

# Wisconsin's In-Home Safety Services (IHSS) Program

Balance of State Program Manual for Counties: Calendar Year January-June  
Enrollment Period 2019

Issued: 11/9/2018



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## **Program Background:**

The Wisconsin Department of Children and Families (DCF), along with the 2010 Federal Children and Family Services Review (CFSR) in Wisconsin, recognized the variability among counties regarding the types of cases eligible for in-home services and the differences in case practice across the state pertaining to in-home safety service delivery. In response to the CFSR as well as findings of other reviews of case practice, Wisconsin's Program Improvement Plan included an action step to develop a competitive award process to select demonstration sites to target improvements in information collection, safety decision-making, and in-home safety service delivery.

As a result, In Home Safety Services (IHSS) began as a competitive award process in 2011. Since 2011 the program has undergone refinements as workers and the state continued to learn about safety and relevant evidence-based practices. The information below provides the program framework for Wisconsin's balance of state IHSS Program in 2019.

The IHSS Program framework reflects the updated Wisconsin Child Welfare Model for Practice. As stated in the Model for Practice, the purpose of the Wisconsin Child Welfare System is to keep children safe and to support families to provide safe, permanent, and nurturing homes for their children. The system does this by safely keeping children and youth in their own home, family, tribe, and community whenever possible. The system strives to engage with children, youth, and families to expand healthy connections to supports in their community and tribes and bolster resiliency in families to help them thrive.

## **Program Purpose and Goals:**

### *Purpose:*

Wisconsin's IHSS Program reduces trauma to children by keeping children safe with their families, providing support and resources to build on family strengths, and preventing future maltreatment.

### *Primary Goal:*

The primary goal of the IHSS Program is to keep families intact by:

- Increasing parental protective capacities
- Decreasing out-of-home placements
- Helping families develop formal and informal supports
- Reducing maltreatment to children

## **Program Description:**

The IHSS Program serves families when children are assessed unsafe and at-risk of removal from their home. Intensive and short-term services are provided to the family to keep children safe while keeping the family intact.

The IHSS Program is appropriate when CPS determines that a child is unsafe but Danger Threats can be controlled for in the home with a Protective Plan or a Safety Plan. The IHSS Program funding is provided for up to four months with a possible one month extension.

The IHSS Program is guided and administered in accordance with:

- Wisconsin Children’s Code (Chapter 48)
- Wisconsin’s Child Protective Services Safety Intervention Standards
- Wisconsin’s Child Protective Services Access and Initial Assessment Standards
- Ongoing Services Standards, Wisconsin Department of Children and Families

### **Eligibility Requirements:**

Program eligibility is related to child characteristics, case characteristics, and timely data entry in eWiSACWIS. A child can be enrolled in the IHSS Program if the requirements outlined below are met and correctly documented in eWiSACWIS. If one child in the family qualifies based on the criteria below, siblings residing in the home may be enrolled in the IHSS Program.

To qualify for the IHSS Program the following is required:

- The case is a Child Protective Services case.
- There is a Protective Plan or Safety Plan in place (Present or Impending Danger Threats are identified) and it is documented in eWiSACWIS.
- The case is within the first 60 days of the screened-in report resulting in the current Initial Assessment.
- The child is eight-years-old or younger OR the child has a documented disability.
- The child had no out-of-home care episode or an out-of-home care episode that lasted no more than 72 hours. The child may have had a prior out-of-home care placement that lasted over 72 hours as long as it ended prior to the current screened-in report.
- If one child in the family qualifies based on the criteria above, siblings residing in the home can also enroll in the IHSS Program.

### **Program Requirements:**

In addition to the program requirements below, CPS must follow all requirements in Wisconsin’s Child Protective Service’s Access and Initial Assessment Standards, Ongoing Service Standards, and Safety Intervention Standards.

- Safety service providers or county staff must be available 24 hours per day, 7 days a week, to meet the critical needs of the family.
- Safety service providers or county staff must meet face-to-face with the family within 24 hours of program assignment.
- Family Teaming is required at the start of the IHSS Program and is recommended during case planning and safety planning. See [Appendix A](#) for more information.

- A Safety Management Meeting between the CPS caseworker, CPS supervisor, and any safety service providers is required at the start of IHSS and when any new staff begins working with the family. See [Appendix B](#) for more information.
- A reassessment of safety and if needed a new Protective and Safety Plan must be completed immediately if there is a change in family or household condition.
- Data and information must be entered timely into eWiSACWIS to support eligibility requirements, demonstrate fidelity to practice requirements, and support IHSS Program payment to the lead CPS agency.
- Cost reporting must be submitted quarterly. See [cost reporting](#) section on page 6 for more information.

### **Contracting Requirements:**

IHSS Program services can be provided by CPS agency staff or by contracted providers. In the case of contracted providers, there is no delegation of responsibility of safety assessment, documentation, planning, or case closure activities. If contracting is part of your IHSS Program delivery, the following requirements apply:

- The CPS caseworker must have at least weekly contact with the IHSS contracted provider(s).
- IHSS contracted providers must attend all Safety Management Meetings. See [Appendix B](#) for more information.
- Counties must create procedures to ensure for adequate and accurate documentation of all contacts made by each provider and ensure all documentation, family information, and family involvement in the program remains confidential and documented in eWiSACWIS per standards.
- CPS must confirm that professional, para-professional, and volunteer staff has specific position descriptions that include the qualifications, roles and functions, training, and supervision specific to the provision of the IHSS Program.
- Cost reporting must align with identified service cost categories. See [Appendix C](#).

### **Funding Structure:**

Participating counties are awarded a number of slots and a related dollar amount based on \$36/day or \$1,100/month for up to four months per child. These funds are made available to counties in two separate allocations (Jan-April/May-November) to serve all enrolled children in the given enrollment period. The Program Coordinator may grant an additional month of funding beyond the four month enrollment period. To request a one month extension a county needs to email the Program Coordinator at least one week prior to the four month end date and explain the extenuating circumstances which led to the request.

To accommodate variance in timing between the TANF funding cycle and the state fiscal year, the 2019 6-month calendar year enrollment award is broken into two funding allocations, totaling the full award amount. Each agency will be awarded a January-April allocation, and a May-November allocation within their contract. Funds are available to cover associated costs for enrolled children in that given program period (January-April/May-November). Costs for an enrolled child will count towards the program period for the month in which the expense was incurred. Please note, the date of a child's initial

enrollment determines which contract they would be reported under. All children with an original enrollment date between January 1, 2019 and June 30, 2019 will fall under the January-November CY 2019 contract and these new fiscal requirements. These changes will not impact children initially enrolled in the program prior to December 31st, 2018 who may continue to receive services in 2019 under the prior year's contract.

*To illustrate this point, a child with an original enrollment date in April 2019 will likely have costs for April-August 2019, based on the four-month enrollment window. The costs related to this child's services will be tracked against the January-November CY 2019 contract, but these costs will also be restricted by the 2 separate allocations depending on the month of incurred costs. Costs incurred in April would be considered part of the January-April allocation. Costs incurred for that child in May-August would be considered part of the May-November allocation. Funds in the January-April allocation that have no associated costs in that time period will be considered unused, and will be inaccessible to the agency for the subsequent time period of May-November.*

The county will report actual program costs in SPARC (9642B) on a monthly basis. Program funding can be spent on allowable program services. DCF will calculate a maximum monthly reimbursement amount based on county program enrollment. DCF will reimburse actual program costs monthly on SPARC (3612B), up to the calculated enrollment based amount for the same time period. Total reimbursement cannot exceed the total allocation amount nor exceed the total reported actual program costs.

