

**Department of Health Services
(DHS)**



***Program Participation System (PPS)
Indicator 12 & Early Childhood Transition***

Security Coordinator Training

8/04/2008

Hello everyone.

Hello, my name is Brian King and I am a system expert that will providing information on how to be Security Coordinator for the Program Participation System (otherwise know as PPS)."

In collaboration with DHS and DPI, we would like to welcome you to Security Coordinator training.. This training is specifically for B – 3 providers and Local Education Agency staff that have been designated to be security coordinators for their respective organizations.

Overview

- ❖ Background
- ❖ Roles and Responsibilities
 - ❖ State
 - ❖ Security Coordinators
- ❖ Wisconsin's Web Access Management System (**WAMS**)
 - ❖ Creating a user ID and password
- ❖ Wisconsin Integrated Security Application (**WISA**)
 - ❖ Setting up access to PPS for user IDs
- ❖ Training on the WISA web pages
- ❖ Demonstrations
- ❖ Going Forward

We would like to begin by giving you a brief overview of what we plan on discussing in this training.

First, we explain the roles and responsibilities of being a security coordinator. 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 be how to use the Wisconsin Integrated Security Application (known as WISA) to administer access to the PPS system. Once we have showed you all the pages and how to navigate around PPS, we will move into a few real-life demonstrations of WISA and 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 3 module of Program Participation System (PPS) for November 2008. The purpose is six fold:
 1. Reduce the effort involved in collecting reliable and timely information that meets state and federal reporting rules. Particularly:
 - DHS – Indicator 1,2,3 and 5,6,7,8
 - DPI – Indicator 12
 2. Provide a web-based system that is easy to use that can be integrated with your current work flow, yet is effective system for the Birth to 3 Program
 3. Utilize information collected to seek enhanced funding in the future for the Birth to 3 program
 4. Provide a tool for Birth to 3 providers to improve tracking of their children and provide information to the County and State.
 5. Provide a tool for Birth to 3 and LEAs to track referrals and streamline transitions
 6. Provide a tool for LEAs to report timely Individual Education Plan to the Department of Public Instruction. (Indicator 12)

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DPI – Indicator 12

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Utilize information collected to seek enhanced funding in the future for the Birth to 3 program

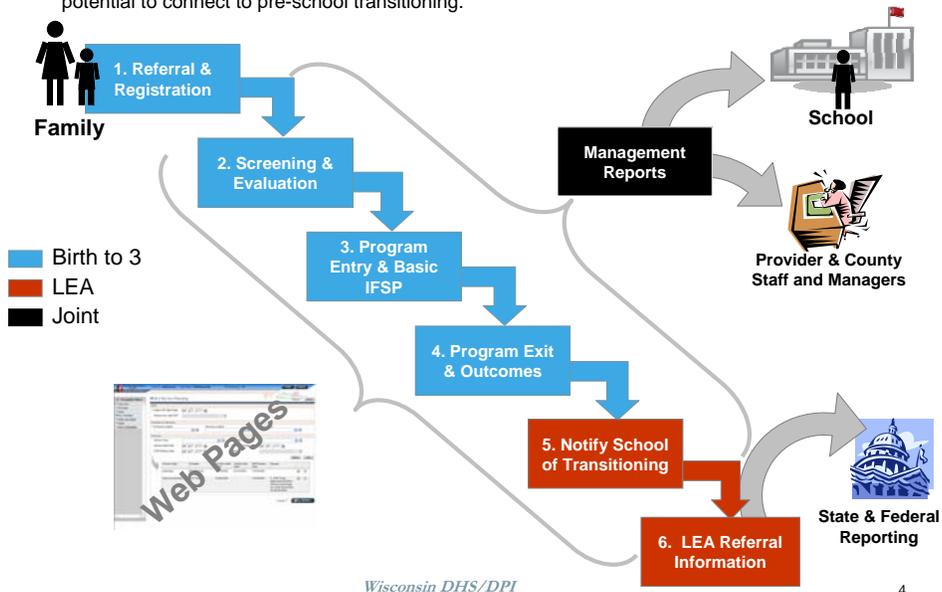
Provide a tool for Birth to 3 providers to improve tracking of their children and provide information to the County and State.

Provide a tool for Birth to 3 and LEAs to track referrals and streamline transitions

Provide a tool for LEAs to report timely Individual Education Plan to the Department of Public Instruction. (Indicator 12)

Birth to 3 & Early Childhood Transition Module

- ❖ 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 and allow Local Education Agencies the potential to connect to pre-school transitioning.



PPS consists of web pages that will allow members of your organization to go through the process outlined on the slide. You will be responsible for assigning profiles to individuals in your agencies to use the different features highlighted on this slide. We will not be over the detailed functionality of PPS' Birth to 3 Module during this training

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.

- CARES** 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 all our systems (*i.e.* PPS, WAMS, and WISA) that will be used by security officers and PPS users

❖ **Accessible at** <http://pps.wisconsin.gov/>

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This is the “Wisconsin Human Services Gateway Page.” For Birth To 3 providers, this will serve as your “home” when it comes to accessing WISA, WAMS, and PPS. You can see that we have highlighted the key links you need to be concerned with. The 2 left-side red boxes are the links to PPS Production and Training regions. The 2 right-side links are particular for use by Security Coordinators. WAMS will be used by you and people in your agency to create WAMS IDs that will give you access to PPS. The WISA link will be used to let you log into WISA to assign profiles to WAMS IDs. 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

WI State Performance Plan (SPP), Indicator #12
Transition from Part C to Part B

Indicator 12: Percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays. For more detailed information regarding this indicator, please review [Indicator #12](#) of the State Performance Plan.

Indicator 12 Data Collection System: Program Participation System (PPS)

The Department of Public Instruction and the Department of Health Services have worked collaboratively to develop an electronic referral and reporting system to ensure children participating in county Birth to 3 programs (Part C) experience a smooth and effective transition to early childhood programs (Part B).

