

Program Participation System (PPS) Instruction Sheet

Step 1 - Identify Children Referred to Your LEA

1. Click on the **Program Participation System (PPS) Production Early Childhood Transition** link found on the Indicator 12 homepage (<http://dpi.wi.gov/sped/spp-tran-presch.html>).
2. Log in using your WAMS User ID and password.
3. The Program Participation System Home Page will be displayed.
4. Click on the Report link found under the Navigation Menu.
5. Select the Birth to 3-LEA Notification and Referral Report.
6. The LEA Notification and Referral Report page will be displayed.
7. Select the Local Educational Agency from the dropdown list.
8. Enter a Start Date (Reporting year begins on July 1 of school year)
9. Enter an End Date (Reporting year ends on June 30 of school year)
10. Select Referrals Only as the Type.
11. Click the Next button.
12. This will generate a Referral Report. Click the magnifying glass to view the report.
13. Print the Referral Report.
14. Close the Referral Report.

Step 2 - Search for a Child's Electronic Record

(Repeat this step for each child that has been referred to your LEA.)

1. From the Navigation Menu, click on the Search link.
2. The Search Criteria page will be displayed.
3. Enter the child's first and last name **AND** date of birth from the Referral Report printed in Step 1 above.
4. Click the Go button.
5. The Individual Summary page will be displayed for that child.
6. Scroll to the "Which screen would you like to view/edit?" heading and click the LEA information radio button.
7. Click the Go button.
8. The Local Educational Agency Information page will be displayed.

Step 3 – Update a Child’s Electronic Record

(Repeat this step for each child that has been referred to your LEA.)

1. The Local Educational Agency Information page is presented in multiple sections. The Child Information section is informational only. The Transfer Child, Contact Information, and Additional Information are expandable sections and are also informational only. These sections cannot be edited by the LEA. The LEA Transition section is completed by the LEA with the required Indicator 12 data.
2. **Referral** – An electronic referral date should be displayed. If no electronic referral date is displayed, then enter the date the paper referral was received.
3. **Evaluation** - Indicate whether consent for evaluation was granted, denied, or not requested.

If consent was denied, the record is complete. To save the record, click on the Return button located in the lower right-hand corner of the page.

4. **Eligibility** - If consent for evaluation was granted or not requested, the LEA user will continue by completing the Eligibility section by providing the Eligible status.

If the Eligible status is yes, provide the Eligibility Determination Date and continue by completing the IEP section.

If the Eligible status is no, provide the Eligibility Determination Date. If the Eligibility Determination Date is on or before the child’s third birthday, the record is complete and should be saved by clicking on the Return button. If the Eligibility Determination Date is after the child’s third birthday, a Reason Eligibility was Determined Late is required. Provide the reason and click the Return button to save the record.

If the Eligible status is not determined, a Reason Eligibility Not Determined is required. This record is now complete and should be saved by clicking on the Return button.

5. **IEP** –If the parent refused services prior to IEP development, click the corresponding box. This record is now complete and should be saved by clicking on the Return button.

Otherwise provide the Meeting Date to Develop IEP. If the Parent Refused Services After IEP Development indicate this by selecting yes from the dropdown list. The record is complete and should be saved by clicking on the Return button. If the Parent did not refuse services after IEP development, select no from the dropdown list.

Continue by providing the IEP Implementation Date. If this date is on or before the child’s third birthday, the record is complete and should be saved by clicking on the Return button.

If the IEP Implementation Date is after the child’s third birthday, provide the Delayed IEP Implementation Reason as well as answering the compensatory services question. The record is now complete and should be saved by clicking on the Return button.

Important Points to Remember

1. Please be sure your county Birth to 3 agency has the correct contact email addresses for sending the email alerts for child notifications and referrals. Likewise, please ensure that the district’s Security Coordinator has granted these individuals access to the Program Participation System.
2. If you do not have a child listed on the Referral Report that you believe has been referred to your LEA, contact either the Birth to 3 agency or Nancy Fuhrman at the Department of Public Instruction (608-267-9243). Also if you have a child listed on the Referral Report that you do not believe was referred to your LEA, contact either the Birth to 3 agency or Nancy Fuhrman at the Department of Public Instruction (608-267-9243).
3. If you have questions, contact Nancy Fuhrman at the Department of Public Instruction by phone at 608-267-9243 or by email at nancy.fuhrman@dpi.wi.gov.