### **Referral Process:**

1. County identifies children who would benefit from the IHSS Program.
2. County runs the IHSS Referral Report to confirm that the child is eligible.
3. County enters program assignment for eligible child. If a county has a question on eligibility it should reach out to the IHSS Program Coordinator prior to enrolling the child.
4. IHSS Program Coordinator runs IHSS report in eWiSACWIS on a regular basis and confirms that children are enrolled accurately and payment is authorized for eligible children.

### **Program Closure:**

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. 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.

### **Cost Reporting:**

- An IHSS Program specific cross-walk shows what types of services match with which SPC funding code. The cross-walk can be seen in [Appendix C](#).
- Only services from the allowable service categories will be paid for with IHSS Program funding. See below for a list of allowable services.
- Contracted providers are required to provide to the county or consortium cost reporting information that aligns with service cost centers detailed in [Appendix C](#).

### **Local Agency Match:**

In accordance with [Wis. Stat. § 49.175\(1\)\(t\)](#), beginning in calendar year 2018, the IHSS Program requires a 9.89% match from local agencies for the receipt of IHSS Program funding. Agencies will report IHSS match costs in SPARC on the IHSS match line **(9632B)**. The definition for this match is as follows: costs reported on the match line may include services, contracts, staff time, concrete resources and other expenses to support children to remain safely in their homes, excluding those costs claimed and reimbursed through the IHSS contract. The county/tribe will have to maintain an audit trail to support the match costs reported.

Match costs could include eligible contracts (excluding costs reimbursed by the IHSS contract); case management time on in-home cases not enrolled in the IHSS Program; payments for appropriate services for any in-home case that is not enrolled in the IHSS Program, and payments spent on IHSS enrolled families beyond the total award amount (including case management), and any other expenses that meet the description of match.

Reported match should exclude costs reimbursed by IHSS Program funding, costs reported on the 9612 series, and costs reported on CFA lines 3561, 3681, and 9681.

### **Allowable Services:**

The following services can be funded by IHSS dollars when included on a Protective Plan or Safety Plan. Services can be provided by either formal or informal supports. Both formal and informal supports can be paid for using IHSS Program funding.

#### *Separation:*

Recreational Activities: Any activities a child or parent participates in during times of separation to control for safety. This could include having a mentor take a child or parent out of the home for periods of time.

Daycare: The paid care of a child by a person other than the child's legal guardians or custodians to create separation between the children and their caregivers and control for safety. This includes both payment to established centers and informal supports.

Respite: Respite services include services such as temporary care for children to relieve a primary caregiver who may be experiencing severe distress or who may be in a state of crisis. This may be used in circumstances where the accumulation of caregiving responsibilities results in threats to safety.

### *Concrete Resources*

Food/Clothing Services: Services to connect a family with food and/or clothing that are necessary to control for safety.

Housing Assistance: Emergency assistance to help families access safe housing when it is necessary to control for safety. This includes providing rent or a stay in a hotel.

Transportation: This may include bus passes, gas vouchers, taxis, professional drivers, and providing rides to family members to access services identified on a protective plan or safety plan.

Household Support: Assistance from the agency in obtaining services or household items needed to maintain safety. This includes but is not limited to utility assistance and household items including car seats, safety gates, door alarms, and safety monitors, etc. as well as repairs to the home so that it is safe.

### *Social Connection and Emotional Support*

Social Supports: Supportive resources by family, friends, neighbors, coworkers, or others used to control for safety threats. Social connection and emotional support is an appropriate safety response for a parent whose isolation and unmet emotional needs result in threats to child safety. This is only an appropriate safety response if the planned connection and support has an immediate impact on the parent's behavior toward the child.

### *Supervision and Monitoring*

Supervision/Observation: Supervision and observation may involve informal or formal providers whose primary focus is to oversee interactions between parents/caregivers and children and intervene if safety threats arise. Informal providers, such as friends, neighbors or relatives, may be especially effective for providing supervision during critical times of day when safety threats may become active and result in harm to the child. For example, this could include observing/supervising a parent at bed time if this has been identified as a critical time for the family. Formal providers may include, but are not limited to: in-home safety teams, agency paraprofessionals, other contracted workers, and CPS workers. Payment for supervision and observation can be made to both formal and informal supports.

### *Parenting and Home Management*

Basic Home Management: Controlling for safety by assisting with budgeting, household schedules, and daily tasks or any other activities needed to maintain a household.

Unique Child Condition Service: Services used to address safety issues specific to one child in the family that may be related to a special need or circumstance.

Basic Parenting Assistance: Basic parenting involves compensating for the parent's inability to perform basic parenting and other life skills that affect child safety. It could include functions such as like feeding, bathing, and supervision. The provider is responsible for seeing that these functions are performed.

### *Medical Services*

In-Home Health Care: Providers that assist the family in the health care of family members to control for safety issues. This includes both providing health care, modeling for the family how to provide care for the child, and provision of medical equipment and supplies. If services are eligible for Medicaid funding, Medicaid should be billed first.

### *Crisis Management*

Crisis Services: Crisis stabilization or inpatient diversion services specifically focused on safety intervention. This could be related to AODA, emergency medical care, emergency mental health care or other family stressors. If services are eligible for Medicaid funding, Medicaid should be billed first.

The following services can be funded by IHSS dollars when offered in relation to safety management or the provision of safety related services. The below categories will not be on a Protective or Safety Plan, but will be reflected in quarterly cost reporting.

### *Case Management*

Case Management Services: Working with families, youth, children, providers and others for provision of tasks and activities to support, develop, implement, monitor, and manage Protective and Safety Plans.

### *Change Services*

Control is the primary function in all contacts with the family that are contained in the Protective or Safety Plan. Assuring child safety is always the priority for these services. Change services may be included only if they do not detract from this primary goal. If it is determined that control and child safety can be fully maintained during a visit the following change services may also be provided. Change services are time limited and focused on transition to safety and independence or a case plan in Ongoing Services.

Parenting Education: Parenting education is provided to teach parents appropriate parenting techniques and is used to enhance parental protective capacities. This service may only be provided if safety can be fully maintained and may never compromise child safety. If safety is a concern during parenting education the provider must be willing to provide the needed service to the child. For example, the provider must step in and provide food to the child if the parent is unable or unwilling to do so.

Mental Health and AODA Services: Counseling or other therapeutic services that focus on increasing protective parental capacities to eliminate the identified safety threats in the home. This service may only be provided if safety can be fully maintained and may never compromise child safety. IHSS should be used to fund these services if using IHSS funds would allow for the service to begin sooner or would not otherwise be funded through MA or insurance.

## **Appendices:**

[A. Family Teaming](#)

[B. Safety Management Meeting](#)

[C. Cost Reporting Form and IHSS Crosswalk](#)

[D. IHSS Program FAQ](#)

[E. Safety Assessment at IHSS Program Closure](#)

[F. eWiSACWIS reports and Outcome Tracking](#)

[G. Contact Information](#)

## Appendix A: Family Teaming

Family Teaming is required at the start of the IHSS Program. It can also be used during Protective and Safety Planning, case planning, and at IHSS Program closure.

Family Teaming is an evidence-based practice technique used to facilitate family engagement in the case planning process and throughout CPS involvement. It is a method that brings together family members, informal and formal supports, and CPS professionals, with the shared goal of strengthening and preserving the family. Family Teaming enhances core casework functions of engagement, assessment, service planning, monitoring, and coordination and uses a solution-focused strength and needs based approach to help families resolve issues that brought them into the IHSS Program.

