

PPS Referral Management Module (MDS 3.0 Section Q Referrals) Quick Reference Guide for Nursing Home Users

1. Go to <https://pps.wisconsin.gov/>

2. Click on **PPS Production**



PPS - Production

Program Participation System (Production Environment)

3. Login – Enter your WAMS ID and password



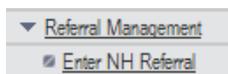
User ID:

Password:

Login

4. You will be taken to the "PPS Home Page"

5. In the "Navigation Menu" on the left side of the page, click on "Referral Management" and then click on **"Enter NH Referral"** - You will be taken to the "Referral Entry" page.



6. Answer all fields that have a red asterisk (*) next to them

7. **Nursing Home Information** – Defaults based upon the person logged in

8. **Nursing Home Contact Information** – Complete all required (*) fields

- Upon first entry this section will be blank. Once a contact is documented that individual's information will be saved and will pre-populate for each new referral.
- *Name, Title, Email, *Phone

9. **Resident Information** – Complete all required (*) fields

- *Original Admission Date, *First Name, *Last Name, Gender, *Birth Date, *Resident's Phone, *County Location Preference, *Current Nursing Home Payer (check all that apply)

10. **Legal Guardian, Power of Attorney Contact, or Other** – Complete all required (*) fields

- Answer all three questions – **only one question can be marked as yes**
- Provide Contact Details (document as much information as you can)
 - *First Name, *Last Name, Address, City, State, Zip, *Phone, Email

11. Review information for completeness and accuracy

- If you need a copy**, click the print button  in the upper right of the screen.
- You **will not** be able to search and print the referral until the LCA has started processing the referral.

12. Submit referral – Click **"Submit"** on the bottom right corner of the screen

Protocol or MDS Questions?

Contact the Division of Quality Assurance at: Dinh.Tran@wisconsin.gov or (608) 266-6646

System Questions?

Contact DHS SOS Help at: DHSSOSHelp@wisconsin.gov or (608) 266-9198