Beginning in November 2008, county Birth to 3 programs will use the Program Participation System (PPS) to refer children in county Birth to 3 programs to the local educational agency (LEA) for special education. LEAs will receive these referrals electronically and submit data for Indicator 12 through the PPS.

[Back to menu](#)

[Training and Information](#)

Program Participation System (PPS) Production - Early Childhood Transition
 Authorized users may search this site for students referred from county Birth to 3 programs and enter data on early childhood transition. This is the data specifically needed for Indicator 12.

Web Access Management System (WAMS)
 How to get a WAMS ID
 Use this site to create a WAMS ID. This is needed to access WISA and/or PPS. This is a one-time activity.

Program Participation System (PPS) Training Site
 Use this site to practice searching and entering data into PPS.

Wisconsin Integrated Security Application (WISA)
 Authorized Users Only
 The Director of Special Education, acting as the LEA's Security Coordinator for PPS, establishes who is authorized to use PPS. To access WISA, a WAMS ID is required.

Technical Assistance Materials

- This page will be available at <http://www.dpi.wi.gov/sped/spp-tran-presch.html>

For the security coordinators from our Local Education Agencies, this page will be your home when it comes to accessing PPS and related systems. Similar to the Human Services Gateway Page, links have been added to this page related to PPS. The 2 left-side links are links to PPS Production and Training regions. The 2 right-side links are particular for use by Security Coordinators. These 4 links will take you to the same places as discussed on the previous slide. This LEA Gateway page will be accessible from <http://www.dpi.wi.gov/sped/spp-tran-presch.html>

Roles & Responsibilities

- Each LEA and Birth to 3 program will have a designated Security Coordinator. This person will be authorized to grant access to people in their organization to PPS
 - LEAs – Director of Special Education and/or their designee
 - Birth to 3 Programs – County Birth to 3 Coordinator and/or their designee
- **Role of the Security Coordinators**
 - ❖ Setup their own WAMS ID
 - ❖ Inform appropriate organization members to create a WAMS ID to gain access to PPS
 - ❖ Grant members access to PPS
 - ❖ Add and update members with access to PPS using the WISA system (in training and 'live' regions)
 - ❖ Develop understanding of PPS system
- ❖ **Role of the State of Wisconsin DHS and DPI Personnel**
 - ❖ Setup all organizations in the PPS system
 - ❖ Inform Security Coordinators to create a WAMS ID
 - ❖ Assign Security Coordinators to their corresponding agencies in PPS
 - ❖ Set up appropriate security profiles in WISA to grant access to both WISA and PPS for Security Coordinators (in training and 'live' regions)
 - ❖ Monitor current status of all Security Coordinators statewide

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We will now briefly review the roles and responsibilities of Security Coordinators and their main state contacts.

Each LEA and Birth to 3 program will have a designated Security Coordinator. This person will be authorized to grant access to people in their organization to PPS

LEAs – Director of Special Education and/or their designee

Birth to 3 Programs – County Birth to 3 Coordinator and/or their designee

Role of the Security Coordinators

Setup their own WAMS ID

Inform appropriate organization members to create a WAMS ID to gain access to PPS

Grant members access to PPS

Add and update members with access to PPS using the WISA system (in training and 'live' regions)

Develop understanding of PPS system

Role of the State of Wisconsin DHS and DPI Personnel

Setup all organizations in the PPS system

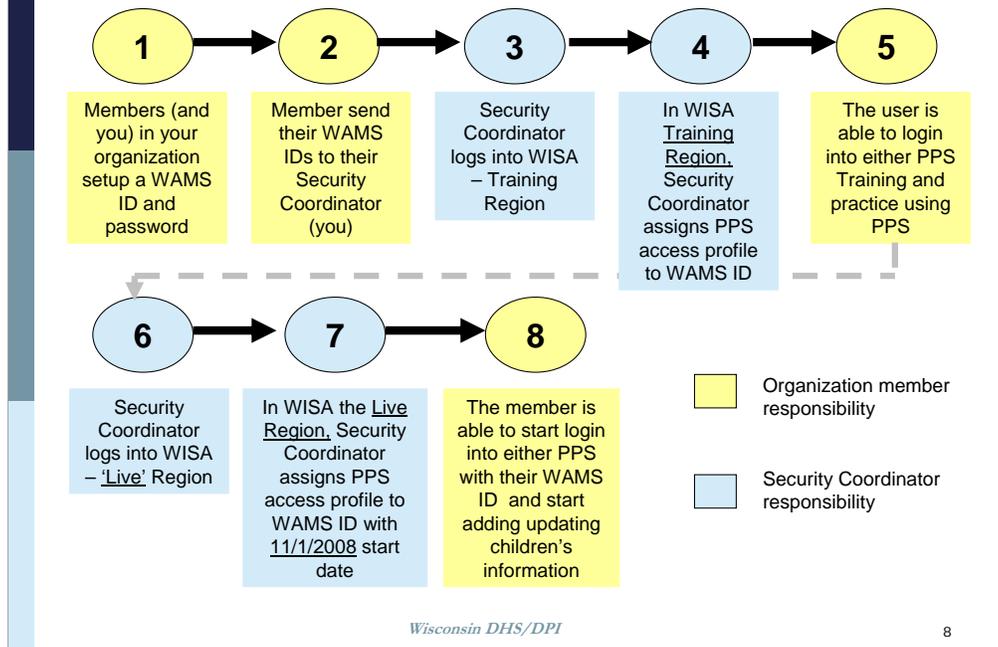
Inform Security Coordinators to create a WAMS ID

Assign Security Coordinators to their corresponding agencies in PPS

Set up appropriate security profiles in WISA to grant access to both WISA and PPS for Security Coordinators (in training and 'live' regions)

Monitor current status of all Security Coordinators statewide

Security Process Overview



The overall process you will be following for security administration is highlighted by the 8 steps on this slide. We will be showing you the web pages and systems you will need to use to accomplish these 8 steps. The steps on this slide are divided into responsibilities of your organization's members (the yellow boxes) and responsibilities of security coordinators (that means you) as highlighted with blue box.

