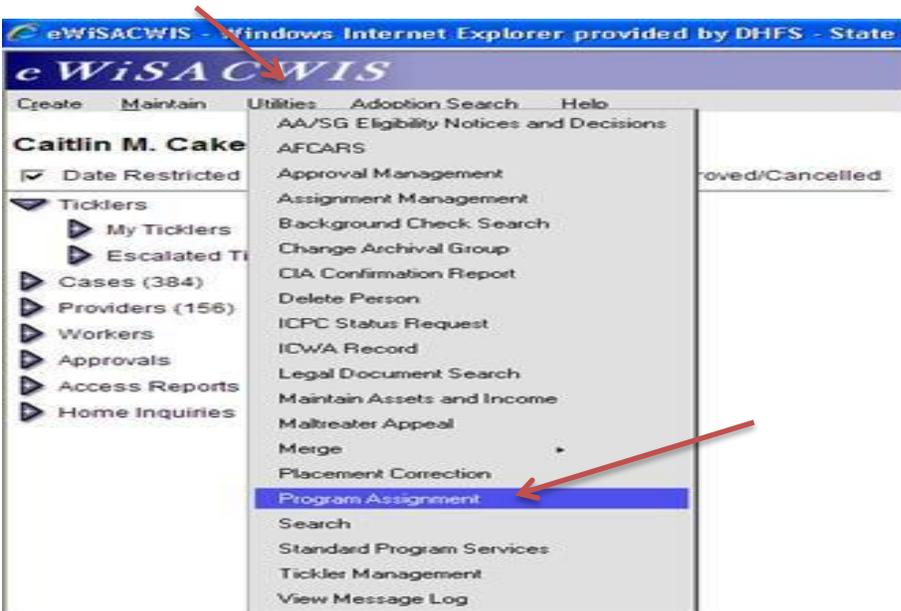
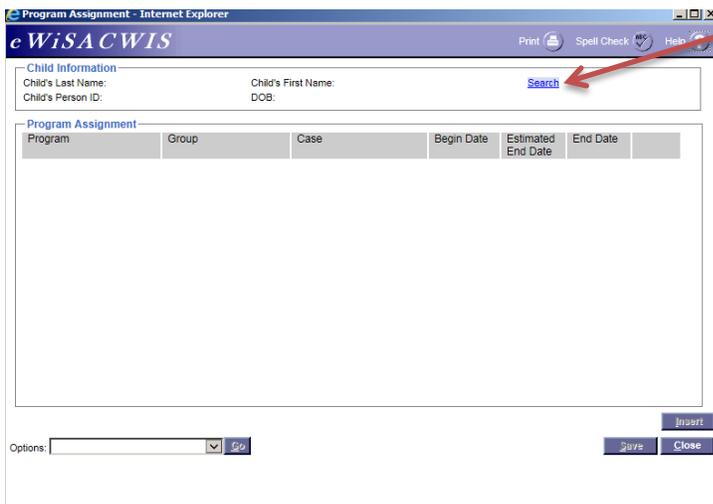


## How to Enroll a Child in In-Home Safety Services for the Balance of the State

1. Run the eWiSACIS report "SM06A127 IHSS Pre Enrollment by Case, Child." Ask your eWiSACWIS delegate for access to the report. For step-by-step instructions on how to use this report look in the "IHSS Program Manual for Balance of State."
2. Once you have determined the child is eligible go to your eWiSACWIS desktop:
  - Select Utilities
  - Select Program Assignment



3. Select "Search." Remember, each child in a family who you want to enroll in IHSS will need to be searched out and entered in individually.





6. Fill out the drop downs that appear:

- Select “In-Home Safety Services” from the Program dropdown
- Select “No Consortium” from the Group dropdown
- Select the correct case
- Enter the first date the child will receive services in “Begin Date.” Note this cannot be a future date.
- Enter the *estimated* end date , often 4 months from the start date
- Select “save”

**Child Information**

Child's Last Name: [REDACTED] Child's First Name: [REDACTED] [Search](#)  
Child's Person ID: [REDACTED] DOB: [REDACTED]

**Program Assignment**

Program	Group	Case	Begin Date	Estimated End Date	End Date	
[REDACTED]	[REDACTED]	[REDACTED]	00/00/0000	00/00/0000	00/00/0000	<a href="#">Delete</a>

Options: [REDACTED] [Go](#)

[Save](#) [Close](#) [Insert](#)



### Closing Program Assignment

Program funding will automatically end for children after four months of program participation. The IHSS Program Coordinator will close program assignments at four months for enrolled children unless a county requests a one month extension. Requests for a one month extension need to be emailed to the IHSS Program Coordinator with the extenuating circumstances at least seven days prior to the planned four month program end date.

**If a child should no longer be enrolled in the IHSS Program and they have not yet been enrolled for four months the county should email the IHSS Program Coordinator who will close the program assignment.** The end date is the final date In Home Safety Services are provided to the family.

Examples of reasons to end the IHSS program early include:

- Parental Protective Capacities were adequately enhanced and the child is safe.
- A change of venue occurred and the child moved to a non-IHSS county.
- Child entered out-of-home care.
- The parent/caregiver is no longer cooperative with the IHSS Program.