

## Dementia Care Specialist SharePoint Site

Last Revised: September, 2021

### Purpose

The purpose of this document is to serve as a tool for dementia care specialists (DCS) and their supervisors to gain access to and navigate the DCS SharePoint site. Additionally, this document outlines SharePoint site reporting requirements to support consistent statewide reporting for DCS at Aging and Disability Resource Centers (ADRC) and Tribal Agencies. DCS are required to report specific programming, services, evidence-based and evidence informed programs, marketing, and outreach. The [DCS Activity Reporting form](#) can be found on the [DCS SharePoint site](#).

### Gaining Access to the DCS SharePoint Site

If you do not have a Wisconsin Logon Management System (WILMS) ID, you will need to request one. This is different than a WAMS ID.

1. Register for a WILMS ID here: <http://register.wisconsin.gov>.
2. Select “Self Registration” on this page.

The screenshot shows the Wisconsin Department of Administration website. The main content area is titled "DOA/Wisconsin Logon Management System". It includes a "Customer ID Menu" with links for Self Registration, Profile Management, Password Management, Forget your account information?, and User Acceptance Agreement. Below this is a "User Acceptance Agreement" section. The "Sign Up for your DOA/Wisconsin Logon" section is highlighted with a red box and contains a "Self Registration" link with the text "(Request a DOA/Wisconsin Logon and Password.)". Below this is a "Change / Update Your Information" section with links for Profile Management and Change Your Password.

3. Click "Accept"

The screenshot shows the 'Self Registration' page on the Wisconsin Department of Administration website. The page includes a navigation bar with 'wisconsin.gov home', 'state agencies', and 'subject directory'. Below the navigation bar, there are links for 'Main Menu', 'Help', and 'FAQ'. The main content area is titled 'Self Registration' and contains the following sections:

- Welcome to the DOA/Wisconsin Logon self registration process.** Self Registration allows you to create your personal DOA/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.
- Requesting a DOA/Wisconsin Logon and Password**  
You will submit your contact information. Once authorized you will see a confirmation.
- Starting the Self Registration Process**  
To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.
- User Acceptance Agreement**  
DOA/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT  
INTRODUCTION  
Many State agencies provide information and services by the  
[Printer Friendly Version](#)

At the bottom of the agreement section, there are two buttons: 'Accept' (highlighted with a red box) and 'Decline'.

4. Enter your name and email address (required) under "Profile Information." Other information is optional. Select "SharePoint" under "Systems You Will Access."

The screenshot shows the 'Account Creation' form. It includes a legend: '\*Indicates Required Field'. The form is divided into two main sections, both highlighted with red boxes:

- Profile Information**  
Fields include: First Name (Mickey), Middle Initial, Last Name (Mouse), Suffix, E-Mail (mmouse@my.isp.net), Phone, Mailing Address, Street Address, City, State/Province, and Zip Code. The E-Mail field has a note: 'Use this format 6085551234'.
- Systems You Will Access**  
Instruction: 'Use your mouse to highlight the system that you want to access.'  
A dropdown menu is shown with the following options: Fire Dues Registration, DHS Vital Records, and SharePoint (highlighted).

5. Enter your chosen Logon ID, password, account recovery question and answer, and verification code. Click “Submit.”

**Account Information**  
Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID  \*

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password  \* ←

Re-enter Password  \*

**Logon ID/Password Recovery**  
Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

[Secret Question and Answer Tips](#)

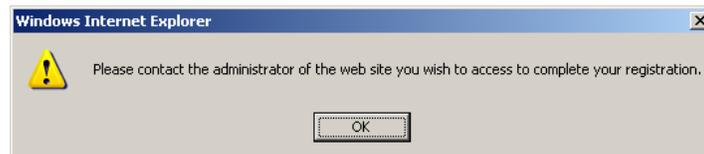
Secret Question  \* ←

Secret Answer  \*

**Verification**  
This step helps prevent automated registrations.  
If you cannot see the number below [click here](#).

18326 Please enter the number as it is shown in the box to the left.  \* ←

6. Contact the DCS Program Manager at DHS with your logon ID and email address that you registered with.



7. The DCS Program Manager will send you the URL of the site. Enter the URL into your browser. You will be prompted to log in. Enter your WILMS ID and the password.

WISCONSIN DEPARTMENT  
of HEALTH SERVICES

WILMS - Wisconsin Logon Management System

WILMS Sign In

Note: The "wiext" prefix is no longer needed in front of your user name.

WILMS User name:

WILMS Password:

Sign In

State of WI Users Sign In Here

Help

I have forgotten my user name or password.

I need to change my password.

I need to change or update my account information.

I do not have a WILMS account and would like to register for one.

After you sign up for a new account, you need to contact the administrator for your specific site to authorize your access.

If you are unable to sign in, please email the **WILMS Help Desk** for assistance.

If you forget your user name or password, you can recover your account at:  
<http://register.wisconsin.gov/AccountManagement/acctrecovery/EmailEntry.aspx>.