- 1- Agency Members (and you) in your organization setup a WAMS ID and password
- 2-Member send their WAMS IDs to their Security Coordinator (you)
- 3-Security Coordinator logs into WISA – Training Region
- 4-In WISA Training Region, Security Coordinator assigns PPS access profile to WAMS ID
- 5-The user is able to login into either PPS Training and practice using PPS
- 6-Security Coordinator logs into WISA – Live Region
- 7- In WISA Production Region, Security Coordinator assigns PPS access profile to WAMS ID with 11/1/2008 start date
- 8-The member is able to start login into either PPS with their WAMS ID and start adding updating children's information

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.
- ❖ Security Coordinators must submit their own WAMS IDs to the State before they can administer security.
- ❖ WAMS IDs of your organization's members need to be submitted to local Security Coordinators (that you) so they can setup access to PPS.
- ❖ The same WAMS ID will give you access to the Training region and the 'Live' Production PPS region.

Note: WAMS ID registration is a one-time process

We are now going to give you brief background about what WAMS is and what WISA is. First WAMS.

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WAMS IDs of your organization's members need to be submitted to local Security Coordinators (that you) so they can setup access to PPS.

The same WAMS ID will give you access to the Training region and the 'Live' Production PPS region.

WISA Background

- ❖ Wisconsin's Integrated Security Application (WISA) allows authorized users the ability to control users' access to State web systems through the use of assigning a profile to a WAMS ID.
- ❖ A profile is a record associated with a user of the system that defines what pages a user can use in a system.
- ❖ Each user's WAMS ID must have a WISA Profile attached to it by a Security Coordinator before they can use PPS.
- ❖ WISA is the backbone security tool for PPS.
- ❖ WISA will ONLY be used by the State and designated Security Coordinators to set up PPS users.
- ❖ WISA access can only be granted AFTER agency administrators have created a valid WAMS ID and submitted to the State for setup.

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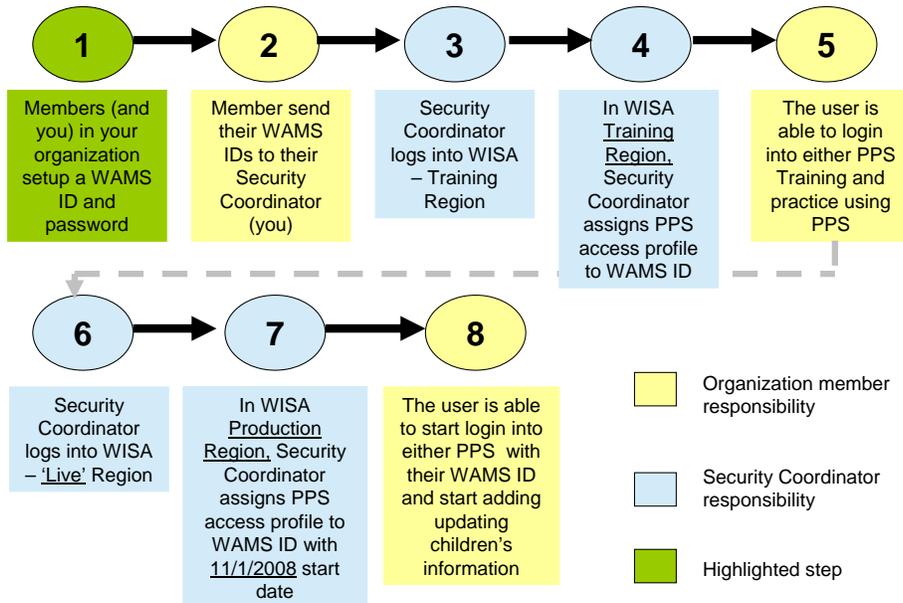
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WISA will ONLY be used by the State and designated Security Coordinators to set up PPS users.

WISA access can only be granted AFTER agency administrators have created a valid WAMS ID and submitted to the State for setup.

Getting a WAMS ID



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Now that we have reviewed the purpose of WAMS and WISA, we'll now walk through the web pages involved in our 8 step process. Step 1 is for you and your staff to create a WAMS IDs as highlighted on the slide in green.

Creating a WAMS ID and Password

The screenshot shows the 'Human Services System Gateway' page for the State of Wisconsin. The page title is 'Human Services System Gateway' with a sub-header 'Production Environment'. Below the title, there is a paragraph explaining that the page lists applications for determining functional and financial eligibility for various programs. The main content area contains several links, each with an icon and a brief description:

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

At the bottom of the screenshot, there is a note: ❖ From the gateway page, click on the **WAMS link** above.

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We'll start from the Human Services Gateway page that Birth to 3 users will be using 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. This step **only needs to be completed once** for anyone who wants to use PPS system

Creating a WAMS ID and Password

The screenshot shows the Wisconsin Department of Public Instruction website. The main content area is titled "WI State Performance Plan (SPP), Indicator #12" and "Transition from Part C to Part B". A red box highlights a link titled "Web Access Management System (WAMS) - How to get a WAMS ID" with the text "Use this site to create a WAMS ID. This is needed to access WESA and/or PPS. This is a one-time activity." A red arrow points from this link to a callout box on the right that says "Links to WAMS on DPI portal". The left sidebar contains a "DPI Menu" with various navigation options. The top navigation bar includes "Home", "News", "Visitor", "Data", "Topics", and a search box. The footer of the page reads "Wisconsin DHS/DPI".

This slide highlights the same link that a LEA user would use to access WAMS from their website. It will take the LEA user to the same place as clicking the link we showed you on the previous slide.

WAMS Application Process

The screenshot shows the 'Wisconsin User ID' page. At the top, there is a blue header with the Wisconsin state logo and the text 'State of WISCONSIN'. Below the header, the page title is 'Wisconsin User ID' with a 'Logout Help FAQ' link. The main heading is 'Wisconsin User ID' followed by 'Web Access Management System (WAMS)'. The page contains several paragraphs of text explaining the system and privacy policies. A red box highlights the 'Self-Registration' link, which is underlined and has a red arrow pointing to it. Below the link, there is a note about creating a personal Wisconsin Login Account and a 'Note' about providing a valid email address. At the bottom of the page, it says 'Wisconsin DHS/DPI' and the page number '14'.

