



Wisconsin Department of Health Services

Instructions for Obtaining a Wisconsin Access Management System (WAMS) ID and Access to Program Participation System (PPS) Children's Long-Term Supports (CLTS) and Autism Treatment Services Wait Lists

The CLTS and autism treatment services wait lists are located in PPS (<https://pps.wisconsin.gov/>). In order to receive access to the wait list systems a WAMS ID and access to PPS is needed.

1. User Profile Options

- A. Children's Wait List CLTS Full Access:** User has full access to register, modify, add and close children's profiles and run reports of the county waiver agency's (CWA) CLTS wait list.
- B. Children's Wait List CLTS View Only Access:** User has access to view the CWA CLTS wait list and run reports.
- C. Autism Treatment Services View Only Access:** User has access to view the profiles and run reports of children on the autism treatment services wait list in the CWA for which the user has access.

2. County Waiver Agency Users

A. Obtaining a WAMS ID and access to the CLTS Wait List Systems:

- 1. Go to <http://www.dhs.wisconsin.gov/pps/general/AccessingPPS.pdf>.
- 2. Follow the instructions on the slides.
- 3. Information filled out on slides 15 and 16 will be the following for CLTS program staff:
 - a. Agency Name (field 6): CLTS county waiver agency name (e.g., CLTS Door County)
 - b. Agency Supervisor (field 7): CLTS lead
 - c. Profiles (field 9): Choose the appropriate User Profile based on the descriptions above
 - Children's Wait List CLTS Full Access
 - Children's Wait List CLTS View Only Access
 - Autism Services View Only Access

B. Obtaining access to the CLTS Wait List Systems:

- 1. Go to <http://www.dhs.wisconsin.gov/pps/general/AccessingPPS.pdf>.
- 2. Begin the PPS request on slide 13 of the PPS Training PowerPoint. The Gateway Page in reference can be found at <https://pps.wisconsin.gov/>.
- 3. Information filled out on slides 15 and 16 will be the following for CLTS program staff:
 - a. Agency Name (field 6): CLTS county waiver agency name (e.g., CLTS Door County)
 - b. Agency Supervisor (field 7): CLTS lead
 - c. Profiles (field 9): Choose the appropriate User Profile based on the descriptions above
 - Children's Wait List CLTS Full Access
 - Children's Wait List CLTS View Only Access
 - Autism Services View Only Access