

# Federally – Certified Nursing Homes MDS 3.0 Section Q Referrals



## Steps for Setting Up Access for the Referral Management Module

### Obtaining System Access

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- Obtaining access to the Referral Management module happens in two parts:
  - Part 1: You must obtain a Web Access Management System (WAMS) ID. This ID will be used to log into the Program Participation System (PPS). If you already have a WAMS ID, you **do not** need to obtain a second one.
  - Part 2: You must request access to PPS. Security to the system is associated with your WAMS ID.
    - **Even if you have a WAMS ID and PPS Access for another function, you must request PPS access for the Referral Management module.**

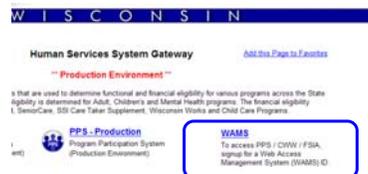
## Step 1: Each Staff Person Needs a WAMS ID

- ❑ Each staff person needs a WAMS ID
- ❑ Do you already have a WAMS ID?
  - No – You will need to complete Step 2
  - Yes – You **do not** need to do Step 2 (**do not** register for another ID)

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## Step 2: Obtaining a WAMS ID

- ❑ Access the following URL to obtain access to the Department of Health Services website by requesting a WAMS ID:  
<https://pps.wisconsin.gov/>
- ❑ Click the [WAMS](#) link and complete the self-registration to obtain a WAMS ID and password



- ❑ Complete the **Self-Registration** to obtain your WAMS ID and password.

[Self-Registration \(Request a Wisconsin User ID and Password\)](#)

Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.  
Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

[Profile Management](#)

Profile Management allows you to change your account information, e-mail address, and other information.

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## Obtaining a WAMS ID Continued...

- ❑ Read the instructions and click the Accept button if you accept the terms of use.
- ❑ Complete the self-registration form filling in all required fields.
- ❑ An email message will be sent to the email address that you specify. The content of this email message will contain a link that allows you to confirm your access.

## Obtaining a WAMS ID Continued...

- ❑ If you have problems obtaining a WAMS ID, please contact WAMS Acceptance Support.
  - Click on the WAMS link from the Gateway Page
  - Scroll to the bottom of the page
  - Click the blue link For assistance send an e-mail to [WAMS Acceptance Support](#)
  - Fill out the support form and click submit

The screenshot shows a web form titled "Help Wisconsin Support" with a sub-header "Wisconsin Register Form". It is divided into two main sections: "User Information" and "Application Information".

**User Information:**

- E-Mail:
- User ID:
- First Name:
- Initials (last):
- Last Name:
- Phone Number:

**Application Information:**

- Please specify Problem:  (Select from the following options: [all](#))
- If "Other" specify Problem:
- Application Name:
- Web Address:  (Example: <http://wisconsin.gov/wat/home>)

Below the form, there is a note: "The following section is critical to a timely and correct response from Help Wisconsin Support. If there is a message number and message description associated with your request, that information uniquely identifies the source of the problem for Help Wisconsin Support. The comments section should be used to describe any special conditions or concerns." and a final instruction: "If you can not remember your Wisconsin User ID or password you may first want to try using".

## Step 3: Each Staff Person Needs to Complete a PPS Request

- ❑ Even if you have access to PPS today, you still need to request access to the Referral Management module.
- ❑ Return to the same web page: <https://pps.wisconsin.gov/>
- ❑ Click on [PPS – Request Access](#) link



- ❑ Enter your WAMS ID and password obtained in Step 1 to login to WAMS

The screenshot shows the WAMS (Web Access Management System) login page. It features a 'WAMS' logo and a 'Login' button. The 'User ID:' and 'Password:' fields are highlighted with a red box. Below the login fields, there are links for 'Forgot your password? Is your account locked?' and 'Request a Wisconsin User ID and Password'.

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## Complete PPS Request Continued...

- ❑ Access the Program Participation System Web Access Request form.
- ❑ Complete the form - filling in all required fields.
- ❑ Required fields are denoted with a red asterisk (\*)

The screenshot shows the 'PROGRAM PARTICIPATION SYSTEM WEB ACCESS REQUEST' form. The form is titled 'PROGRAM PARTICIPATION SYSTEM WEB ACCESS REQUEST' and includes a link to '(Data used for information below for demonstration)'. The form is divided into several sections:

- 1. Please check one of the following: \***
  - Activate User ID for access to Program Participation System
  - Delete User ID for access to Program Participation System
  - Change Profile, User Name
- Effective Date:** (11/29/2011) \*
- User Information**
  - 2. User ID:** (From Wisconsin Self-Registration Process) \*
  - 3. First Name:** \* **MI:** \*
  - Last Name:** \*
  - 4. Mother's Maiden Name:** \*
  - 5. User's Daytime Phone:** ( ) ( ) - ( ) \* **Ext:** \*
- Agency Information**
  - 6. Agency Name:** \*
  - 7. Agency Supervisor Name:** \*
  - 8. Supervisor's Phone Number:** ( ) ( ) - ( ) \* **Ext:** \*
  - 9. Profiles:**
    - Add LTC Waiver Full Access Profile
    - Add LTC Waiver View Only Profile
    - Agency Administration Profile
    - Children Waiver Full Access Profile

## Complete PPS Request Continued...

- Under the Agency Information section, you will be asked to provide the Agency Name. Please document the full facility name.

