# WISCONSIN DEPARTMENT *of* HEALTH SERVICES

## 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.

- 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.



- 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.

- 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.



- o 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.



- 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.