Frequent and continuous communication is important for successful case progression and timely safe case closure. Family team meetings must occur at the beginning of the IHSS Program and can be offered as needed throughout the life of the case. In addition to the initial Family Team Meeting, the following opportunities may be considered for Family Team Meetings:

- Modification of the Protective Plan or Safety Plan
- Family or team members request meeting
- Safe IHSS Program case closure

## Appendix B: Safety Management Meeting

A Safety Management Meeting is held between the CPS caseworker, CPS supervisor, and any safety service providers. It is required at the beginning of the IHSS Program and when new staff begins interacting with the family. This could include (but is not limited to):

- The start of the IHSS Program
- Case transitions
- Staff transitions
- When new services are accessed

The purpose of the Safety Management Meeting is to ensure the CPS caseworker, supervisor, and any safety service providers share a thorough understanding of threats to child safety. The meeting focuses on the Protective or Safety Plan controls for identified danger threats, as well as expected roles and responsibilities related to safety management. This includes a conversation regarding the identified danger threats and safety actions to ensure all controls are sufficient, feasible, and sustainable to maintain child(ren) safely in the home. It is critical that the meeting focuses on a transparent and honest conversation about the conditions and behaviors within a family causing threats to child safety, as well as discussion about parental protective capacities present in the home that allows for in-home safety management. If considered appropriate by CPS, families may participate in the Safety Management Meeting.

If decisions are made in the Safety Management Meeting that result in revisions to the Protective or Safety plan, a face-to-face discussion must occur between the CPS and contracted IHSS workers (if applicable), caregivers, family members and providers in the Safety/ Protective Plan. This interaction must be immediate to ensure the Protective or Safety Plan controls for all identified safety threats and the child(ren) remain safe and protected.

The Safety Management Meeting must be documented in eWiSACWIS as a case note recorded by the assigned CPS caseworker and must include the content, date, attendees, and time of the Safety Management Meeting.

The Safety Management Meeting includes the disclosure of:

- Identified present or impending danger and the family conditions and/or behaviors which support the identified safety threat(s).
- The appropriateness of a Protective or Safety Plan and that the plan is the least intrusive, sufficient, feasible, and sustainable.
- The identified safety services/actions and whether they continue to be available at the needed frequency to control each Present or Impending Danger Threat.
- The continued suitability, role, and commitment of safety service providers.
- Existing parent/caregiver protective capacities and general family strengths.
- The status of parent/caregiver involvement in the Protective or Safety Plan.

### Appendix C: Cost Reporting Form and IHSS Crosswalk

The IHSS Fiscal Manual is available online at: <https://dcf.wisconsin.gov/cwportal/safety/ihss>. Below is a crosswalk between IHSS Service Categories and SPC Codes.

Service Categories	DCF Crosswalk Code	SPC Code and Description
Case Management	1-Case Management	604: Case Management Services
		AMSO: Agency Management Support and Overhead
Basic Home Management	2- Parenting Skills and Family Functioning	104: Supportive home care
Unique Child Condition Service		110: Daily living skills training
Parenting Education		111: Family support
Supervision and Observation		113: Consumer education and training
Basic Parenting Assistance		404: Family Planning
Daycare	3- Childcare Services	101: Child day care- crisis/respite
Respite		103: Respite
Crisis Services	4- Psychosocial/ Psychiatric Interventions	501: Crisis intervention
Mental Health/AODA Services		503: Inpatient AODA treatment
		507: Counseling/therapeutic resources
		510: Comprehensive community services
		511: Community recovery services

		603: Intake assessment
		703: Detoxification: hospital setting
		705: Detoxification: social setting
Transportation	5- Financial Support/ Direct Assistance	106: Housing/energy assistance
Housing Assistance		107: Transportation and escort
Household Support		609: Consumer directed supports
Food/Clothing Services		610: Housing Counseling
		205: Shelter care
		402: Home delivered meals
In-Home Health Care	6-Physical/ Developmental Health Services	606: Health screening and accessibility
		710: Skilled nursing services
Recreational Activities	9- Advocacy and Personal Supports	112: Interpreter services and adaptive equipment
Social Supports		403: Recreational/ alternative activities
		509: Community support

		513: Mentoring services
		601: Outreach
		602: Information and referral

\*Crosswalk categories 7 and 8 had no applicable services for IHSS

## Appendix D: IHSS Program FAQ

**Q1: Can I apply to the IHSS Program as a consortium (group of counties/tribes) or as an individual county?**

A. Yes, you can apply and submit your budget as either a consortium or individual county. If you choose to apply as an individual county, you can still have meetings with other counties or tribes for practice and case discussion.

**Q2. Can the IHSS Program be used for cases on the Alternative Response Pathway?**

A. Yes, the IHSS Program is appropriate as long as a child meets the initial referral qualifications (see [IHSS Eligibility Requirements](#)). The case must also have confirmed Impending Danger Threats and the children must be assessed as unsafe.

**Q3: Can children be enrolled in the IHSS Program if they were in out-of-home care prior to IHSS?**

A. Yes, the child can have been in out-of-home care for up to 72 hours prior to enrolling in IHSS. Additionally, if child was in out-of-home care and that placement closed prior to the new access report then the child could also qualify for IHSS.

**Q4: Are counties/consortia required to provide a funding match?**

A. Yes, please see [Local Agency Match](#).

## Appendix E: Safety Assessment at IHSS Program Closure

All cases involved in the IHSS Program must have a final safety assessment at program closure that addresses and confirms the absence of Present and/or Impending Danger Threats or the decision of the agency to address the safety threats in an alternate manner.

### Reasons for IHSS Program Closure:

1. Parental Protective Capacities were adequately enhanced and the child is safe.
2. Allowable IHSS Program duration has been exceeded.
3. The child was placed into out-of-home care.
4. The parent/caregiver is no longer cooperative with the IHSS Program.

It is possible for the IHSS Program to end and the child to remain unsafe. When that occurs the case must receive continued case management by the agency until the child is assessed to be safe.

### Steps Required Prior to IHSS Program Closure

1. Complete a final safety assessment that addresses and confirms the absence of Present and /or Impending Danger Threats OR explains the agency's plans to address safety threats in an alternate manner.
2. Assemble a final family team meeting to discuss case closure.
3. Ensure all service linkages are addressed and in place for the family including any transitions to Ongoing services.

### Documentation Required at Case Closure:

1. Safety Assessment
2. Justification for the decision to close the case, including the reasons why previously identified danger threats are no longer active, how the danger threats are managed successfully by the family, or how CPS will manage safety in an alternate manner.
3. Description of future service needs and linkages to those services

## Appendix F: eWiSACWIS Reports and Outcome Tracking and How to Guides

The following eWiSACWIS reports will be helpful to you for the IHSS Program:

IHSS Pre Enrollment by Case, Child (SM06A127): This report allows counties to see if an individual child meets eligibility criteria to enroll in the IHSS Program. It also shows minor household members on the same case as a qualifying child.

IHSS Pre Enrollment by County (SM06A126): This report shows all children in the county who qualify for the IHSS Program but are not currently enrolled.

IHSS Enrollment and Outcomes Report (SM06A125): This report has information on cases with an IHSS Program designation in eWiSACWIS during the report run. This report allows counties and the state to track outcomes for children enrolled in the IHSS Program. See the screenshots below for information on how to access the report in eWiSACWIS. You may need to reach out to your eWiSACWIS security delegate to request access to the report.

How to Check if a Child is Eligible for IHSS:

This aid shows how to run and use the eWiSACWIS report “SM06A127 IHSS Pre Enrollment by Case, Child.” Ask your eWiSACWIS delegate for access to the report.

