

Program Participation System (PPS) Instruction Sheet

Note: PPS requires the use of a PC and Internet Explorer as the web browser.

Additionally, if using Internet Explorer 10 or 11, PPS will need to be added to your compatibility view settings. To do so:

Open Internet Explorer
Select Tools
Select Compatibility View Settings
Add 'wisconsin.gov' as a compatibility view website

Step 1 – Login to the Program Participation System

1. Click on the **Program Participation System (PPS) - Early Childhood Transition** link found on the Indicator 12 webpage (<http://dpi.wi.gov/sped/about/state-performance-plan/indicators/12-transition-preschool>).
2. Login using your WAMS User ID and password.
3. Click on the Accept Terms button.
4. The Program Participation System Home Page is displayed.

Step 2 - Identify Children Referred to the LEA

1. Click on the Report link found under the Navigation Menu.
2. Select the Birth to 3-LEA Notification and Referral Report.
3. The LEA Notification and Referral Report page is displayed.
4. Select the Local Educational Agency from the dropdown list.
5. Enter a Start Date and an End Date. The Start Date and End Date must include the dates when the referral(s) was sent.
6. Select Referrals Only as the Type.
7. Click the Next button.
8. Click the magnifying glass to view the Referral Rreport.

Step 3 - Search for a Child's PPS Record

1. From the Navigation Menu, click on the Search link.
2. The Search Criteria page is displayed.
3. Enter the child's first name, last name, and date of birth.
4. Click the Go button.
5. The Individual Summary page for the child is displayed.

6. Scroll to the “Which screen would you like to view/edit?” heading and click the LEA information button.
7. Click the Go button.
8. The Local Educational Agency Information page for the child is displayed.

Step 4 – Update a Child’s PPS Record - Provide Indicator 12 Data

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. The Contact Information and Additional Information sections are informational only; these sections cannot be edited by the LEA.
- The LEA Transition section includes subsections completed by the LEA with the required Indicator 12 data.
 - **Referral** – The date of the referral is displayed.
 - **Evaluation** - Indicate whether consent for evaluation was Granted, Denied/Parents Failed to Respond After Reasonable Attempts, or Not Requested due to the LEA having sufficient information to determine eligibility.
 - If consent was Denied/Parents Failed to Respond After Reasonable Attempts, no other information is needed. Click the Save button to complete the record.
 - **Eligibility** - If consent for evaluation was Granted or Not Requested, 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**, no other information is needed. Click the Save button to complete the record.
 - 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 Save button to complete the record.
 - If the Eligible status is Not Determined, a Reason Eligibility Not Determined is required. Provide the reason and click the Save button to complete the record.
 - **IEP** – The IEP section is completed if the child is found eligible for special education services.
 - If the Parent Refused Services Prior to IEP Development, click the corresponding check box. Click the Save button to complete the record.
 - Provide the Meeting Date to Develop the IEP.
 - Provide the Projected IEP Implementation Date.
 - If the Projected IEP Implementation Date is **on or before the child’s third birthday**, no other information is needed. Click the Save button to complete the record.

- If the Projected IEP Implementation Date is **after the child's third birthday**, a Delayed IEP Implementation Reason is required. Provide the reason and click the Save button to complete the record.
- If the Parent Refused Services After IEP Development, click the corresponding check box. Click the Save button to complete the record.

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