**Agency Information**

6. Agency Name:

7. Agency Supervisor Name:

8. Supervisor's Phone Number: (  )  -  \* Ext:

9. Profiles:

- \* Adult LTC Waitlist Full Access Profile
- Adult LTC Waitlist View Only Profile
- Agency Administration Profile
- Children Waitlist Full Access Profile
- Children Waitlist View Only Profile
- Family Care Support Full Access Profile
- Family Care Support View Only Profile
- Intensive Autism Waitlist Full Access Profile
- Intensive Autism Waitlist View Only Profile

- For a directory of Licensed Wisconsin Nursing Homes, please visit the link below:  
<http://www.dhs.wisconsin.gov/bqaconsumer/NursingHomes/nhdir.pdf>
- For a directory of Local Agency Contacts, please visit the link below:  
<http://www.dhs.wisconsin.gov/LTCare/adrc/customer/adrccontactlist.pdf>

## Complete PPS Request Continued...

- For your profile, be certain to choose the checkbox that fits the appropriate type of access for your role:

User	Profile	Description
Nursing Home	NH Referral Entry Full Access	<ul style="list-style-type: none"> <li><input type="checkbox"/> This user will be able to <b>create new referrals</b> in the Referral Management module of PPS.</li> <li><input type="checkbox"/> They have access to run Referral Reports for all residents from their facility.</li> <li><input type="checkbox"/> They also have the ability to search for a specific resident and print individual summary reports.</li> </ul>
LCA	NH Referral Processing Full Access	<ul style="list-style-type: none"> <li><input type="checkbox"/> This user will be able to <b>receive and process incoming referrals</b> in the Referral Management module of PPS.</li> <li><input type="checkbox"/> They have security to transfer referrals to other LCAs as necessary.</li> <li><input type="checkbox"/> They will have the ability to run Referral Reports for the LCA.</li> <li><input type="checkbox"/> They will also be able to search for a specific resident and print individual summary reports.</li> </ul>

- Click the submit button when completed

## Complete PPS Request Continued...

- ❑ Print off the form
- ❑ **You and your supervisor must both sign and date the form**
- ❑ **You must use a fax coversheet** that includes organization or company letterhead
- ❑ Fax it to the State Security Officer at 608-267-2437

Program Participation System Web Access Request Page 1 of 1

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND FAMILY SERVICE

Please print this form and return to the State Security Officer, fax number is 608.267.2437  
**PROGRAM PARTICIPATION SYSTEM WEB ACCESS REQUEST**

1. Please check one of the following:  
 Activate User ID for access to Program Participation System  
 Delete User ID for access to Program Participation System  
 Change (Profile, User Name, SSN)

Effective Date: 12/29/2011

Please fill in the following information (All items MUST be completed):

User Information

2. User ID (from Wisconsin Self-registration Process)	3. User Name (Last, First, MI)
username12	Doc, Jane, S
4. Mother's Maiden Name	5. User's Phone Number
Smith	(608) 555-5555 Ext 5555

Agency Information

6. Agency Name (Please do not abbreviate.) Heartland Rehabilitation Center	
7. Agency Supervisor Name Jennifer Watson	8. Supervisor's Phone Number (608) 123-1234 Ext 1234
9. Profiles Nursing Home Referral Entry Profile	

Use of this login and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The User's signature on this form constitutes acceptance of responsibility for compliance with §49.32(10), §49.32(10m), §49.81, §49.83, §49.70(2) and with DHS Policy (attached to new login approval).

10. User Signature:	Date Signed:
11. Supervisor Signature:	Date Signed:
12. State Security Officer Signature:	Date Signed:

## Step 4: Each Staff Person Needs to Confirm Their Ability to Access PPS System

### Prior to April 1, 2012

- ❑ A State Security Officer will email you when your access has been created
- ❑ You will not be able to use the module until **March 1 2012**
- ❑ On that date, confirm your access has been granted by returning to the Gateway page: <https://pps.wisconsin.gov/>
- ❑ Click on **PPS – Production**
- ❑ Login (you should be able to access PPS)

### After April 1, 2012

- ❑ A State Security Officer will email you when you have been granted access.
- ❑ To verify access has been granted, visit the Gateway page: <https://pps.wisconsin.gov/>
- ❑ Click on **PPS – Production**
- ❑ Login (you should be able to access PPS)

## **Additional Help Contact Information**

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- ▣ The DHS SOS Help
  - E-mail: [DHSSOSHelp@wisconsin.gov](mailto:DHSSOSHelp@wisconsin.gov)
  - Phone: 608-266-9198