childhood transition and data sharing between schools and Birth to 3 where is appropriate.

A limited amount of data entered by Birth to 3 users will display on the LEAs page and this is shown in more detail on the next slide.

Birth to 3 Referral Information

Bto3 Referral Zoom-In
 (Limited View Only)

Bto3 Referral Information

Stated below are the reasons the child is believed to have a disability

- Communication
- Learning
- Motor
- Hearing

Comments

Comments....

Date LEA was invited to TPC
06/28/2008

Parent did not provide timely consent or child was referred to Birth to 3 after age 2 years, 9 months
YES

Services Received

Service Type	Provider	Primary Location	Service Start Date	Service End Date
Assistive Technology	B3 Service Provider	Other settings designed for typically developing children	09/25/2008	

Child Outcome Information

Positive Socio-emotional Skills Ranking: **3-Immediate foundational skills present; not age appropriate; like younger child**

Acquiring and Using Knowledge and Skills Ranking: **2-Some immediate foundational skills occasionally present**

Taking appropriate actions to meet needs Ranking: **1-Does not include any immediate foundational skills; like much younger child**

Return

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The LEA will have read-only access to electronic referral information from the Transition/Program Exit Page, as well as services the child received during the child's stay in the Birth to 3 program and outcome information.

Note: LEA's information access is only given if the parents have given their consent as noted on the Transition/Program Exit Page by the Birth to 3 Program.

If the parent grants permission to refer, the LEA will be able to see the child's name and date of birth, parent contact information, initial IFSP date, the exit date and closing reason, and the reason you believe the child is believed to have a disability (the areas of need you selected on the referral page). It will also inform the LEA of the date the LEA was invited to the TPC, and whether or not the parent did not grant timely consent, or the child was referred to Birth to 3 after 2 years 9 months of age. If the parent also grants consent to release records, the LEA will also be able to see the services the child has received, and the child outcome exit status. Please use the new "Consent to Release Information" that will be a handout as a part of this training. Please note, also, if a parent grants consent to release records you will need to follow-up with the electronic referral by sending the LEA a copy of the consent, the IFSP, and the evaluation reports as well as any additional information the family may identify.

Going Forward

□ Birth to 3 User Checklist:

- ❖ Create a WAMS ID for yourself at using the WAMS link on the Human Service Gateway Page or at:
 - ❖ <https://on.wisconsin.gov/WAMS/homeaccounts>
- ❖ Send the WAMS ID to your Security Coordinator to be set up.
- ❖ Once agency administrator has given you access, practice using PPS in the Training region accessible via the PPS-Training Region link on the Human Service Gateway Page or at <https://trn.pps.wisconsin.gov/pps>
 - ❖ Use your WAMS ID to log into PPS and access the Birth to 3 Module
 - ❖ **Do not enter real children's data in the training region – make it up!**
- ❖ To use the 'Live' PPS system go to PPS Production link on the Human Service Gateway Page at <https://pps.wisconsin.gov/>
- ❖ The go live for PPS is **11/03/2008**
- Access this presentation and related handouts:
 - <http://dhs.wisconsin.gov/bdds/birthto3/ta/index.htm>
- For questions, e-mail:
 - DHSDLTCBto3Group@wisconsin.gov

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On a final note, we would like to recap some key actions for going forward.....

(Read the Going Forward slide)

Lastly, on behalf of DHS and DPI, we are delighted to be able to provide you with a user-friendly and useful tool for monitoring your progress towards compliance with Federal Indicators, and as a guide in data-driven decision making. Thanks for your participation in this training.

Birth to 3 Scenarios

- ❖ Adding a child into PPS (referral)
- ❖ Searching for a child in PPS (add evaluation)
- ❖ Updating child's Service Plan
- ❖ Notification / Referral to LEA
- ❖ Accessing and using Reports
- ❖ Validations