- ❖ 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

Click the WAMS link on either Human Services or LEA Page will bring you to the 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

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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 retrieve a confirmation email sent to your email account within 3 days and confirm the account creation process.

Go to WAMS Email

Date: Tue, 29 Jul 2008 18:21:00 -0500 (CDT) [PT:1:00 PM EDT]
From: WAMS@wisconsin.gov
To: cpguroi@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 know 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

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

<http://uacn.wisconsin.gov/WAMS/AA?RSAction=AAAAID=zMMANQzEGJzDQVVJ>

If you are not able to activate your account within the allotted 5 minutes, click on the link below to start the process over.
(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. We recommend that you turn off the password memory feature of your Internet browser.

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>

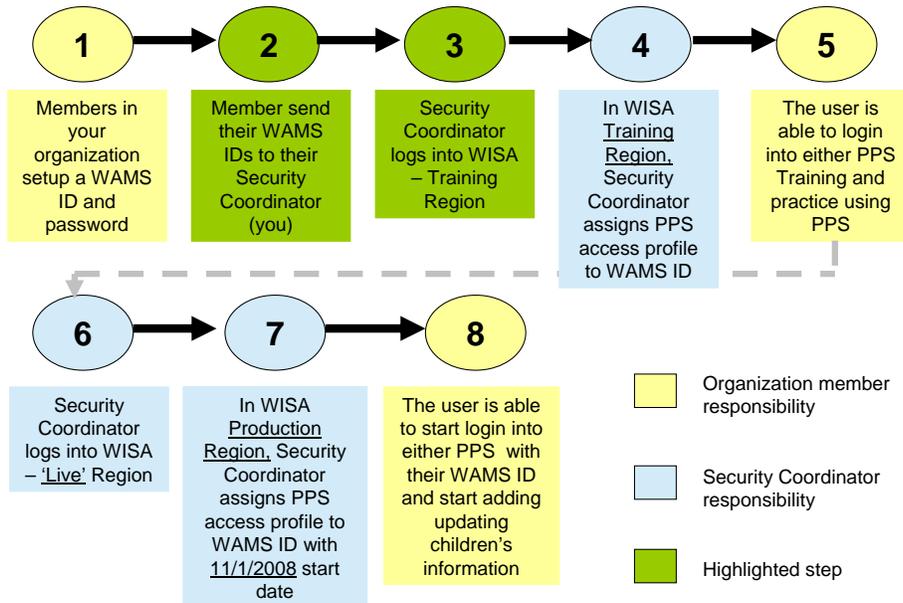
- ❖ After you click on this link, you will be routed to a login screen and be prompted to enter your new WAMS ID and password to finish the WAMS registration process
- ❖ Members should send their WAMS ID to you after they have completed this step

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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 WISA



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Step 2 in our process is pretty simple. Once an organization member has signed up for a WAMS ID, they should provide it to the Security Coordinator in their agency who will proceed to setup access. Please note, security coordinators will be providing their WAMS ID to their state contact so they can be designated as a security coordinator and perform the remaining steps we will be reviewing.

Step 3 is for the security coordinator to log into the Training Region of WISA with their own WAMS ID so that they can setup access to PPS for a organization members WAMS ID.

Accessing WISA

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.

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FSIA - Training Functional Screen Information Access (Training Environment)	PPS - Training Program Participation System (Training Environment)	

Use this link to provide access to the 'Live' WISA only

- ❖ WISA is used to add or change access to PPS for a WAMS ID.
- ❖ This WISA link will take you to the 'Live' PPS.
- ❖ **To setup users in the PPS – Training region you will need to type the following URL into your browser: <https://trn.cares.wisconsin.gov/wisa/>**

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WISA is used to add or change access to PPS for a WAMS ID. To access WISA you would go to the Human Service Gateway and click on the highlighted link. Note: The link shown takes you to the 'Live' WISA system that you would use for future Step #7. For the step we're on, Step #4, you need to access the WISA Training region via a different web address. You should use the red web address shown on the slide to complete Step #4.

Accessing WISA (DPI)

The screenshot shows the Wisconsin Department of Public Instruction website. The main content area is titled "WI State Performance Plan (SPP), Indicator #12" and "Transition from Part C to Part B". It includes a description of Indicator 12, a link to the "Indicator 12 Data Collection System: Program Participation System (PPS)", and a "Background" section. A "Training and Information" section contains several links, with a red box highlighting the "Wisconsin Integrated Security Application (WISA)" link. A red arrow points from a callout box to this link. The callout box contains the text: "Use this link to provide access to the 'Live' WISA only".

WI State Performance Plan (SPP), Indicator #12
Transition from Part C to Part B

Indicator 12: Percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays. For more detailed information regarding this indicator, please review [Indicator #12](#) of the State Performance Plan.

Indicator 12 Data Collection System: Program Participation System (PPS)

The Department of Public Instruction and the Department of Health Services have worked collaboratively to develop an electronic referral and reporting system to ensure children participating in county Birth to 3 programs (Part C) experience a smooth and effective transition to early childhood programs (Part B).

Beginning in November 2008, county Birth to 3 programs will use the Program Participation System (PPS) to refer children in county Birth to 3 programs to the local educational agency (LEA) for special education. LEAs will receive these referrals electronically and submit data for Indicator 12 through the PPS.

Background

Training and Information

- Program Participation System (PPS) Production - Early Childhood Transition**
Authorized users may search this site for students referred from county Birth to 3 programs and enter data on early childhood transition. This is the data specifically needed for Indicator 12.
- Program Participation System (PPS) Training Site**
Use this site to practice searching and entering data into PPS.
- Web Access Management System (WAMS) - How to get a WAMS ID**
Use this site to create a WAMS ID. This is needed to access WISA and/or PPS. This is a one-time action.
- Wisconsin Integrated Security Application (WISA) Authorized Users Only**
The Director of Special Education, acting as the LEA's Security Coordinator for PPS, establishes who is authorized to use PPS. To access WISA, a WAMS ID is required.

