WISCONSIN DEPARTMENT *of* **HEALTH SERVICES**

Division of Care and Treatment Services

Quick Guide to Running PPS PORTAL Reports

Accessing Business Objects

1. Using your web browser, access ForwardHealth at: https://www.forwardhealth.wi.gov/WIPortal/
2. Click on the Partners button:

3. Using the credentials you submitted during the access request process, sign in on the right-hand side of the page:

4. After logging in, you will be brought to your Partner Secure Homepage. Click the Business Objects WebI link on the right-hand side of the page:
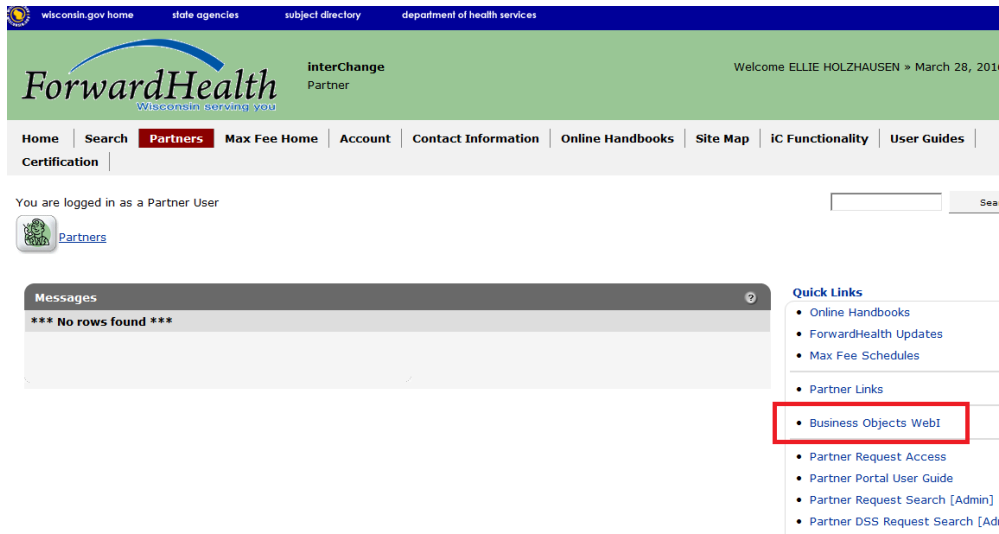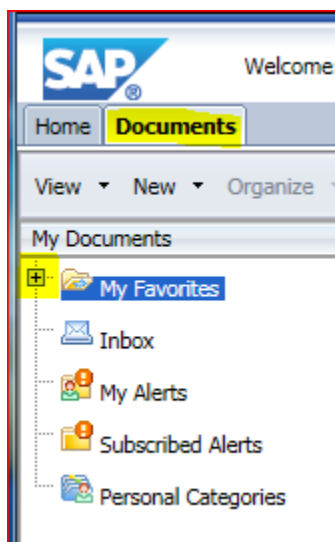

