Employment Outcome Data Collection and Reporting System

Steps for Setting Up Access for MCO, ICA or Employment Service Provider Staff Who Will be Entering Data into the System

Step 1: Each Staff Person Needs to Obtain a
WAMS ID

- ☐ Access the following URL to obtain access to the Department of Health Services website by requesting a WAMS ID: https://pps.wisconsin.gov/
- ☐ Click the WAMS link and complete the self-registration to obtain a WAMS ID and password
- ☐ Read the instructions and click the Accept button if you accept the terms of use.
- ☐ Complete the self-registration form filling in all required fields.
- ☐ An email message will be sent to the email address that you specify. The content of this email message will contain a link that allows you to confirm your access.
- ☐ Any problems with this step, email Ellie Hartman at DHS: ellie.hartman@dhs.wisconsin.gov

Step 2: Each Staff Person Needs to Complete a PPS Request

- Return to the same web page: https://pps.wisconsin.gov/
- Click on PPS – Request Access link
- Enter your WAMS ID and password obtained in Step 1 to login to WAMS
- Access the Program Participation System Web Access Request form.
- Complete the form - filling in all required fields.
- Under the Agency Information section be certain to choose the checkbox that fits the requested access:
  - MCOs or IRIS should select or write in "Requesting MCO or IRIS FULL ACCESS".
  - Providers should select or write in "Requesting OIE EMPLOYMENT PROVIDER FULL ACCESS."
  - OFCE should select or write in "Requesting OIE OFCE FULL ACCESS".
  - Click the submit button when completed.
- Print the form and fax it to the State Security Officer fax number at 608-267-2437.
- Any problems with this step, email Ellie Hartman at DHS: ellie.hartman@dhs.wisconsin.gov

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Step 3: Each Staff Person Needs to Confirm Their Ability to Access PPS System

- State Security Officer will email you when you have been granted access.

- Once access has been granted, return to the Gateway page: https://pps.wisconsin.gov/

- Confirm access has been granted by clicking on PPS – Production and ensuring you can log into the system.

- Questions or problems with this setup can be directed to Ellie Hartman at DHS: ellie.hartman@dhs.wisconsin.gov

Step 4: Each MCO, ICA and employment provider needs to…

- Send a list to DHS that includes the names of all individual staff that will be entering data along with each staff person's WAMS ID user name.

- Send this list by email to *Ellie Hartman*

  ellie.hartman@dhs.wisconsin.gov

Additional Help Contact Information

- The DHS SOS Help
  - E-mail: DHSSOSHelp@dhs.wisconsin.gov