Technical Assistance Materials

Wisconsin DHS/DPI

This slide highlights the same link that a LEA user would use to access WAMS from their website. The link shown takes you to the 'Live' WISA system also that you would use for future Step #7. For the step we're on, Step #4, you need to access the WISA Training region via web address from the previous slide.

Login to WISA



Please log in

User ID

Password

This is a User Acceptance environment. Data and accounts are NOT permanent

Login

[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.

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❖ Your WAMS ID needs to be sent to (and updated by) your State contact before you can access WISA.

❖ Once setup by the State, enter your WAMS ID and Password, and click the 'Login' button to gain access to WISA

After entering the WISA Training Region web address you will be brought to a WAMS login page shown on this slide. 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 WISA.

WISA Homepage

❖ Logged in User ❖ Profile Name ❖ Logout Button ❖ Navigation Menu

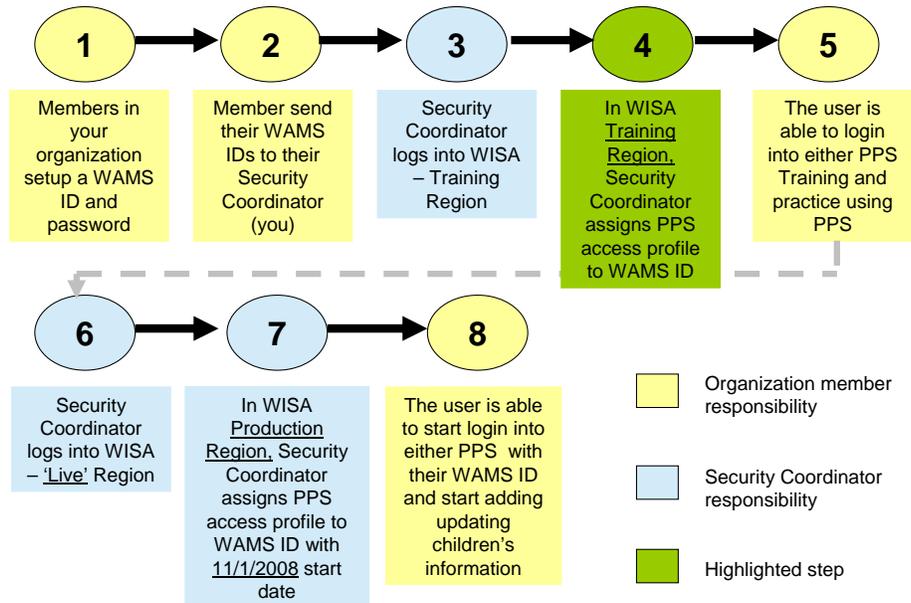
The screenshot shows the WISA homepage interface. At the top, there is a header with the WISA logo and the text 'Wisconsin Integrated Security Application'. Below this, there is a navigation bar with 'Environment: SYSTEMS' and 'Application:'. The 'Username: gurroch' and 'Profile Name: WISA-PPS-AGENCY-UPD' are displayed in the center, and a 'Logout' button is on the right. On the left side, there is a 'Navigation Menu' with 'WISA Home' and 'PPS Administration'. A callout box points to 'PPS Administration' with the text: 'Primary method to navigate WISA. Click on the "PPS User Administration" Link to setup up users' access to PPS'.

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The WISA home page that appears after you enter your login credentials is now shown on your screen. Some key features to note include 1) the right side navigation menu, this will be your prime method for getting to pages in the system, 2) the user name and profile of the logged in users, and 3) the log out button. These features appear on all pages in WISA.

Updating a User in WISA



The next step, step 4, after logging in and arriving at the WISA home page is to assign a profile to a WAMS ID. We will demonstrate this on the following slides.

Search

DO NOT switch the Search Option

****Search is accessed through the "User Administration" tab****

- ❖ **Search Option** – Users can search in both WAMS and WISA for existing WAMS IDs
- ❖ **Search Criteria** – Search by Name or Email
- ❖ **Search Button** – After all criteria has been entered, click to begin the search

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On the right side of every WISA page is the Navigation Menu. Clicking on the 'PPS Administration Link' in the Navigation Menu will cause a User Administration link to appear. Clicking on this link will cause User Search page to display as shown in this slide.

Via the User Search page you can enter either a WAMS ID in the 'User Name' field or search based on a persons name or email address. After completing these fields you would click next to get the search results.

Search Results

Wisconsin Integrated Security Application
Environment: SYSTEMS Application: PPS
Logout

Username: gurrocl4 Profile Name: WISA-PPS-AGENCY-UPD

Navigation Menu

- WISA Home
- PPS Administration
 - User Administration

User Search

Search Option

Search: WAMS WISA

Search Criteria

User Name:

Last Name: First Name:

Email:

Search Results

User Name	Last Name	First Name	MI	WAMS Email	Edit
simbs	Sim	Bruce		simbs@co.outagamie.wi.us	
access11012007	Sim	Mar			
simesan	sime	sandra			
Simmonds05	Simmonds	Amanda			
msimmons100	Simmons	Margaret			

- ❖ **"Starts with"** – Searches from this page will bring back partial and complete matches. For example, searching on 'SIM' brings back 'SIM', 'SIME' and 'SIMMONS'
- ❖ Search results will appear on the same page when you click the search button

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Click on the search button causes the page to refresh with your search results displayed underneath the search criteria (as shown on the screen). The search is a 'starts with' search. This means it returns any record that starts with what is entered. The screen shows that 'SIM' was entered and last names like SIME and SIMMONDS were returned also.

Each matching record will be displayed with a grey pencil icon on the right side that allows you to 'drill-down' for more details by clicking the icon. If you didn't get the results you want. You can modify your search criteria and click search again.