5. Click on the link "Business Objects (Link to WEBI)":

6. A new tab will open, showing a login screen. Log in using the same credentials that you used to log in to the ForwardHealth Portal:
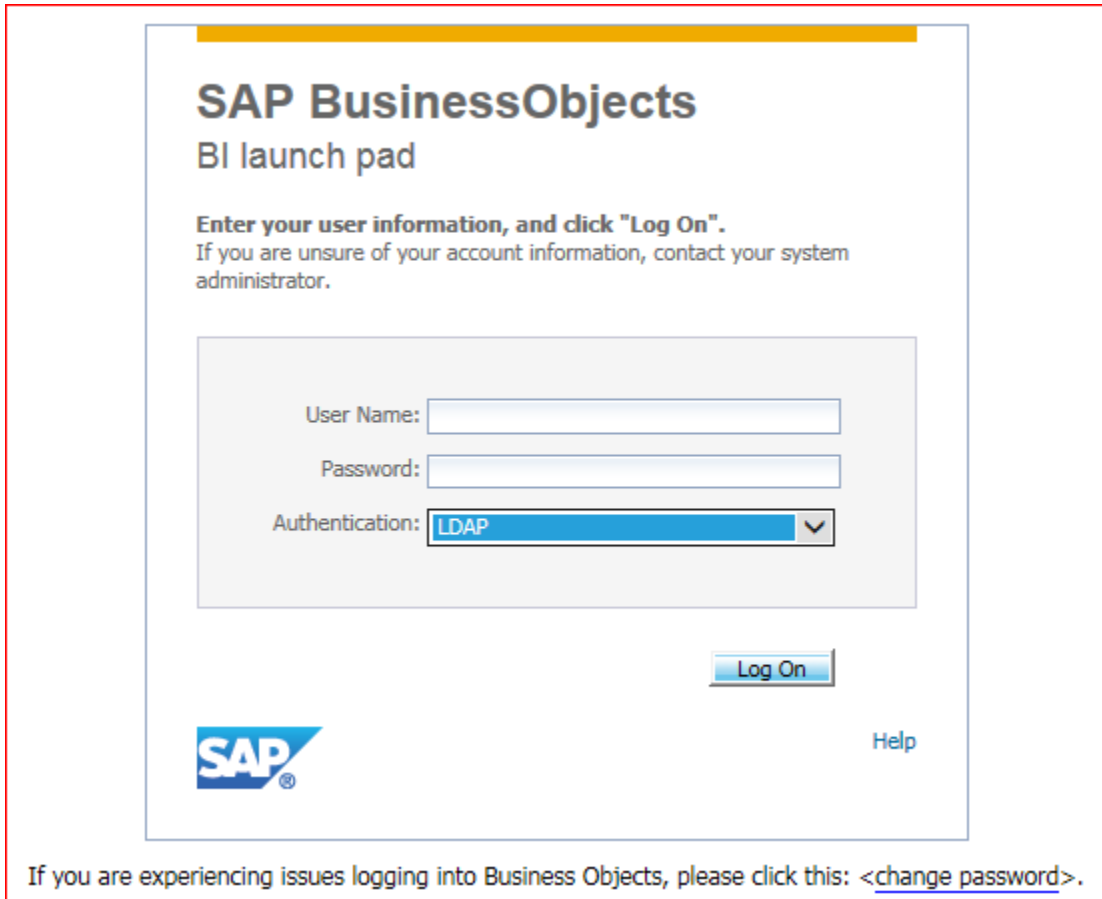
7. You will be taken to your WEBI homepage. To access reports, click on the **Documents** tab:

8. This will take you to a list of all the documents available to you. You will need to navigate to the lower left-hand corner and click the "Folders" bar. You may need to click on the + next to the folders on the left pane of your screen in order to see all of the available documents:
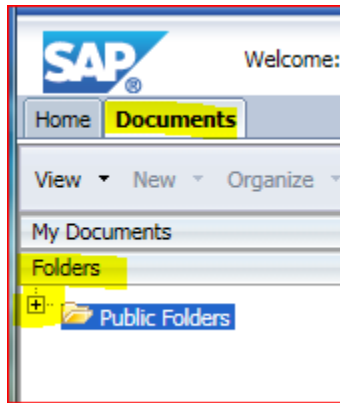
9. Once you have expanded all of your folders, you should see something similar to the following. The **_All WI Statewide** folder contains reports with statewide aggregate data. The folder with your county's name on it contains reports specific to your county. These reports fall into one of four categories: Consumer Profiles, Data Quality, Outcomes, and Service Utilization.
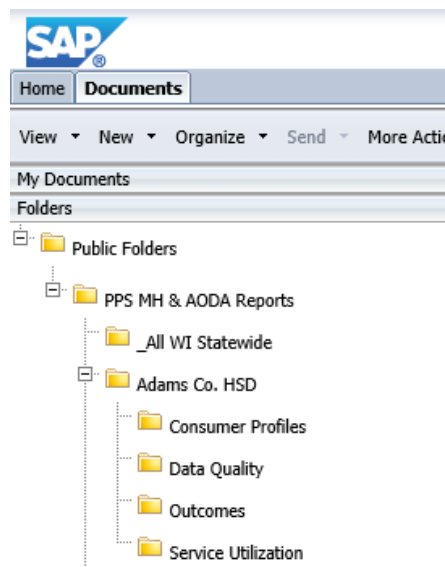
10. To access the reports in any one of these categories, simply click on the folder and a list of the available reports will be shown in the right pane. For demonstration purposes, this guide will walk you through running a Consumer Profile report, but you can repeat this process with any of the other reports. Click on the **Consumer Profile** folder:
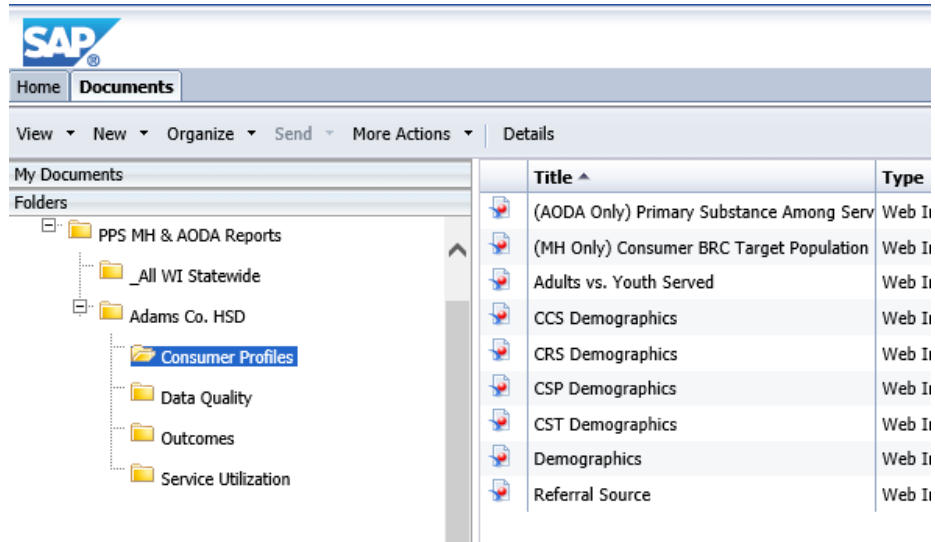