Create Maintain Utilities Adgption Search Help

**Katy C. Petershack's Desktop**

Date Restricted  Participant View  View Not Approved/Cancelled

Ticklers

- My Ticklers
- Escalated Ticklers
- Cases (0)
- Providers (0)
- Approvals
- Access Reports
- Home Inquiries

**eWiSACWIS Messages and Links**

The large enhancements being developed for the February release are listed below. More information is coming in February!

- Info to Out of Home Care Provider
- State Paid County Placements
- STAR coding
- Third Party Payee part 1
- Community Response Program

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Help Desk Contact Information:

- \*Local Madison Number: (608) 264-6323 - Option 3 for eWiSACWIS
- \*Long Distance to Madison: (855) 264-6323 (Toll Free) - Option 3 for eWiSACWIS
- \*E-mail: DCFServiceDesk@wisconsin.gov (Use Only Case, Person, and Provider IDs)

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- [E-mail the Help Desk \(Use ONLY client and case IDs\)](#)
- [Geographic Placement Resource System \(GPRS\)](#)
- [Knowledge Web](#)
- [Demo eWiSACWIS environment \(useful for trying things out with test cases\)](#)
- [Incident Tracker](#)
- [Wisconsin Public Records \(CCAP\)](#)
- [Child Welfare Dashboards](#)
- [Sex Offender Address Check](#)
- [Federal Measurement Tools](#)
- [Reports - Scheduled & On-Demand](#)
- [PDS Online System](#)

1. Go to eWiSACWIS and click on “Reports-Scheduled & On-Demand”

**eWReports** Reports for Katy Petershack Request Refresh Logout

Maintain Utilities Help County: State

Report Outliner Current Archive On Demand

Reports Home Reports Catalog Reports What's New

Shows All Reports

- Administrative
- Fiscal
- Other
- Permanency
- Safety
- Well-Being

2. Click on “Request”

On Demand Report Selection

Topic	Report	Regular Schedule
Ad Hoc Reports On Demand Only	<a href="#">ADHOC001 Adoption Eligibility - Turning 18</a>	On Demand Only
	<a href="#">ADHOC016 Provider Training</a>	On Demand Only
	<a href="#">ADHOC033 Case Management Time</a>	On Demand Only
	<a href="#">ADHOC047 Payment Expenditures</a>	On Demand Only
	<a href="#">ADHOC049 Case Participant Demographic Information</a>	On Demand Only
BMCW Data in reports is BMCW specific	<a href="#">SM08X125 BMCW PS Program Enrollment and Payment</a>	Monthly
	<a href="#">SM08X126 BMCW PS Program Case Management</a>	Monthly
	<a href="#">SM08X127 BMCW PS Program Monthly Family Services</a>	Monthly
CM06 Notes	<a href="#">CM06X100 Caseworker Contacts</a>	Monthly
CM26 ICWA	<a href="#">CM26X101 ICWA Report</a>	Monthly
FM01 Process Payments	<a href="#">FM01x100 Out of Home Care Rates</a>	Monthly
FM07 Trust Accounts	<a href="#">FM0705b Trust Account Balance for Closed Cases</a>	Monthly
	<a href="#">FM0706b Trust Account Drawdown Report</a>	Monthly
SM02 Access Reports	<a href="#">SM02X100 Access Report (Enhanced)</a>	Monthly
SM03 Information & Referral	<a href="#">SM0301 On Demand only - Referrals</a>	On Demand Only
SM04a Maintain Case	<a href="#">SM04A103 Case Assignment Report</a>	Monthly
SM06a Assessment	<a href="#">SM06A106 IA Tracking</a>	Daily
	<a href="#">SM06A109 Initial Assessment Report</a>	Monthly
	<a href="#">SM06A111 Recurrence of Maltreatment</a>	Monthly
	<a href="#">SM06A114 CPS Appeals Monitoring Report</a>	Daily
	<a href="#">SM06A125 IHSS Enrollment and Outcomes Report</a>	On Demand Only
	<a href="#">SM06A126 IHSS Pre Enrollment By County</a>	On Demand Only
	<a href="#">SM06A127 IHSS Pre Enrollment By Case, Child</a>	On Demand Only
	<a href="#">SM08X107 IL Service Report</a>	Monthly
	<a href="#">SM08X109 Permanency Consultation Report</a>	Monthly
	<a href="#">SM08X110 SPC Monitoring Report</a>	Monthly
SM08 Document Plans	<a href="#">SM08X115 Case Plan Service Inventory</a>	Monthly

3. Click on the report:  
 "SM06A127 IHSS Pre Enrollment  
 By Case, Child"\*

\*If the report does not show up in your list, contact your eWiSACWIS security delegate for access.

Close

On Demand Report Parameter Selection  
 SM06A127 - IHSS Pre Enrollment By Case, Child

This report provides the list of children that may be eligible for enrollment in the IHSS program, and is to be used to assist in determining who to enroll. The report user is to query the individual child they are interested in enrolling to determine if they qualify.

Parameter	Value	Description
Case ID	<input type="text"/>	Case ID
Child ID	<input type="text"/>	Child ID

4. Enter Case ID

5. Enter Child ID

6. Click Submit

Back Submit Close

**On Demand Report Request Edit**  
**SM06A127 - IHSS Pre Enrollment By Case, Child**  
 Request submitted successfully.

**On Demand Request Details**

Request # : 2120672  
 Requestor: Petershack, Katy (10193385)  
 Date: 2017-02-06 10:14:53.0  
 Status: SUBMITTED ▾  
 Comment:

**Parameters**

Case ID: 8356451  
 Child ID: 8752292

**Current Report Files**

No report files found for this request.

7. A new screen will open, click "close"



8. Click on the "refresh" button until the report status column shows "completed"

eW Reports
Reports for Katy Petershack
Request ▾ Default 
Logout

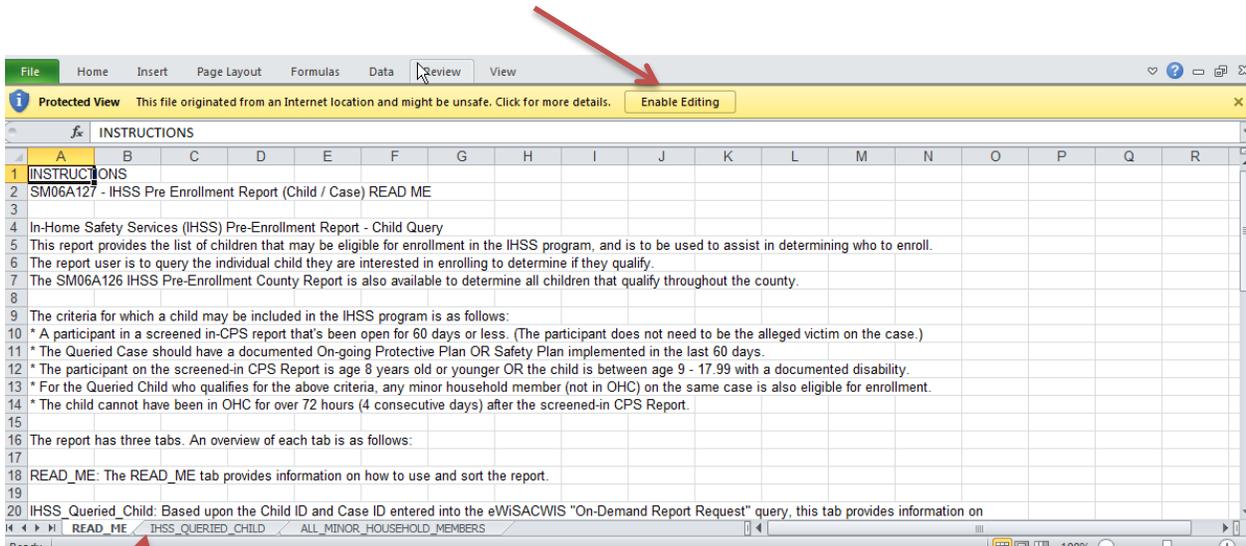
Maintain [Utilities](#) [Help](#)

