



# WISCONSIN DEPARTMENT of HEALTH SERVICES

P-02528 (11/2019)

## Birth to 3 Program Participation System (PPS) Training Aid: Processing Automated Referrals from eWiSACWIS

### Summary

This document includes steps for county Birth to 3 Program processing of automated referrals from eWiSACWIS (Wisconsin Statewide Automated Child Welfare Information System) as communicated in [DMS Numbered Memo 2019-07](#).

**This automated process is effective October 31, 2019.**

### Background

There are four key steps to processing automated referrals from eWiSACWIS:

- Regularly check the PPS Inbox for new referrals.
- Search the Inbox for referrals.
- Process each referral separately.
- Collaborate with child welfare to comprehensively service families and children.

### Steps for Processing Referrals from eWiSACWIS

This document includes the steps for processing referrals sent electronically from eWiSACWIS to PPS.

- Check PPS Inbox for new referrals.  
Birth to 3 Programs should regularly check their program email Inbox for any new referrals. Click on the Inbox in the left navigation bar of PPS to access the Inbox.

Program Participation System - Program Participation System Home - Internet Explorer

Program Participation System User ID: 20Michael User Name: L Wittemann

TRAINING

**Navigation Menu**

- PPS Main Menu
- PPS Home
- Search
- Inbox**
- Individuals
- Basic Registration

**Program Participation System Home**

Most recently accessed participants. Click magnifying glass to view/edit.

| Name        | Last Accessed |
|-------------|---------------|
| AKAT,DAN    | 07/31/2019    |
| ROME,LAURIE | 05/15/2019    |

- Search the Inbox for referrals.  
Choose the Agency or County Birth to 3 Program and click Go. This is the only field necessary; do not change the Item Type or Status fields.

**Referral Search Criteria**

\* Agency: Dane Bto3 Provider

\* Item Type: Birth To 3

\* Status: Not Processed

Referral Received From Date: MM/DD/YYYY To Date: MM/DD/YYYY

Go

- Process each referral separately.
  - Click the radio button in the column titled “Select to Process” for the name of the referral to process; one referral can be processed at a time. Then click Next.
  - Note: The “Item Date” shown below is considered the date of the referral and starts the 45-day timeline for Individualized Family Service Plan (IFSP) development.

**Referral Search Criteria**

\* Agency: Dane Birth to 3

\* Item Type: Birth To 3

\* Status: Not Processed

Referral Received From Date: MM/DD/YYYY To Date: MM/DD/YYYY

Go

**Search Results**

| First Name | Middle Name | Last Name | Gender | Birth Date | County Of Responsibility | Item Date  | Referral Method | Status        | Select to Process     |
|------------|-------------|-----------|--------|------------|--------------------------|------------|-----------------|---------------|-----------------------|
| MAHESH     |             | GANESH    | Male   | 09/09/2018 | 05 Brown                 | 07/09/2019 | WE-TRAC         | Not Processed | <input type="radio"/> |
| MATTEW     |             | JOHN      | Male   | 09/09/2018 | 05 Brown                 | 07/09/2019 | CAPTA           | Not Processed | <input type="radio"/> |
| RITY       |             | NEVER     | Male   | 01/01/2017 | 05 Brown                 | 06/20/2019 | CAPTA           | Not Processed | <input type="radio"/> |
| RITYS      |             | NEVER3    | Male   | 01/01/2017 | 05 Brown                 | 05/21/2019 | Child Welfare   | Not Processed | <input type="radio"/> |

Next

- If the “Child and Referral to Birth to 3 Information” page of PPS appears, it means no matches were found in PPS and a record has been created for this child.

Program Participation System - Child and Referral to Birth to 3 Information - Internet Explorer

User ID: 20Michael User Name: L Wittemann

Client: Rome Laurie 3F MCI #: 9304957290

### Child and Referral to Birth to 3 Information

Child Information

Child's Caregivers

**Legal Guardian**

Relationship: Parent

Title:

First Name: Samantha

Middle Name:

Last Name: Rome

Suffix:

Language Preference:

Interpreter Needed:

Phone: x

E-mail:

**Other Caregiver**

Relationship:

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Language Preference:

Interpreter Needed:

Phone: x

E-mail:

- If there are any records in the system with similar information entered, results will appear. A percentage of 84 or higher indicates a match for the child; that record should be chosen. To choose a record, click on the radio button to the left of the child's information and click Next.

Program Participation System - Individual Clearance List - Internet Explorer

User ID: 20Michael User Name: L Wittemann

### Individual Clearance List

Individual as entered

First Name: Laurie

Middle Name:

Last Name: Rome

Gender: Female

SSN:

Birth Date: 01/01/2016

Individual matches found

|                       | %  | SSN | First Name | Middle Name | Last Name | Birth Date | Gender | Exists in PPS |
|-----------------------|----|-----|------------|-------------|-----------|------------|--------|---------------|
| <input type="radio"/> | 96 |     | LAURIE     |             | ROME      | 01/01/2016 | Female | Yes           |

Create new individual using entered individual's basic information

Previous Next

- Collaborate with child welfare to comprehensively service families and children. Contact the family to schedule an intake visit and collaborate with child welfare staff to partner in serving the child and family.