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TO: **Income Maintenance Supervisors
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Income Maintenance Staff
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Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators**

FROM: **Shawn Tessmann, Bureau Director
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DHS OPERATIONS MEMO

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FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>

SUBJECT: New Way to Access Online Reports from CARES

CROSS REFERENCE:

EFFECTIVE DATE: ~~JUNE 15, 2015~~ June 30, 2016

PURPOSE:

The purpose of this memo is to communicate a change in how Income Maintenance (IM) workers will access online reports from the CARES mainframe beginning ~~June 15, 2015~~ June 30, 2016.

BACKGROUND:

Currently, IM workers use the online report distribution product called Enterprise Output Solution (EOS) to access qualifying reports from the CARES mainframe.

Effective ~~June 15, 2015~~ June 30, 2016, reports currently accessed using EOS will instead be accessed using a new web access server called Control-D. Control-D can be directly accessed using the worker's web browser.

POLICY:

There are no policy changes with this update.

CARES:

The **Income Maintenance/Workforce Development Systems Gateway page in CARES Worker Web (CWW)** will be updated with a Control-D link on **June 15, 2015 June 30, 2016**.

ACCESSING REPORTS USING CONTROL-D:

To access reports using Control-D, workers should follow these steps:

1. Either click on the Control-D link on the **Income Maintenance/Workforce Development Systems Gateway page (available June 15, 2015 June 30, 2016)** or open Internet Explorer and enter the following URL: <https://control.d.wisconsin.gov/wa>. This will take workers to the Control-D log-on page.
2. Enter their User Name and Password. The User Name and Password for Control-D are the same as the worker's CARES Worker Web (CWW) and Mainframe User Name and Password. The "Host" field should show a default of "CTDP" for production. See sample screen shot below.



After logging in, workers will be directed to the Filter page.

3. On the Filter page, enter the EOS four-character form name or report number in the "Category" field (highlighted in the screenshot on the following page) and click Apply or hit Enter. Control-D will then display a list of report(s) on the Report List page.
 - **Note:** The Filter page allows workers to save frequently used filters and set default filters for future use. Saved filters will only be saved to that worker's profile **and will disappear if the browser cookies are cleared.**

The screenshot shows the BMC Software Filter interface. At the top, there are navigation links for 'Report List', 'Logout', and 'Help'. Below this is a 'Filter' section with the instruction 'Select the criteria for filtering the report list'. A 'Filter name' dropdown is set to 'No predefined filter'. To the right are 'Delete' and 'Save' buttons. Below this, there is a section for 'Include filtered reports from:' with a dropdown set to 'Current folder only' and a checked 'Apply to all folders' checkbox. The main area is divided into tabs: 'Report Parameters', 'Date&Time', 'Report Type', and 'Index'. The 'Report Parameters' tab is active, showing several input fields: 'Report Name', 'Job Name', 'Remark', 'Category' (highlighted with a red box), 'Index Name', 'Index Value', and 'Recipient'. To the right of these fields is a 'Report Status' section with three checkboxes: 'Active' (checked), 'History', and 'Migrated'. At the bottom of the form are 'Default' and 'Apply' buttons, with the 'Apply' button highlighted by a red box.

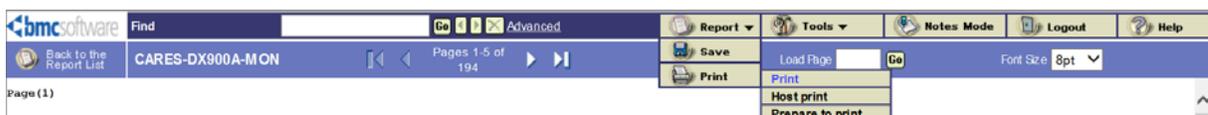
To view a report, workers should:

1. Click on the report name or hover their mouse over the report name.
2. From the menu that appears, choose "Open Report."
 - **Note:** Workers can also print a report, view it as a PDF or XLS document, add or view notes, and save the report. Notes are unique to each report and, if saved to a report, that are saved to reports are viewable by all users with access to that agency's reports report.



To print a report, workers should:

1. Click on “Report” located at the top of the page; a drop-down box will display.
2. Click “Print.” Printing options are also available through the report list dropdown box. From the report list, workers can hover over the report name to bring up the pop-up menu. From there, workers can select the “Print” option. If a worker chooses the “Print As” option, he or she can print the report as a PDF.



Control-D will display the report in a Web version. The Control-D reports will look the same or similar to the EOS reports except that workers will no longer need to scroll from left to right to view all of the columns.

CONTACTS:

BEPS CARES Information and Problem Resolution Center

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – SeniorCare, CTS – Caretaker Supplement, FSET – FoodShare Employment and Training.

DHS/DHCAA/BEPS/LK