County: State ▾

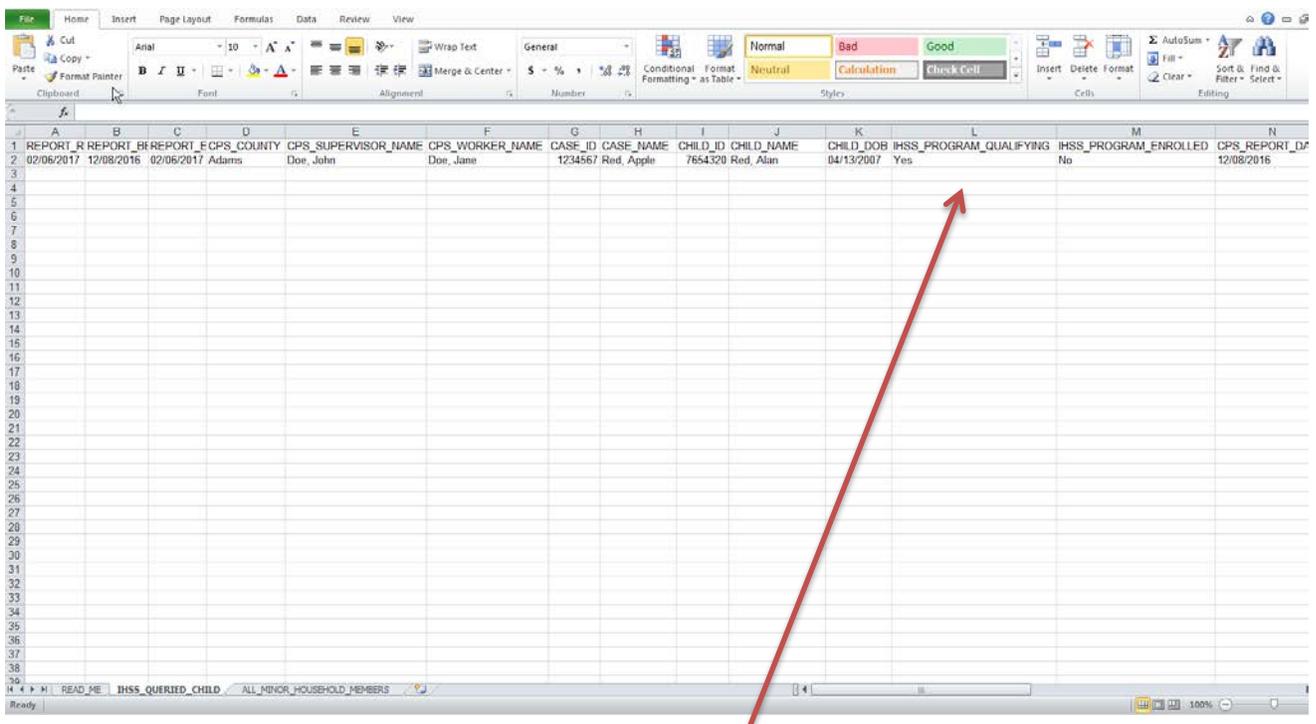
Report Outliner	Current	Archive	On Demand
Report Name	Status	Run Date	Report Output
<a href="#">ADHOC070 - Retired - IHSS Report Replaced by SM06A125</a>	Completed	10/27/2016 11:55:31	<a href="#">ADHOC070 IHSS_REPORT.xls</a>
	Completed	10/24/2016 14:11:17	<a href="#">ADHOC070 IHSS_REPORT.xls</a>
	Completed	10/24/2016 13:26:03	<a href="#">ADHOC070 IHSS_REPORT.xls</a>
	Completed	10/24/2016 11:00:02	<a href="#">ADHOC070 IHSS_REPORT.xls</a>
	Completed	10/17/2016 15:17:30	<a href="#">ADHOC070 IHSS_REPORT.xls</a>
<a href="#">SM06A125 - IHSS Enrollment and Outcomes Report</a>	Completed	02/02/2017 13:10:48	<a href="#">SM06A125 IHSS_ENROLLMENT_AND_OUTCOMES.xls</a>
	Completed	02/02/2017 11:47:26	<a href="#">SM06A125 IHSS_ENROLLMENT_AND_OUTCOMES.xls</a>
<a href="#">SM06A126 - IHSS Pre Enrollment By County</a>	Completed	02/06/2017 10:09:35	<a href="#">SM06A126 IHSS_Pre_Enrollment_County.xls</a>
<a href="#">SM06A127 - IHSS Pre Enrollment By Case, Child</a>	Submitted	02/06/2017 10:10:21	

9. Click on the report name "SM06A127 IHSS Pre Enrollment by Case, Child" once it appears in the report output column and click "Open" when you see a pop-up

10. The report will open in Excel. You'll need to click "enable editing" if you see this box.



11. You can navigate the report using the three tabs on the bottom of the screen. For example, the tab "IHSS Queried Child" will show you if the child you ran the report on is eligible to be in IHSS Program.



11. Once you are in the "IHSS Queried Child" tab, look at column "L" to see if the child qualifies for the program. Columns O, P, Q, R, S, and T show information which helps you to see why a child may or may not qualify for the program.

11. If the child you queried is eligible for the IHSS Program, the third tab of the report “All Minor Household Members” will show other minors in the same case as the queried child. You can use column I in this tab to determine if these minors are eligible for the IHSS Program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	REPORT	REPORT	REPORT	CPS_COU	CPS_SUP	CPS_WOF	CASE_ID	CASE_NA	IHSS_PROGRAM_ELIGIBLE	IHSS_PROGRAM_ENROLLED	MINOR_HH_CH	MINOR_HH_CHILD_NAM	MINOR_HH_CHILD	CPS_REPORT_DATE	IN_HOME
2	02/06/2011	12/08/2016	02/06/2011	Adams	Doe, John	Doe, Jane	1234567	Red, Apple	Yes	No	7654321	Red, Bob	11/28/2005	12/08/2016	Yes
3	02/06/2011	12/08/2016	02/06/2011	Adams	Doe, John	Doe, Jane	1234567	Red, Apple	Yes	No	7654322	Red, Amy	03/15/2001	12/08/2016	Yes
4	02/06/2011	12/08/2016	02/06/2011	Adams	Doe, John	Doe, Jane	1234567	Red, Apple	Yes	No	7654323	Red, Frank	12/03/2012	12/08/2016	Yes
5	02/06/2011	12/08/2016	02/06/2011	Adams	Doe, John	Doe, Jane	1234567	Red, Apple	Undetermined - Age not document	No	7654324	Red, Joe		12/08/2016	Yes
6	02/06/2011	12/08/2016	02/06/2011	Adams	Doe, John	Doe, Jane	1234567	Red, Apple	Yes	No	7654325	Red, Sam	01/05/2016	12/08/2016	Yes
7															
8															
9															
10															
11															
12															
13															
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How to Get a List of All Children Eligible for the IHSS Program in Your County:

This aid shows how to run and use the eWiSACWIS report “SM06A126 IHSS Pre Enrollment by County.” Ask your eWiSACWIS delegate for access to the report.