11. Now that you are within the folder, you can choose the report that you would like to run listed on the right side of your screen. This guide will use the **Adults vs. Youth Served** report for demonstration purposes, but repeat this process for any other report that you are interested in. **Right-Click** on the report that you would like to run. You will see the following drop-down menu:
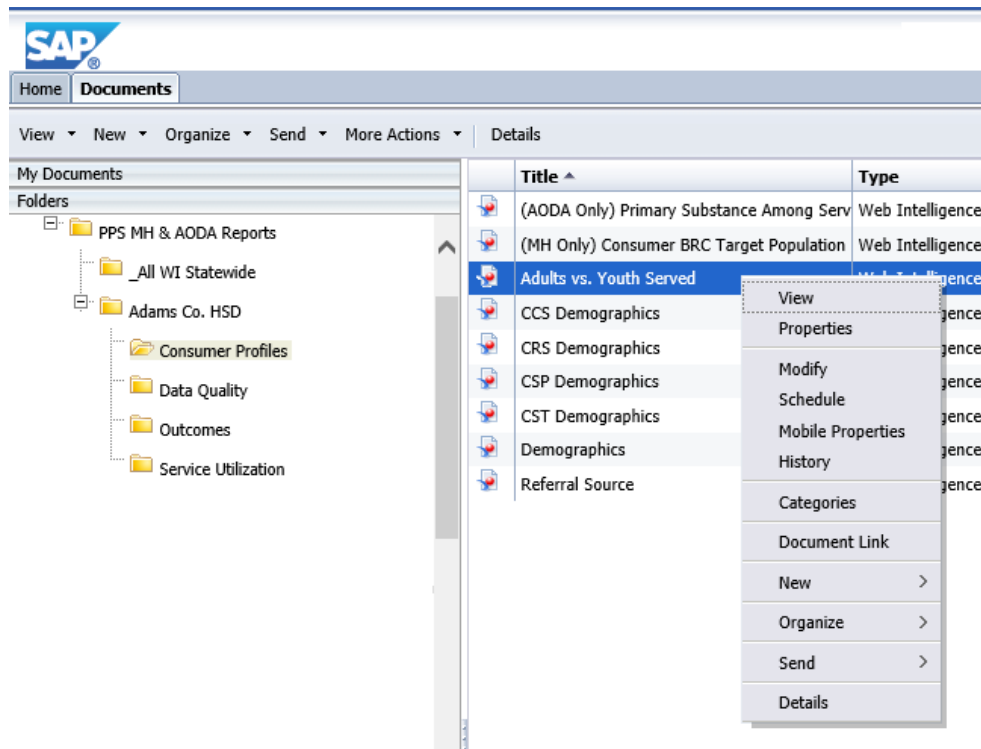