User Details Page

WISA Wisconsin Integrated Security Application Environment: SYSTEMS Application: PPS Username: briking Profile Name: WISA PPS AGENCY UPD

Navigation Menu
WISA Home
PPS Administration

User Details

User Information
Update Date: 07/02/2008 Updated By: gurec14
User Name: briannaking
Last Name: King First Name: Brianna MI:
Start Date: 12/13/2007 End Date: MM/DD/YYYY
Email: briannaking@wisconsin.gov
Comments:
Current Size = 0 characters (200 characters max)

PPS Application Access
Application Start Date: 06/23/2008 Application End Date:

PPS Profile Assignment
Admin Unit Level:
Admin Unit:
Profile:
Start Date: MM/DD/YYYY
End Date: MM/DD/YYYY
Delete

Reset Add

Admin Unit Level	Admin Unit	Profile	Start Date	End Date	Deleted
AGENCY	STATE OF WISCONSIN	AGENCY ADMINISTRATOR	06/23/2008		

Save Cancel

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Clicking on the pencil icon on the Search Results page takes you to the User Details Page. This is where you give access to PPS by assigning profiles to a user ID. There are 3 parts of the User Detail Page as shown on the page. We will discuss these on the next slides.

User Information

User Details					
User Information					
Update Date:	Updated By:				
User Name:	cggurrol				
*Last Name:	Gurrola	*First Name:	CG	Mi:	
*Start Date:	MM / DD / YYYY	End Date:	MM / DD / YYYY		
*Email:	RAZOV07@aim.com				
Comments:	<input type="text"/>				
Current Size = 0 characters (200 characters max.)					

❖ **Key Rules when adding PPS access for a new user:**

1. All fields marked with an asterisk (*) must be filled in to be considered complete
2. *Start date* - Cannot be prior to current date
3. *Email* - Must be the email address that created WAMS account (This is already defaulted when the user is brought up on the screen)
4. *End date* - Specifies when an individual's access to the system will be terminated

The User Information section of the User Details Page will default with known information for the WAMS ID or person you've looked up. Required fields are marked by a red asterisk. You should enter a Start Date of the current date for people you are giving PPS access to (if a date is not already present). After the User Information Section, there is also a PPS Access Information section where you should enter the same date.

Profiles

PPS Profile Assignment

Admin Unit Level:

Admin Unit:

Profile:

Start Date: MM / DD / YYYY

End Date: MM / DD / YYYY

Delete

Profile Assignments - allows administrators to grant appropriate access to certain levels

Start / End Dates- specifies the day an individual's access will begin or will expire in the system (immediate)

Reset Add

Admin Unit Level	Admin Unit	Profile	Start Date	End Date	Deleted

Save Cancel

❖ Complete the fields according to the table below based on whether you represent an LEA or Bto3 Program and click 'Add' then 'Save'.

	Birth to 3 Program	LEAs
Admin Unit Level	Select 'Agency'	
Admin Unit	Select your agency's name which should display in the list	
Profile	Select 'Birth to Three Full Access'	Select 'Local Education Agency Full Access'
Start Date	In Training – enter 10/1/2008, if 'Live' region enter '11/1/2008'	

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Next you will complete the PPS Profile Assignment Page. Complete the fields according to the table shown on the page based on whether you represent an LEA or Bto3 Program. Fields will become enabled as you start from the top and work your way down. When complete, click the grey 'Add' button.

Adding Users

The screenshot displays the 'Adding Users' interface. It features three main sections: 'User Information', 'PPS Application Access', and 'PPS Profile Assignment'. The 'User Information' section includes fields for 'Update Date', 'User Name' (set to 'hthawk'), 'Last Name' (set to 'King'), 'First Name' (set to 'Luther'), 'Start Date', 'End Date', 'Email', and 'Comments'. The 'PPS Application Access' section includes 'Application Start Date' (07/25/2008) and 'Application End Date'. The 'PPS Profile Assignment' section includes 'Admin Unit Level' (Agency), 'Admin Unit' (Jefferson Birth to Three), 'Profile' (Birth to Three Update Access), 'Start Date', and 'End Date'. A red arrow points from the 'Add' button in the 'PPS Profile Assignment' section to a table below. The table has columns for 'Admin Unit Level', 'Admin Unit', 'Profile', 'Start Date', 'End Date', and 'Deleted'. A single record is shown in the table: 'AGENCY', 'JEFFERSON BIRTH TO THREE', 'Birth to Three Update Access', '07/25/2008'. Another red arrow points from the 'Add' button in the 'User Information' section to the 'Save' button at the bottom right. A third red arrow points from the 'Save' button to the 'Save' button at the bottom right. The 'Save' button is blue, and the 'Cancel' button is grey. The page number '28' is visible in the bottom right corner.

- ❖ Once all information is provided, click on the **Add button**
- ❖ This will then populate and be displayed as a new record for that individual
- ❖ Click on the **Save button** to update changes

Admin Unit Level	Admin Unit	Profile	Start Date	End Date	Deleted
AGENCY	JEFFERSON BIRTH TO THREE	Birth to Three Update Access	07/25/2008		<input type="checkbox"/>

On the previous slide, when you click the Add button it takes the information entered in the field and puts it in the list as shown on this screen. After you have added a record to the list, then click the blue Save button.

Terminating Access

The screenshot shows the 'User Details' form for user 'martel'. The 'User Information' section includes fields for User Name, Last Name, First Name, Start Date, and End Date. The 'PPS Application Access' section shows the 'Application End Date' field. The 'PPS Profile Assignment' section includes a table with columns for Admin Unit Level, Admin Unit, Profile, Start Date, End Date, and Deleted. A red arrow points from the 'Update' button in the 'PPS Profile Assignment' section to the 'End Date' field in the 'User Information' section. Another red arrow points from the 'Update' button to the 'Save' button at the bottom of the form.