Create Maintain Utilities Adgption Search Help

**Katy C. Petershack's Desktop**

Date Restricted  Participant View  View Not Approved/Cancelled

Ticklers

- My Ticklers
- Escalated Ticklers
- Cases (0)
- Providers (0)
- Approvals
- Access Reports
- Home Inquiries

**eWiSACWIS Messages and Links**

The large enhancements being developed for the February release are listed below. More information is coming in February!

- Info to Out of Home Care Provider
- State Paid County Placements
- STAR coding
- Third Party Payee part 1
- Community Response Program

\*\*\*\*\*

Help Desk Contact Information:

- \*Local Madison Number: (608) 264-6323 - Option 3 for eWiSACWIS
- \*Long Distance to Madison: (855) 264-6323 (Toll Free) - Option 3 for eWiSACWIS
- \*E-mail: DCFServiceDesk@wisconsin.gov (Use Only Case, Person, and Provider IDs)

\*\*\*\*\*

- [E-mail the Help Desk \(Use ONLY client and case IDs\)](#)
- [Geographic Placement Resource System \(GPRS\)](#)
- [Knowledge Web](#)
- [Demo eWiSACWIS environment \(useful for trying things out with test cases\)](#)
- [Incident Tracker](#)
- [Wisconsin Public Records \(CCAP\)](#)
- [Child Welfare Dashboards](#)
- [Sex Offender Address Check](#)
- [Federal Measurement Tools](#)
- [Reports - Scheduled & On-Demand](#)
- [PDS Online System](#)

1. Go to eWiSACWIS and click on “Reports-Scheduled & On-Demand”

**eWReports** Reports for Katy Petershack Request Refresh Logout

Maintain Utilities Help County: State

Report Outliner Current Archive On Demand

Reports Home Reports Catalog Reports What's New

Shows All Reports

- Administrative
- Fiscal
- Other
- Permanency
- Safety
- Well-Being

2. Click on “Request”

On Demand Report Selection

Topic	Report	Regular Schedule
Ad Hoc Reports On Demand Only	<a href="#">ADHOC001 Adoption Eligibility - Turning 18</a>	On Demand Only
	<a href="#">ADHOC016 Provider Training</a>	On Demand Only
	<a href="#">ADHOC033 Case Management Time</a>	On Demand Only
	<a href="#">ADHOC047 Payment Expenditures</a>	On Demand Only
	<a href="#">ADHOC049 Case Participant Demographic Information</a>	On Demand Only
BMCW Data in reports is BMCW specific	<a href="#">SM08X125 BMCW PS Program Enrollment and Payment</a>	Monthly
	<a href="#">SM08X126 BMCW PS Program Case Management</a>	Monthly
	<a href="#">SM08X127 BMCW PS Program Monthly Family Services</a>	Monthly
CM06 Notes	<a href="#">CM06X100 Caseworker Contacts</a>	Monthly
CM26 ICWA	<a href="#">CM26X101 ICWA Report</a>	Monthly
FM01 Process Payments	<a href="#">FM01x100 Out of Home Care Rates</a>	Monthly
FM07 Trust Accounts	<a href="#">FM0705b Trust Account Balance for Closed Cases</a>	Monthly
	<a href="#">FM0706b Trust Account Drawdown Report</a>	Monthly
SM02 Access Reports	<a href="#">SM02X100 Access Report (Enhanced)</a>	Monthly
SM03 Information & Referral	<a href="#">SM0301 On Demand only - Referrals</a>	On Demand Only
SM04a Maintain Case	<a href="#">SM04A103 Case Assignment Report</a>	Monthly
SM06a Assessment	<a href="#">SM06A106 IA Tracking</a>	Daily
	<a href="#">SM06A109 Initial Assessment Report</a>	Monthly
	<a href="#">SM06A111 Recurrence of Maltreatment</a>	Monthly
	<a href="#">SM06A114 CPS Appeals Monitoring Report</a>	Daily
	<a href="#">SM06A125 IHSS Enrollment and Outcomes Report</a>	On Demand Only
SM08 Document Plans	<a href="#">SM06A126 IHSS Pre Enrollment By County</a>	On Demand Only
	<a href="#">SM06A127 IHSS Pre Enrollment By Case, Child</a>	On Demand Only
	<a href="#">SM08X107 IL Service Report</a>	Monthly
	<a href="#">SM08X109 Permanency Consultation Report</a>	Monthly
	<a href="#">SM08X110 SPC Monitoring Report</a>	Monthly
	<a href="#">SM08X115 Case Plan Service Inventory</a>	Monthly

3. Click on the report:  
 "SM06A126 IHSS Pre Enrollment  
 By County"

Close

\*If the report does not show up in your list, contact your eWiSACWIS security delegate for access.

**eWReports** Print 

**On Demand Report Parameter Selection**  
**SM06A126 - IHSS Pre Enrollment By County**

This report provides the list of children not currently enrolled in the IHSS program that meet the criteria for enrollment. The county is to use this report to determine which children are not enrolled that likely should be enrolled.

Parameter	Value	Description
County	<input type="text" value="Adams"/>	County

3. Click on "Submit"



On Demand Report Request Edit  
 SM06A126 - IHSS Pre Enrollment By County  
 Request submitted successfully.

On Demand Request Details	
Request # :	2120685
Requestor:	Petershack, Katy (10193385)
Date:	2017-02-06 12:00:21.0
Status:	SUBMITTED
Comment:	<input type="text"/>
Parameters	
County:	Adams
Current Report Files	
No report files found for this request.	

