

Data Collection Step 1: PPS/MCI number

An MCI (Master Customer Index) number is required to track a client in PPS. The MCI number will be used for this grant as the client identifier for the GPRA. The MCI number stays with the client through their entire course of services. Using this number allows the State to track when a client moves between services or if they move between jurisdictions. It also links the baseline, follow-up, and discharge GPRAs for each client.

For GPRA reporting, an MCI number is pulled once from the PPS system.



What if our staff who are doing the GPRA do not have immediate access to the MCI number?

Work with your staff who are doing the GPRA and your staff who have access to PPS. You may need to create a code-sheet that staff store in a secure place in accordance with HIPAA that allows them to link the MCI number and the client.

In the case of new clients to the system, there will be lag time for creating and MCI number.

General PPS Instructions

If you are not familiar with PPS, **please read this training prior to entering any data into PPS:**

- General training for the PPS system (with screenshots) can be found [here](https://www.dhs.wisconsin.gov/pps/pps-mental-health-aoda-user-training.pdf) (<https://www.dhs.wisconsin.gov/pps/pps-mental-health-aoda-user-training.pdf>).

Other useful PPS trainings from DHS:

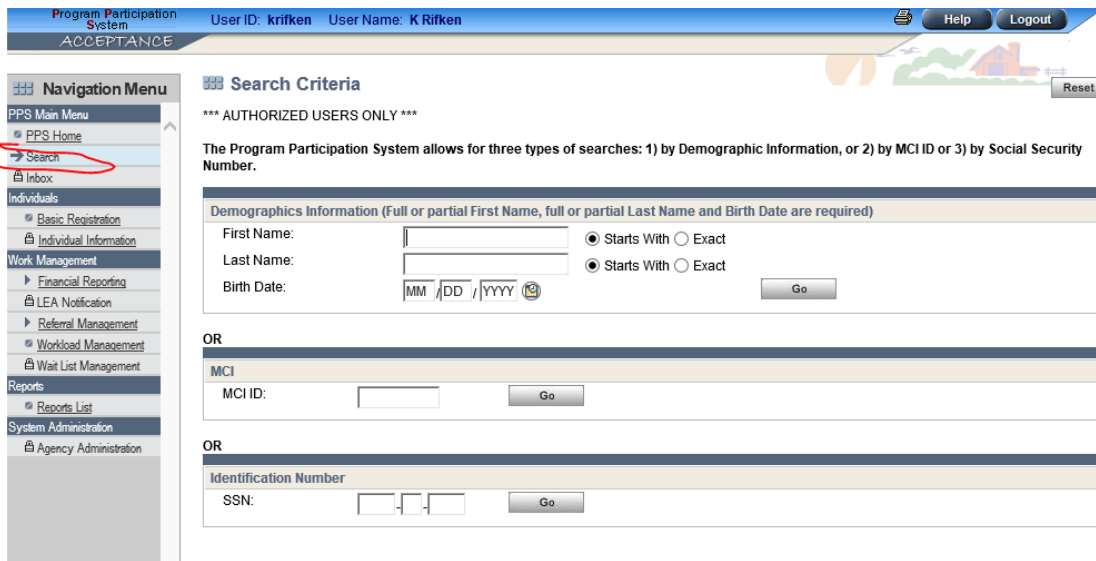
1. [General PPS Website](https://www.dhs.wisconsin.gov/pps/index.htm) (<https://www.dhs.wisconsin.gov/pps/index.htm>)
2. [PPS Mental Health Module Handbook](https://www.dhs.wisconsin.gov/publications/p02182.pdf) (<https://www.dhs.wisconsin.gov/publications/p02182.pdf>)
3. [AODA Manual](https://www.dhs.wisconsin.gov/publications/p02218.pdf) (<https://www.dhs.wisconsin.gov/publications/p02218.pdf>)