- ❖ First, click on the Edit Icon 
- ❖ Enter an "End Date" for an individual and click on the **Update button**
- ❖ This will then populate and be displayed as a new record with that specific "End Date"
- ❖ Click on the **Save button** to update changes

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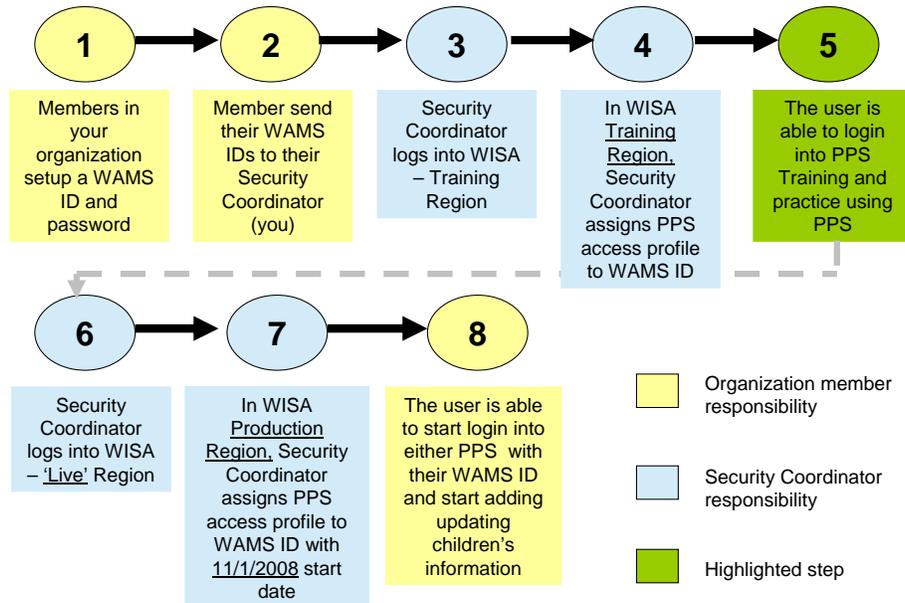
If someone leaves your organization, you are required to terminate their access to PPS. To do this you would navigate to the individuals information by searching for them as we've shown on the past couple slides. You would then on the pencil icon to edit it and add a End Date. The Add button will have changed to an 'Update' button which would put the record back into the list with your updates.

Error Messages

The screenshot displays the WISA (Wisconsin Integrated Security Application) interface. At the top, the header shows the WISA logo, environment (SYSTEMS), application (PPS), and user information (Username: brkling, Profile Name: WISA.PPS.AGENCY.UPO). A navigation menu on the left includes WISA Home and PPS Administration. The main content area is titled 'User Details' and contains a red banner with the message: 'The following events have occurred:'. Below this banner, two error messages are listed: 'GL001 :Data Required: Please Enter Data in 'Start Date' field' and 'GL001 :Data Required: Please Enter Data in 'Email' field'. Red arrows point from these messages to the 'Start Date' and 'Email' fields in the 'User Information' section. The 'User Information' section includes fields for 'Update Date', 'User Name' (with a 'lookup' button), 'Last Name' (containing 'Jing'), 'First Name' (containing 'Luther'), 'Start Date', 'End Date', 'Email', and 'Comments'. Below this is the 'PPS Application Access' section with 'Application Start Date' (07/25/2000) and 'Application End Date'. The 'PPS Profile Assignment' section includes 'Admin Unit Level' (Agency), 'Admin Unit', 'Profile', 'Start Date', 'End Date', and a 'Delete' button. At the bottom, there are 'Save' and 'Cancel' buttons. A blue callout box on the right contains the text: 'Error Messages – These will appear at the top of the screen if fields are left empty or if improper data is entered'.

As you are working in WISA you may encounter red error messages like what is shown on the page. These messages tell you if you forgot to enter a field, or entered something incorrectly (like putting an invalid date in a date field). If you get stuck, you can click the cancel icon to get off the page and then go back in and start again.

Logging into PPS Training Site



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After you have finished setting up your organization's member's WAMS ID in WISA's Training region, as shown in Step 5, they will now be able to log into the PPS Training Region and begin practicing on the new system.

Logging into PPS-Training Site

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)	

PPS Training Region—
A PPS training region is like the 'live' region and allow users to go in and get a hands-on feel for the system

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

****Note:** In order to access the Bto3 Module, users must go into PPS**

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For Birth to 3 users, they should access the PPS Training Region by using the highlighted link on the Human Services Gateway page as shown on the screen.

Logging into PPS-Training Site

The screenshot shows the Wisconsin Department of Public Instruction website. At the top, the logo reads "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION" with the tagline "NEW WISCONSIN PROMISE: A QUALITY EDUCATION FOR EVERY CHILD". Below the logo is a navigation bar with links for Home, News, Visitor, Data, and Topics, along with a search box. The main content area is titled "WI State Performance Plan (SPP), Indicator #12" and "Transition from Part C to Part B". It includes a description of Indicator 12 and information about the Indicator 12 Data Collection System: Program Participation System (PPS). A red box highlights a link titled "Program Participation System (PPS) Training Site" with the text "Use this site to practice searching and entering data into PPS." A red arrow points from a callout box to this link. The callout box contains the text "Use this link to go to PPS Training Site". On the right side of the page, there is a vertical menu titled "Indicators" listing various educational metrics.

Use this link to go to PPS Training Site

Program Participation System (PPS) Training Site
Use this site to practice searching and entering data into PPS.

For School District users, they should access the PPS Training Region by using the highlighted link on the DPI website as shown on this screen.

Logging into PPS-Training Site



Please log in

User ID

Password

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

[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.

Users logging into PPS will receive a WAMS login page. This page is identical to the one you encounter when you logged into WISA, but will take them to a different system after they successfully enter their WAMS ID and password

PPS Homepage

Help - Link to Help Page

Program Participation System
SYSTEMS

User ID: **briking** User Name: **B King** Help Logout

Navigation Menu

- PPS Main Menu
- PPS Home
- Search
- Basic Registration

Program Participation System Home

Most recently accessed participants. Click magnifying glass to view/edit.

