



# Healthy Homes and Lead Poisoning Surveillance System (HHPSS)

## Job Aid 1.1: Getting Started

### Getting Started with HHPSS for Local Health Department Managers

Because HHPSS is a web-based system, local health departments (LHDs) will have access to the blood lead data for their jurisdictions in real time. For the most successful experience, use Internet Explorer for your internet platform; do not use Chrome or Firefox.

Follow these steps to get your health department started with HHPSS:

- Step 1: Designate one primary case manager and one primary environmental investigator** and any additional staff you want to receive email alerts from HHPSS.
- The same person or different people can be designated to receive both.
  - **The primary case manager** (and any other designated staff) will receive HHPSS alert emails for all newly opened cases with a **venous or capillary blood lead test result of 5 µg/dL or greater**.
  - **The primary environmental investigator** (and any other designated staff) will receive HHPSS alert emails for new properties associated with a **child's venous blood lead test result of 5 µg/dL or greater**.
  - Staff designated as primary case manager or environmental investigator can then assign the new cases or properties to other staff for follow-up.
  - For more information, refer to [Job Aid 2.1: Clinical Alerts \(P-02299-2.1\)](#) or [Job Aid 2.2: Investigation Alerts \(P-02299-2.2\)](#).
- Step 2: Identify any other staff that will need access to HHPSS.** This should include ALL staff who would need access to HHPSS as part of their jobs but who would *not* receive HHPSS system alerts, such as:
- Public health nurses.
  - Environmental investigators.
  - Managers and administrative staff.
- Step 3: Ensure each identified staff person has a WILMS User ID.** A Wisconsin Logon Management System (WILMS) account is required in order to access HHPSS.
- **Staff members with an existing account** do not need to create a new one; they will need to add the HHPSS application to their existing WILMS account.
  - **Staff members who need to create an account** should go to: [register.wisconsin.gov](http://register.wisconsin.gov) and follow the instructions.
  - For more information, refer to [Job Aid 1.3: Getting a WILMS Account \(P-02299-1.3\)](#).
- Step 4: For each staff person needing access to HHPSS, submit the following to [DHS Lead Poisoning Prevention](#):**
- **Name** (first and last)
  - **WILMS User ID**
  - **Email address** (must be a government work email)
  - **HHPSS Role** (choose one role for each person: primary case manager, primary environmental investigator, case manager, environmental investigator, or data entry)
  - *If not in a primary role*, indicate if the person should receive alerts

### Questions:

Please contact the HHPSS coordinator at 608-266-5817 or email [DHS Lead Poisoning Prevention](#).