## SharePoint Site Training Videos

[DCS SharePoint Site Tour](#)

[How to Set Up an Alert on a Page](#)

[How to Download and Upload Documents to the DCS Document Library](#)

[How to Complete DCS Activity Reporting and Develop a Report](#)

[How to Use the DCS Programming Shared Calendar](#)

[How to Edit, Export, Filter, and Search SharePoint Lists](#)

## SharePoint Site Reporting

### 1. DCS Activity Reporting Form

- Title: Enter the title of the event or activity.
- DCS(s) Involved: Enter the WILMS ID or email address for the DCS(s) involved in the event or activity.
- Date: Enter the date of the event or activity. If reporting event and marketing, enter the date of the event or activity, not the date that you marketed the event or activity. If only reporting marketing, enter the date that the marketing or outreach was published.
- County: Enter the county where the event or activity occurred. If the event or activity was virtual, enter the county where most of the attendees are from.
- Tribe: Enter the tribal land where the event or activity occurred. If the event or activity was virtual, enter the tribal land where most of the attendees are from.

- **City:** Enter the city where the event or activity occurred. If the event or activity was virtual, enter the city where most of the attendees are from.
- **Underserved Communities:** Check any underserved communities that particularly benefitted from this event or activity. Use this field if you intentionally conducted outreach to this specific community.
- **Target Audience(s):** Check the target audience for this event or activity.
- **Marketing/Outreach:** Select the type of marketing or outreach that was conducted. This field can be selected on its own or in conjunction with “Programming/Services” or “Evidence-based/Evidence-informed Program” to indicate the type of marketing or outreach that was used to promote a specific program.
- **Programming/Services:** Select the type of programming or service that was provided.
- **Evidence-based/Evidence-informed Program:** Select the type of program that was provided.
- **Is this a multi-session class?:** Select check box only when the event or activity has a closed registration that is intended to serve the same group of people over multiple sessions; for example: Powerful Tools for Caregivers classes or Boost Your Brain and Memory classes.
- **If yes, total number of classes/workshops:** Enter number of sessions of the class or workshop.
- **Frequency of classes/workshops:** Select how often the classes or workshops occur, for example: weekly or monthly.
- **Delivery method:** Select how the event or activity will be delivered. You may choose multiple methods.
- **Attendance:** Enter the number of people who attended the event or activity. If it is a multi-session class, enter the number of people who registered.
- **Partners:** Enter the names of the partners that you worked with to plan or carry out the event or activity.

## **2. DCS Activity Reporting Examples**

Scenario 1: A DCS created an article for the ADRC newsletter about the 10 signs and symptoms of dementia.

DCS Activity Reporting Form:

- **Title:** 10 Signs and Symptoms of Dementia
- **DCS(s) Involved:** DCS Name
- **Date:** 4/10/2021
- **County:** *blank*

- Tribe: *blank*
- City: *blank*
- Underserved Communities: *not selected*
- Target Audience(s): General Public
- Marketing/Outreach: Newsletter/newspaper article selected
- Programming/Services: *not selected*
- Evidence-based/Evidence-informed Program: *not selected*
- Is this a multi-session class?: *not selected*
- If yes, total number of classes/workshops: *blank*
- Frequency of classes/workshops: *not selected*
- Delivery method: Virtual, Mail, and Drop Off selected
- Attendance: 100
- Partners: *blank*

Scenario 2: A DCS facilitates a monthly memory café at the local library with the Alzheimer's and Dementia Alliance of Wisconsin.

DCS Activity Reporting Form:

- Title: Booklovers Memory Café
- DCS(s) Involved: DCS Name
- Date: 7/15/2021
- County: Green
- Tribe: *blank*
- City: Monroe
- Underserved Communities: *not selected*
- Target Audience(s): Caregivers and People with Dementia selected
- Marketing/Outreach: Email blast, Newsletter/newspaper article, and Social media post selected
- Programming/Services: Memory café selected
- Evidence-based/Evidence-informed Program: *not selected*
- Is this a multi-session class?: *not selected*
- If yes, total number of classes/workshops: *blank*

- Frequency of classes/workshops: *not selected*
- Delivery method: In-person
- Attendance: 10
- Partners: Monroe Library, Alzheimer's and Dementia Alliance of Wisconsin

Scenario 3: A DCS facilitates a virtual SAVVY Caregiver workshop.

DCS Activity Reporting Form:

- Title: SAVVY Caregiver Workshop
- DCS(s) Involved: DCS Name
- Date: 10/15/2021
- County: *blank*
- Tribe: Oneida Nation
- City: *blank*
- Underserved Communities: American Indians/Native Americans selected
- Target Audience(s): Caregivers
- Marketing/Outreach: Newsletter/newspaper article, Radio interview or promotion
- Programming/Services: *not selected*
- Evidence-based/Evidence-informed Program: SAVVY Caregiver
- Is this a multi-session class?: Selected check box
- If yes, total number of classes/workshops: 6
- Frequency of classes/workshops: Weekly
- Delivery method: Virtual and Phone selected
- Attendance: 5
- Partners: *not selected*