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	

Navigation Menu

- Allows quick navigation to different system features
- Based on security profile and user's agency
- Shows on all pages

Recently Visited Individuals

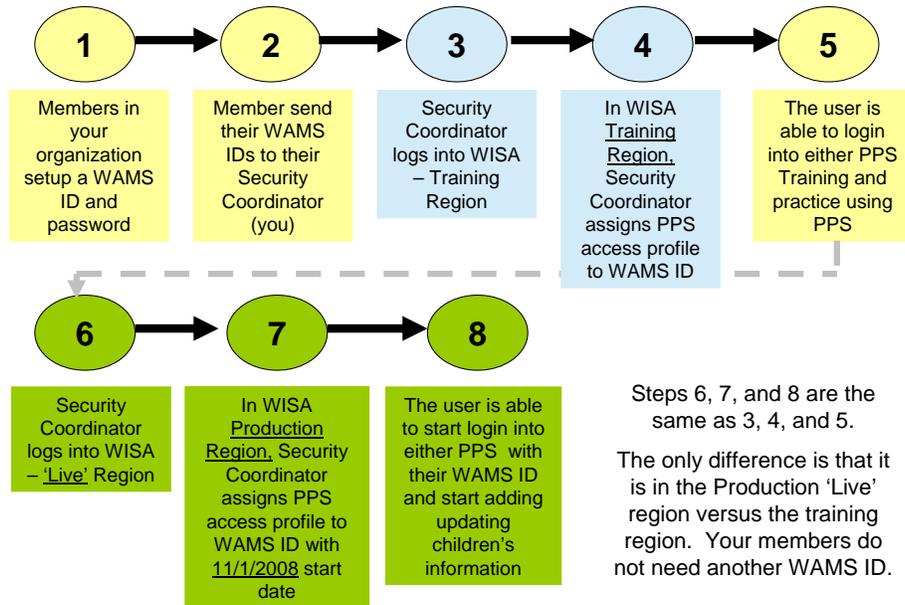
- System lists most recently visited individuals
- Quick click of icon loads the individual's details for viewing and updating

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This is the actual homepage of the PPS system. It looks very similar to WISA. 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 icons on the right you will be directed to that individual’s summary page that has all the details associated with that person. We will not be covering the features of PPS in this training session.

Repeat for 'Live Region' Access



Steps 6, 7 and 8 are the same as Steps 2,3, and 4. The only difference is you are setting up access to the Live PPS System and not the PPS Training Region.

Logging into PPS-Production 'Live' Site

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 of Wisconsin. The functional eligibility is determined for Adult, Children's and Mental Health pt includes FoodShare, Medicaid, SeniorCare, SSI Care Taker Supplement, Wisconsin Works a

PPS and WISA Live Regions

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

❖ From the Gateway page, click on the **PPS and WISA links to perform steps 6, 7 and 8.**

If you are a Birth to 3 security coordinator, perform Steps 6, 7, and 8 using the links on the Human Services Gateway Page as shown on the screen.

Logging into PPS-Production 'Live' Site

The screenshot displays the Wisconsin Department of Public Instruction website. At the top, the logo for Wisconsin Department of Public Instruction is visible, along with the tagline "NEW WISCONSIN PROMISE: A QUALITY EDUCATION FOR EVERY CHILD". Below the logo is a navigation bar with links for Home, News, Visitor, Data, and Topics, and a search box. The main content area is titled "WI State Performance Plan (SPP), Indicator #12" and "Transition from Part C to Part B". It includes a description of Indicator 12 and information about the Indicator 12 Data Collection System: Program Participation System (PPS). A red box highlights a section titled "PPS and WISA Live Regions" which contains four links: "Program Participation System (PPS) - Production - Early Childhood Transition", "Web Access Management System (WAMS) - How to get a WAMS ID", "Program Participation System (PPS) Training Site", and "Wisconsin Integrated Security Application (WISA) - Authorized Users Only".

❖ From the DPI portal page, click on the **PPS and WISA links to perform steps 6, 7 and 8.**

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If you are a LEA security coordinator, perform Steps 6, 7, and 8 using the links on the DPI website as shown on the screen.

Demonstrations

- ❖ Getting a WAMS ID
- ❖ Giving PPS access to a WAMS ID by using WISA
- ❖ Logging into PPS with a WAMS ID

Key Steps (Security Coordinator Checklist)

- ❖ Note: These actions only need to be done once for yourself:
 - ❖ Create a WAMS ID for yourself at using the links on the respective gateway pages shown in the presentation or at:
 - ❖ <https://on.wisconsin.gov/WAMS/homeaccounts>
 - ❖ Send the WAMS ID to your state contact at:
 - ❖ **DPI – Nancy Fuhman, nancy.fuhrman@dpi.wi.gov**
 - ❖ **DHS – Marcie Perkins, perkime@dhfs.state.wi.us**
- ❖ Note: These actions need to be done once for each user in your agency that will use PPS:
 - ❖ Inform users in your agency to create WAMS IDs at the same link as above
 - ❖ Log into the Training WISA Training Region at the link below and setup access for the ID to the PPS Training Region:
 - ❖ <https://trn.cares.wisconsin.gov/wisa/>
 - ❖ Log into the WISA 'Live' Region using the links on the respective gateway pages shown in the presentation or at or the link below and setup access for the ID to the PPS Live Region:
 - ❖ <https://prd.cares.wisconsin.gov/wisa>
 - ❖ Terminate a user's access when they leave

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

Note: These actions only need to be done once for yourself:

Create a WAMS ID for yourself at:

<https://on.wisconsin.gov/WAMS/homeaccounts>

Send the WAMS ID to your state contact at:

DPI – Nancy Fuhman, nancy.fuhrman@dpi.wi.gov

DHS – Marcie Perkins, perkime@dhfs.state.wi.us

Note: These actions need to be done once for each user in your agency that will use PPS:

Inform users in your agency to create WAMS IDs at the link below and send them to you:

<https://on.wisconsin.gov/WAMS/homeaccounts>

Log into the Training WISA Training Region at the link below and setup access for the ID to the PPS Training Region:

<https://trn.cares.wisconsin.gov/wisa/>

Log into the WISA 'Live' Region at the link below and setup access for the ID to the PPS Live Region:

<https://prd.cares.wisconsin.gov/wisa>

Lastly, on behalf of DHS and DPI, we thank you for taking the time to complete Security Coordinator training for the PPS system.