



Wisconsin Department of Health Services

PPS Employment Data Module Pilot

Quick Reference Guide for MCO or ICA Staff Entering Data



1. Go to <https://pps.wisconsin.gov/>
2. Click on PPS Production
3. Log In - You will be taken to the "PPS Home Page"
4. In the "Navigation Menu" on the left side of the page, click on "**Employment Outcomes**" - You will be taken to the "Employment Outcome Listing" page.
5. In the "Filter Options" section, change "Assigned Provider" from "All" to "**No**" and click "Filter"
6. In the "Employment Outcome Listing" section, click on the magnifying glass in the "View/Edit" column for the first individual on the list you see
7. The first two questions under the "Employment Goals" section **are not marked** with a red asterisk, but **are required** for outcome reporting.
 - a. Whether or not the individual has integrated, community employment outcome/goal
 - b. Whether or not the individual was employed in the report month
8. Answer all questions that have a **red asterisk (*)** next to them
9. After all the questions with a red asterisk next to them are completed, click "Save and "Previous" at the bottom, right corner of the page
10. Repeat steps 5 through 9 until no one is left in your list
11. If there is anyone in your list who should not be, select "Incorrectly Assigned" in the menu that follows "MCO/IRIS" near the top of the page.