12. Select **View**:
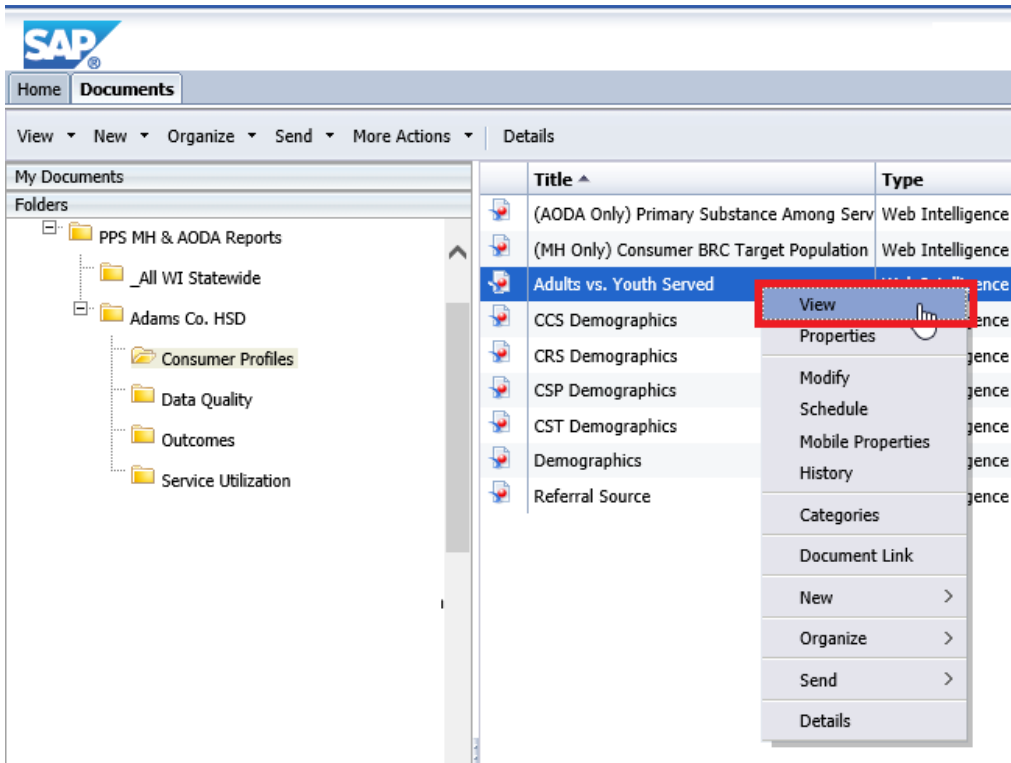
13. Now you should see the content of the report. For some reports, there are tabs on the bottom that allow you to toggle between substance use and mental health information. For some reports which will have either "AODA Only" or "MH Only" in their title, this option is not available:
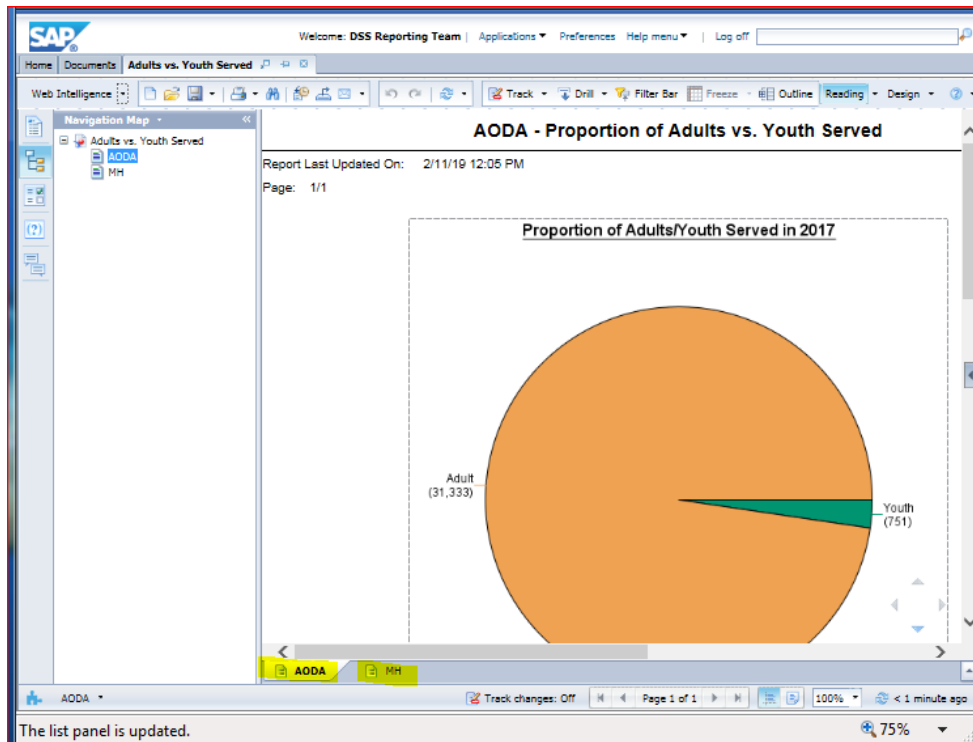
Saving a Report