5. A new screen will open, click on "close"

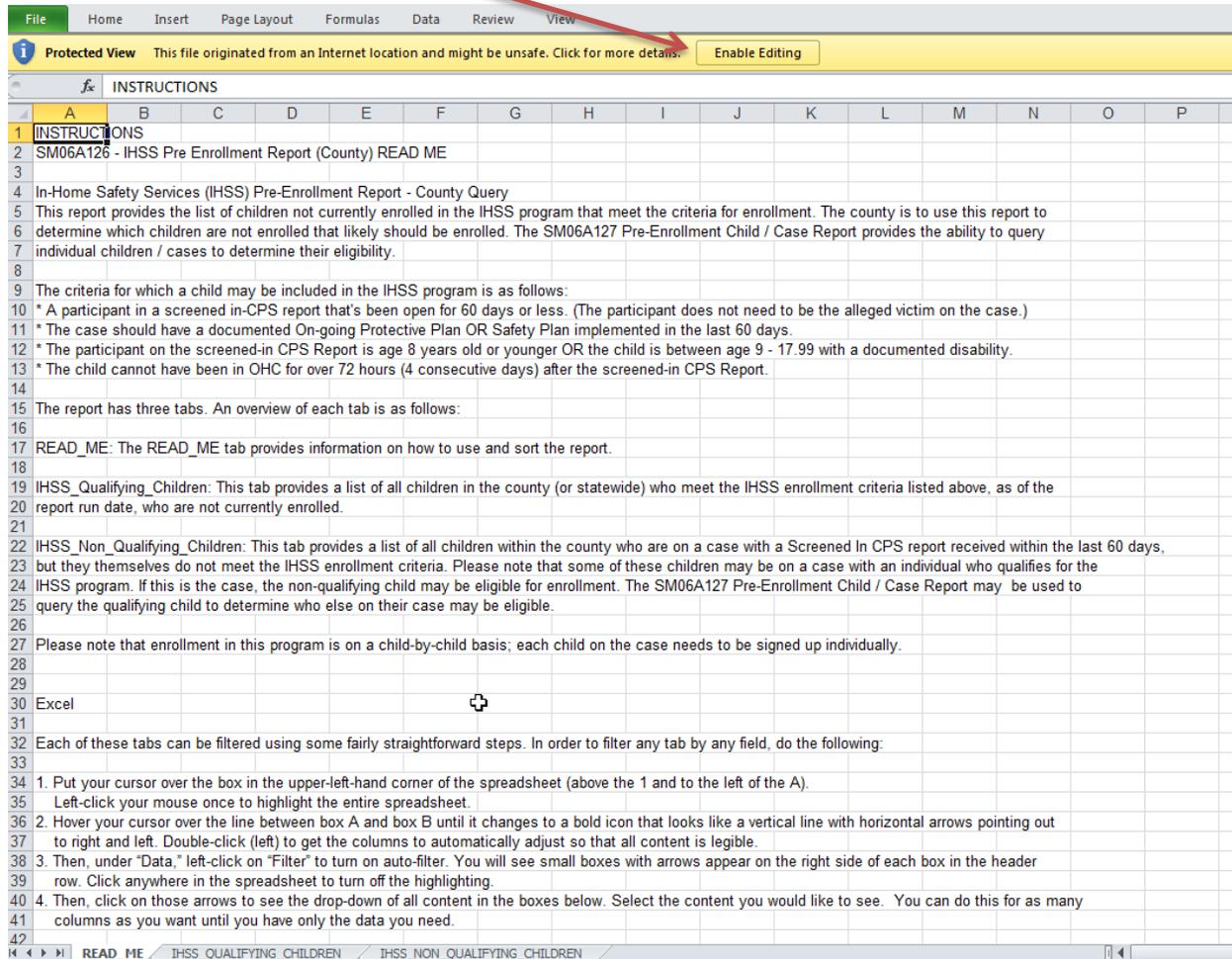
Close

6. Click on the "refresh" button until the report status column shows "completed"

Report Outliner		Current		Archive		On Demand	
Report Name	Status	Run Date	Report Output				
<a href="#">ADHOC070 - Retired - IHSS Report Replaced by SM06A125</a>	Completed	10/27/2016 11:55:31	<a href="#">ADHOC070_IHSS_REPORT.xls</a>				
	Completed	10/24/2016 14:11:17	<a href="#">ADHOC070_IHSS_REPORT.xls</a>				
	Completed	10/24/2016 13:26:03	<a href="#">ADHOC070_IHSS_REPORT.xls</a>				
	Completed	10/24/2016 11:00:02	<a href="#">ADHOC070_IHSS_REPORT.xls</a>				
	Completed	10/17/2016 15:17:30	<a href="#">ADHOC070_IHSS_REPORT.xls</a>				
<a href="#">SM06A125 - IHSS Enrollment and Outcomes Report</a>	Completed	02/02/2017 13:10:48	<a href="#">SM06A125_IHSS_ENROLLMENT_AND_OUTCOMES.xls</a>				
	Completed	02/02/2017 11:47:26	<a href="#">SM06A125_IHSS_ENROLLMENT_AND_OUTCOMES.xls</a>				
<a href="#">SM06A126 - IHSS Pre Enrollment By County</a>	Completed	02/06/2017 12:00:24	<a href="#">SM06A126_IHSS_Pre_Enrollment_County.xls</a>				
	Completed	02/06/2017 11:56:59	<a href="#">SM06A126_IHSS_Pre_Enrollment_County.xls</a>				
	Completed	02/06/2017 10:09:35	<a href="#">SM06A126_IHSS_Pre_Enrollment_County.xls</a>				
<a href="#">SM06A127 - IHSS Pre Enrollment By Case Child</a>	Completed	02/06/2017 10:14:57	<a href="#">SM06A127_IHSS_Pre_Enrollment_Case_Child.xls</a>				
	Completed	02/06/2017 10:10:25	<a href="#">SM06A127_IHSS_Pre_Enrollment_Case_Child.xls</a>				

7. Click on the report name "SM06A126 IHSS Pre Enrollment by County" once it appears in the report output column and click "Open" when you see a pop-up

8. The report will open in Excel. You'll need to click "enable editing" if you see this box.



11. You can navigate the report using the three tabs on the bottom of the screen.

The tab "IHSS Qualifying Children" will show a list of all the children in your county who meet the IHSS Program criteria and are not enrolled in the program as of the report run.

The tab "IHSS Non Qualifying Children" shows a list of all the children in your county on a case with a Screened In CPS report received in the last 60 days. Some of the children listed on this tab may be on the case of an individual who does qualify for the program. If this is the case the non-qualifying child may be eligible for enrollment.

How to use IHSS Enrollment and Outcomes Report (SM06A125):

This aid shows how to run and use the eWiSACWIS report “SM06A127 IHSS Pre Enrollment by Case, Child.” Ask your eWiSACWIS delegate for access to the report.

The screenshot shows the eWiSACWIS desktop interface. At the top is a navigation bar with the logo and menu items: Case Work, Provider Work, Search, Refresh, Print, Help, and Logout. Below this is a secondary menu with: Create, Maintain, Utilities, Adoption Search, and Help. The main content area is titled "Katy C. Petershack's Desktop" and includes several filter checkboxes: "Date Restricted" (checked), "Participant View", and "View Not Approved/Cancelled". A sidebar on the left lists navigation options: Ticklers (with sub-items My Ticklers and Escalated Ticklers), Cases (0), Providers (0), Approvals, Access Reports, and Home Inquiries. On the right, the "eWiSACWIS Messages and Links" section contains contact information for the Help Desk and a list of links: "E-mail the Help Desk (Use ONLY client and case IDs)", "Geographic Placement Resource System (GPRS)", "Incident Tracker", "Wisconsin Public Records (CCAP)", "Child Welfare Dashboards", "Sex Offender Address Check", "Federal Measurement Tools", "Knowledge Web", "Demo Database", "Reports - Scheduled & On-Demand", and "PDS Online System". A red arrow points from the text "1. Go to eWiSACWIS and click on 'Reports- Scheduled & On-Demand'" to the corresponding link in the list.

