Wisconsin Department of Health Services
IRIS (Include, Respect, I Self-Direct)
Self-Directed Information Technology
System

Adding a Self-Directed Personal Care (SDPC) Representative

P-02512A (10/2019)

Version 1.0.18 / MicroPact Confidential

Table of Contents

1 Participant

This section will show what the consultant, nurse, or any other care team member must do in order to designate a contact as an SDPC representative in the self-directed information technology system.

1.1 Participant Contact

Add a participant contact using the same steps you would when adding any other (for example, a guardian, power of attorney, brother, or parent). From the participant record, add participant contact data. To create a new participant contact record, follow these steps:

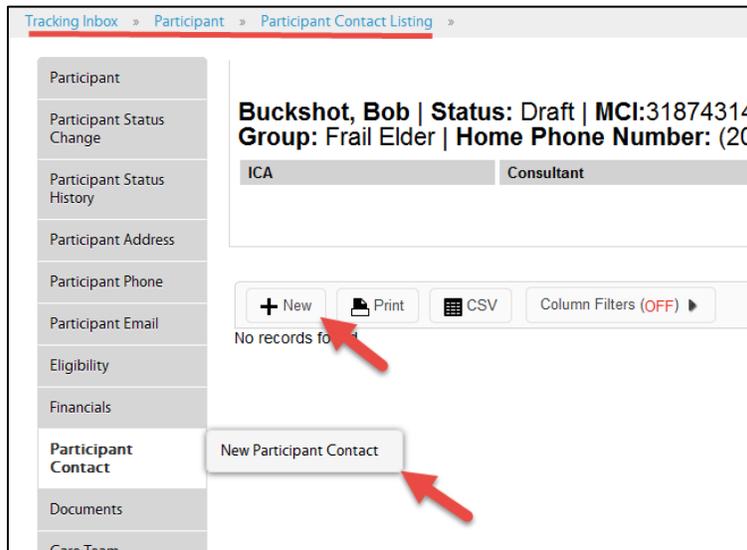1. Hover over **Participant Contact** and select **New Participant Contact**.

Figure 1-1 New Participant Contact

2. Enter required data fields.

Participant Contact

Contact Addresses

Contact Documents

Contact Email

Contact Phone

Participant Contact
Status History

Buckshot, Bob | Preferred Name: | Status: Enrolled **| Status Effective Date:** 08-03-2017 **| MCI:** 3187431431 **|
DOB:** 02-01-1957 **| Target Group:** Developmentally Disabled **| Preferred Phone Number:** (206) 555-9856 **|
County of Responsibility:** Ashland
Primary Contact: Cora Buckshot - Spouse/Partner

🖨 Printer Friendly Format

IRIS Start Date	ICA	Consultant	FEA	SDPC Status
07/07/2017	Connections	Cook, Olivia	ILife	Pending

SDPC Status Effective Date	SDPC Nurse	Create Work Request		
08/10/2017		Create Work Request		

Status	Active
First Name	Cora
Last Name	Buckshot
Middle	
Suffix	
Organization	
Relationship	☑ Spouse/Partner ☐ Parent ☐ Daughter ☐ Friend
Primary Contact	◉ Yes ○ No
Release of Information or Guardianship Paperwork Obtained	◉ Yes ○ No
Notes	
Best Time To Contact	Anytime
Other Communication Info	

Figure 1-2 Create New Contact

In the **Relationship** field, make sure **SDPC Representative** is selected.

Relationship

☐ Guardian of Person&Estate
☐ POA Healthcare - Active
☐ POA Healthcare - Inactive
☐ POA Financial - Active
☐ POA Financial - Inactive
☐ Authorized Designee/Representative
☐ Medical
☐ Secondary Contact
☐ SDPC Representative
☐ POAHeathcare&Financial - Active
☐ POAHeathcare&Financial - Inactive

1.2 Adding the SDPC Representative to the SDPC Referral

When entering the SDPC Referral, under the field **Preferred Contact for SDPC Intake**, the contacts with a relationship of **SDPC Representative** should appear in the drop-down list. At this point, you may proceed with the referral as you normally would.

Figure 1-3 New SDPC Referral Questions