PPS Instructions – Finding the MCI Number

The steps below show how to find an MCI number through the online screens. If there are questions on how to pull an MCI number out of a batch XML extract, please reach out to **the Department of Health Services SOS Help Desk** Phone: 608-266-9198 Email: dhssoshelp@dhs.wisconsin.gov

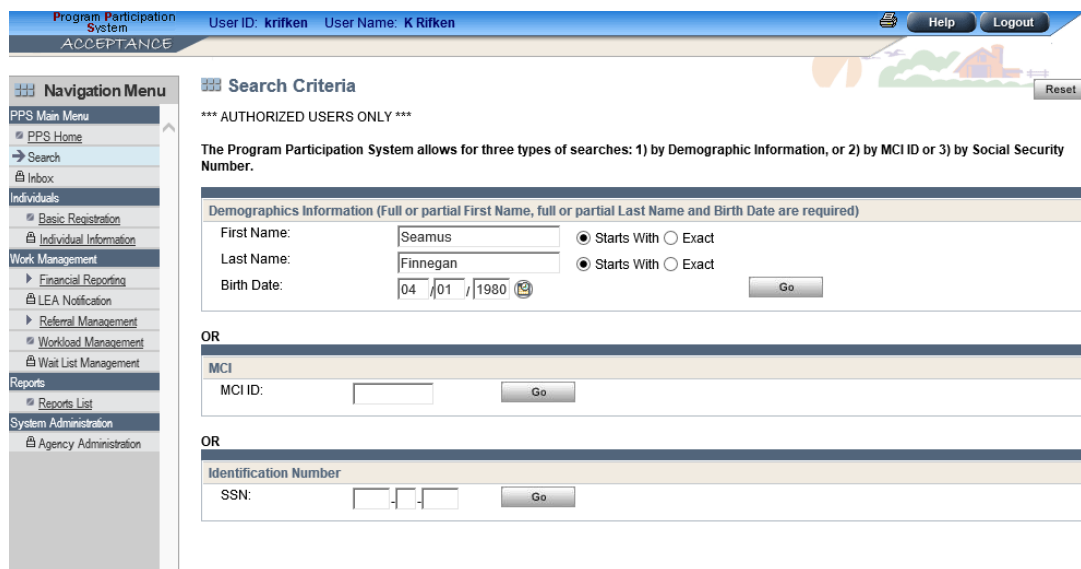
Step 1: Log on to PPS

Select “Search” on the left-hand menu.



The screenshot shows the PPS Search Criteria page. The navigation menu on the left has "Search" highlighted with a red circle. The main content area is titled "Search Criteria" and includes a "Reset" button. Below the title, it says "*** AUTHORIZED USERS ONLY ***". A message states: "The Program Participation System allows for three types of searches: 1) by Demographic Information, or 2) by MCI ID or 3) by Social Security Number." There are three search sections: "Demographics Information (Full or partial First Name, full or partial Last Name and Birth Date are required)" with fields for First Name, Last Name, and Birth Date (MM/DD/YYYY), and radio buttons for "Starts With" and "Exact"; "MCI" with an "MCI ID" field; and "Identification Number" with an "SSN" field. Each section has a "Go" button.

Step 2: Input your client’s information into one of the three types of searches.



The screenshot shows the PPS Search Criteria page with client information entered. The navigation menu on the left has "Search" highlighted. The main content area is titled "Search Criteria" and includes a "Reset" button. Below the title, it says "*** AUTHORIZED USERS ONLY ***". A message states: "The Program Participation System allows for three types of searches: 1) by Demographic Information, or 2) by MCI ID or 3) by Social Security Number." There are three search sections: "Demographics Information (Full or partial First Name, full or partial Last Name and Birth Date are required)" with fields for First Name (Seamus), Last Name (Finnegan), and Birth Date (04/01/1980), and radio buttons for "Starts With" and "Exact"; "MCI" with an "MCI ID" field; and "Identification Number" with an "SSN" field. Each section has a "Go" button.