1. Go to eWiSACWIS and click on "Reports- Scheduled & On-Demand"

**eWReports** Reports for Katy Petershack Request Refresh Logout

Maintain Utilities Help County: State

Report Outliner Current Archive On Demand

Reports Home Reports Catalog Reports - What's New

Shows All Reports

- Administrative
- Fiscal
- Other
- Permanency
- Safety
- Well-Being

2. Click on "Request"

**eWReports** Print

On Demand Report Selection

Topic	Report	Regular Schedule
Ad Hoc Reports On Demand Only	<a href="#">ADHOC001 Adoption Eligibility - Turning 18</a>	On Demand Only
	<a href="#">ADHOC016 Provider Training</a>	On Demand Only
	<a href="#">ADHOC033 Case Management Time</a>	On Demand Only
	<a href="#">ADHOC047 Payment Expenditures</a>	On Demand Only
	<a href="#">ADHOC049 Case Participant Demographic Information</a>	On Demand Only
BMCW Data in reports is BMCW specific	<a href="#">SM08X125 BMCW PS Program Enrollment and Payment</a>	Monthly
	<a href="#">SM08X126 BMCW PS Program Case Management</a>	Monthly
	<a href="#">SM08X127 BMCW PS Program Monthly Family Services</a>	Monthly
CM06 Notes	<a href="#">CM06X100 Caseworker Contacts</a>	Monthly
CM26 ICWA	<a href="#">CM26X101 ICWA Report</a>	Monthly
FM01 Process Payments	<a href="#">FM01x100 Out of Home Care Rates</a>	Monthly
FM07 Trust Accounts	<a href="#">FM0705b Trust Account Balance for Closed Cases</a>	Monthly
	<a href="#">FM0706b Trust Account Drawdown Report</a>	Monthly
SM02 Access Reports	<a href="#">SM02X100 Access Report (Enhanced)</a>	Monthly
SM03 Information & Referral	<a href="#">SM0301 On Demand only - Referrals</a>	On Demand Only
SM04a Maintain Case	<a href="#">SM04A103 Case Assignment Report</a>	Monthly
SM06a Assessment	<a href="#">SM06A106 IA Tracking</a>	Daily
	<a href="#">SM06A109 Initial Assessment Report</a>	Monthly
	<a href="#">SM06A111 Recurrence of Maltreatment</a>	Monthly
	<a href="#">SM06A114 CPS Appeals Monitoring Report</a>	Daily
	<a href="#">SM06A125 IHSS Enrollment and Outcomes Report</a>	On Demand Only
SM08 Document Plans	<a href="#">SM06A126 IHSS Pre Enrollment By County</a>	On Demand Only
	<a href="#">SM06A127 IHSS Pre Enrollment By Case, Child</a>	On Demand Only
	<a href="#">SM08X107 IL Service Report</a>	Monthly
	<a href="#">SM08X109 Permanency Consultation Report</a>	Monthly
	<a href="#">SM08X110 SPC Monitoring Report</a>	Monthly
	<a href="#">SM08X115 Case Plan Service Inventory</a>	Monthly

3. Click on the report "IHSS Enrollment and Outcomes Report (SM06A125)"

Close

**On Demand Report Parameter Selection**  
**SM06A125 - IHSS Enrollment and Outcomes Report**

The SM06A125 IHSS Enrollment and Outcomes Report provides enrollment and evaluation information for the in home safety services program, for those enrolled during the reporting period. The report details summary information regarding enrollment by county, demographic information of children enrolled in the program, allegation and substantiation information both before and during the program enrollment, and information on the outcomes of children who left the IHSS program during the reporting period.

Parameter	Value	Description
Start Date	<input type="text" value="00/00/0000"/>	StartDate
End Date	<input type="text" value="00/00/0000"/>	EndDate
County	<input type="text" value="All Counties"/> 	County

4. Enter date you want the report run to begin and an end date.

5. You will see your county name here.

6. Click Submit

On Demand Report Request Edit  
SM06A125 - IHSS Enrollment and Outcomes Report  
Request submitted successfully.

**On Demand Request Details**

Request #: 2121670  
Requestor: Petershack, Katy (10193385)  
Date: 2017-02-23 13:27:16.0  
Status:   
Comment:

**Parameters**

Start Date:   
End Date:   
County:

**Current Report Files**

No report files found for this request.

7. A new screen will open,  
click "close"

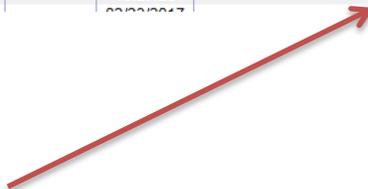


eWReports Reports for Katy Petershack Request Refresh Logout

Maintain Utilities Help County: State

Report Name	Status	Run Date	Report Output
<a href="#">SM06A125 - IHSS Enrollment and Outcomes Report</a>	Completed	02/23/2017 13:27:28	<a href="#">SM06A125_IHSS_ENROLLMENT_AND_OUTCOMES.xls</a>

8. Click on the report name  
"SM06A125 IHSS Enrollment and  
Outcomes" and click "Open" when  
you see a pop-up



9. The report will open in Excel. You'll need to click "enable editing" if you see this box.

The screenshot shows the Microsoft Excel interface. At the top, the ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. A yellow warning bar is present with the text: 'Protected View This file originated from an Internet location and might be unsafe. Click for more details.' To the right of this bar is a button labeled 'Enable Editing'. A red arrow points from the text '9. The report will open in Excel. You'll need to click "enable editing" if you see this box.' to this button.

The main area of the spreadsheet is titled 'INSTRUCTIONS'. The content of the worksheet is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	INSTRUCTIONS														
2	SM06A125 IHSS Enrollment and Outcomes Report														
3															
4	The SM06A125 IHSS Enrollment and Outcomes Report provides enrollment and evaluation information for the in home safety services														
5	program, for those enrolled during the reporting period. The report details summary information regarding enrollment by county,														
6	demographic information of children enrolled in the program, allegation and substantiation information before, during and after the														
7	program enrollment, and information on the outcomes of children who left the IHSS program during the reporting period.														
8															
9	This report output contains 4 tabs. The tabs are shown at the bottom of your screen with the following titles (shown in all caps).														
10															
11	READ_ME : This tab provides information on how to use and sort the report.														
12															
13	SUMMARY_BY_COUNTY : This tab provides a summary of unique case and IHSS enrollee counts of those enrolled in the IHSS program														
14	within the reporting period. This tab also indicates if there are any IHSS enrollees who are simultaneously in OHC for the purposes of														
15	dis-enrolling these children from the program.														
16															
17	IHSS_CASE_DETAIL : This tab provides details on any open In-Home Safety Service assignment within the reporting period. Details														
18	provided include demographic information on the enrolled child as well as counts of maltreatment allegations and substantiations, both														
19	before and after the enrollment in the program.														
20															
21	IHSS_EXIT_COHORT : This tab provides information on all In-Home Safety Service enrolled children where the IHSS program end date falls														
22	within the reporting period. In other words, data is provided on all children who exit the IHSS program within the reporting period. Details														
23	are also provided on out-of-home care placements that occur after the child exits IHSS, and the OHC information provided is for OHC														
24	stays immediately after the IHSS program end date.														
25															
26															
27	Excel														
28															
29	Each of these tabs can be filtered using some fairly straightforward steps. In order to filter any tab by any field, do the following:														
30															
31	1. Put your cursor over the box in the upper-left-hand corner of the spreadsheet (above the 1 and to the left of the A).														
32	Left-click your mouse once to highlight the entire spreadsheet.														
33	2. Hover your cursor over the line between box A and box B until it changes to a bold icon that looks like a vertical line with horizontal arrows pointing out														
34	to right and left. Double-click (left) to get the columns to automatically adjust so that all content is legible.														
35	3. Then, under "Data," left-click on "Filter" to turn on auto-filter. You will see small boxes with arrows appear on the right side of each box in the header														
36	row. Click anywhere in the spreadsheet to turn off the highlighting.														
37	4. Then, click on those arrows to see the drop-down of all content in the boxes below. Select the content you would like to see. You can do this for as many														
38	columns as you want until you have only the data you need.														
39															
40	Functional Summary														
41															
42	Most eWiSACWIS reports contain documentation detailing what each report worksheet holds, and also provides definitions of														
43	each field (column header). This documentation is referred to as 'functional summaries'.														

At the bottom of the screen, the worksheet tabs are visible: 'READ\_ME', 'SUMMARY\_BY\_COUNTY', 'IHSS\_CASE\_DETAIL', and 'IHSS\_EXIT\_COHORT'. The status bar at the very bottom shows 'Ready'.

10. You can navigate the report using the four tabs on the bottom of the screen. For example, "IHSS Case Detail" will show you a list of all the cases with an active IHSS Program designation in eWiSACWIS during the report run dates you filled out in step 4.

## Appendix G: Contact Information

For questions related to the IHSS Program and IHSS cost reporting please contact the IHSS Program Coordinator:

[DCFIHSSProgram@wisconsin.gov](mailto:DCFIHSSProgram@wisconsin.gov)

608-422-6959