Wisconsin Department of Health Services
PPS Employment Data Module Pilot
Quick Reference Guide for Employment Service Provider 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 "Employment Outcome Listing" section, click on the magnifying glass in the "View/Edit" column for the first individual on the list you see

6. The first two questions under the "Employment Goals" section **are not marked** with a red asterisk, but **are required** for outcome reporting. Please be sure to complete these questions.

   a. Whether or not the individual has integrated, community employment outcome/goal
   b. Whether or not the individual was employed in the report month

7. Answer all questions that have a red asterisk (*) next to them.

8. 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

9. Repeat steps 5 through 8 until no one is left in your list

10. If there is anyone in your list who should not be, select "Incorrectly Assigned" in the menu that follows "Employment Provider" near the top of the page.