If your client has been registered before, you will see a window like what is below. There are two ways to find the MCI number:

1. If in the individual is on Medicaid. You can select the “This individual is currently on Medicaid”. This will prompt the system to show the MCI number to the right.

Program Participation System User ID: krifken User Name: K Rifken

Navigation Menu: PPS Main Menu, PPS Home, Search, Inbox, Individuals, Basic Registration, Individual Information, Individual Summary, Birth to 3 Reporting, Correspondence, Service Reporting, Work Management, Financial Reporting, LEA Notification, Referral Management, Workload Management, Wait List Management, Reports, Reports List, System Administration, Agency Administration

Individual Summary

Cancel [] Reset

Basic Information

Title: []

*First Name: Seamus Middle Name: [] *Last Name: Finnegan

Suffix: []

*Gender: Male

*Birth Date: 04 / 01 / 1980

SSN: [] [] [] SSN Verification: Unverified SSN Last Updated Date: 01/16/2019

This individual is currently on Medicaid: #6206186661 Last Updated By: Rifken Katharine

Save

Mental Health Program Participation Information + Add

Responsible Agency	Program	Start Date	End Date	Disenrollment Reason	View/Edit	State Decision
There are no enrollments in your agency at this time						

MHAODA Episode Reporting Information Episode Type: AODA + Add

Responsible Agency	Episode Type	Start Date	End Date	Navigation	Download
UAT mh aoda core	AODA	01/01/2018		Consumer Profile	Go

Previous

2. Opening an episode. If there is an episode present, you can select “Consumer Profile” as seen circled above. You will be taken to the episode screen. At the top of the page you will see the MCI number. If there is no episode present, you can create an episode. The same MCI number will appear at the top of the page. The “cancel” box and “return” button can then be selected to go back to the previous screen.

Program Participation System User ID: krifken User Name: K Rifken

Client: Finnegan Seamus 38M MCI #: 6206186661

Navigation Menu: PPS Main Menu, PPS Home, Search, Inbox, Individuals, Basic Registration, Individual Information, Individual Summary, Birth to 3 Reporting, Correspondence, Service Reporting, Core Services

AODA Consumer Profile

Cancel [] Reset

Worker and County Information

Local Worker ID: [] * Brief Service: Yes No

Local Family ID: [] * Co-Dependent Exist?: Yes No

Local Client ID: [] Special Project: []

* Agency of Responsibility: 266 - Test Buffalo County HSD

Referral Information

Episode Start Date: 01 / 01 / 2018 Episode End Date: MM / DD / YYYY

Step 3: Register a Client (if needed).

If your client has not been registered before, you will see in your search results that “No individual found in PPS”. To register a client, select “Basic Registration” from the left-hand menu. You can input your client’s information. Once you register a client, you can follow the steps above for finding the MCI number. Further information on registering a client can be found in the [PPS online training \(https://www.dhs.wisconsin.gov/pps/pps-mental-health-ada-user-training.pdf\)](https://www.dhs.wisconsin.gov/pps/pps-mental-health-ada-user-training.pdf).

The screenshot shows the 'Basic Registration' form in the PPS system. The navigation menu on the left is visible, with 'Basic Registration' highlighted. The form fields are as follows:

Title:	<input type="text"/>		
*First Name:	<input type="text" value="James"/>	Middle Name:	<input type="text"/>
*Last Name:	<input type="text" value="Potter"/>		
Suffix:	<input type="text"/>		
*Gender:	<input type="text" value="Male"/>		
*Birth Date:	<input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="1950"/>		
SSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 4: Input MCI number into the baseline GPRA.



Always double-check to make sure the MCI number is recorded in the GPRA correctly. This step is critical as the MCI number is used throughout the entire data collection and monitoring process.

Questions related to PPS and or the MCI number? Reach out to the Department of Health Services SOS Help Desk:
Phone: 608-266-9198 Email: dhssoshelp@dhs.wisconsin.gov.