Once you have accessed a report following the previous steps, you may choose to save the report that you have viewed. The following will show you how to do this.

1. In the upper-left corner of the screen, click the **Export** icon > click **OK**:
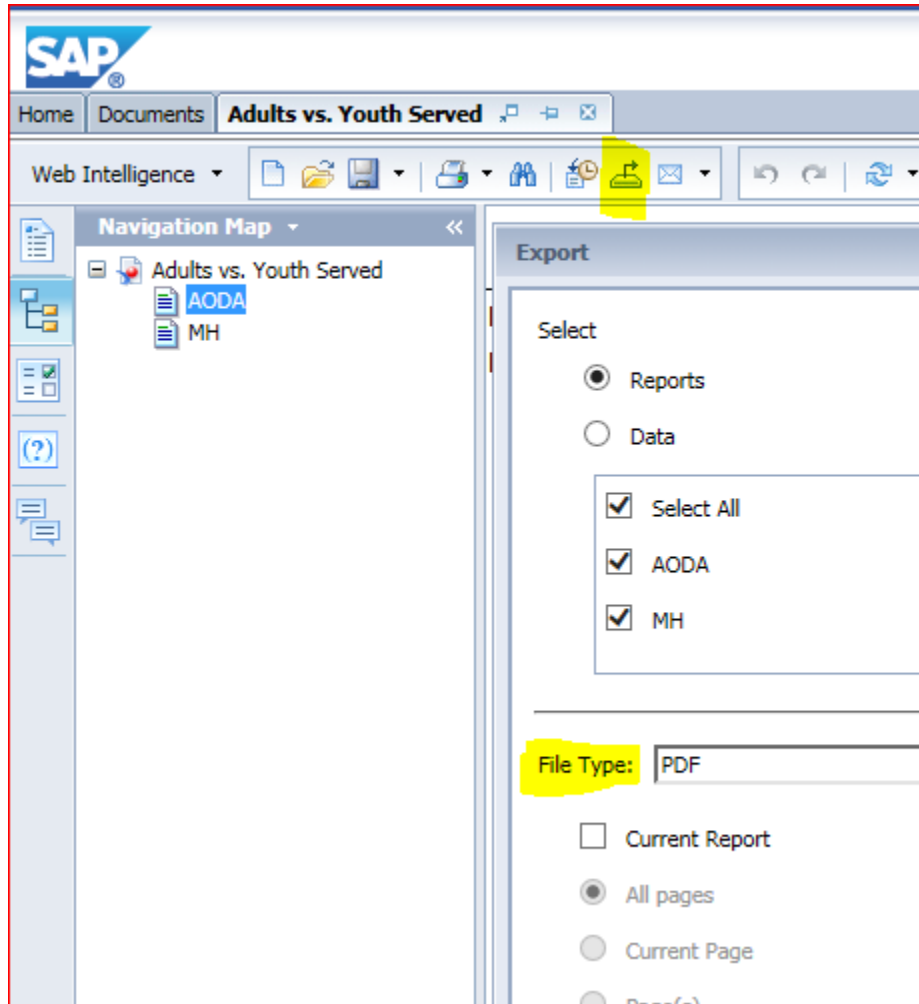
2. Depending on which internet browser you're using, the steps here may vary, but you can save the report following the steps that you would typically follow to save a downloaded document.

Where to Get Help

For questions related to your ForwardHealth logins or any errors that you are experiencing, please contact the ForwardHealth Portal Help Desk:

Email: vedswiedi@wisconsin.gov
Phone: 1-866-908-1363