

Assigning a Case (Supervisor)

Note: In order to create an assignment, an assignment to the case is not needed.

Note: The Create Worker Assignment page provides the ability to create multiple assignments to a case at once.

1. From the supervisor's desktop, expand the Cases icon and click on the appropriate case icon.
2. Click on the Assignment icon.
3. Click on the Actions hyperlink for a worker assignment row.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer" and the application logo "eWiSACWIS". Below the header, there are navigation links: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". On the right side of the header, there are icons for "Case Work", "Provider Work", "Search", and "Refresh".

The main content area is titled "Dan Daisy's Desktop". Below the title, there are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked).

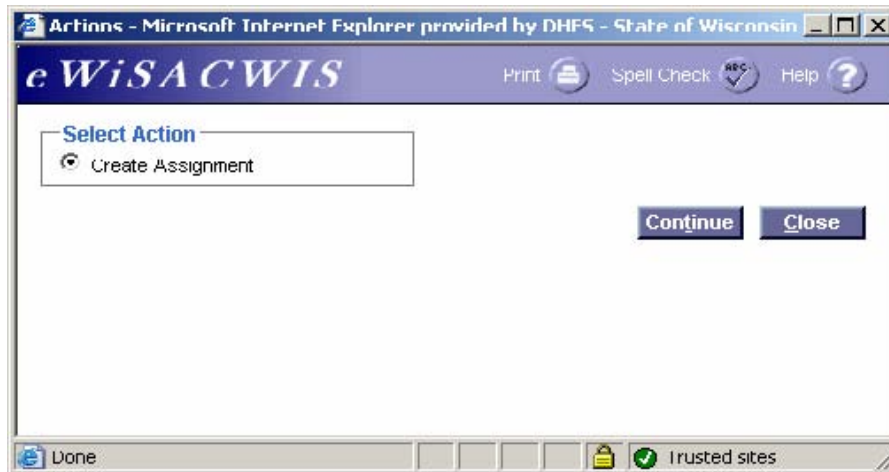
The interface displays a list of "Cases (31)". The first three cases are:

- Abby, Alice (9221241)** - Restricted Case - Actions
CPS Family - Ongoing 10/25/2004 Larsson, Branch Milwaukee-Admin 111222 Penntwon Rd , Baraboo, WI 53913 FSL: Moderate
- Abby, Johnny (20273)** - Restricted Case - Actions
CPS Family - Initial Assessment & JJ 08/01/2000 Daisy, Dan Milwaukee-Region 3 509 W. Wisconsin Avenue , Milwaukee, WI 53203 FSL: Low
- Allen, Sarah E. (9220000)** - Actions
CPS Family - Ongoing 12/10/2001 Daisy, Dan Milwaukee-Admin 11 Southern Way , Madison, WI 53702 FSL: Low

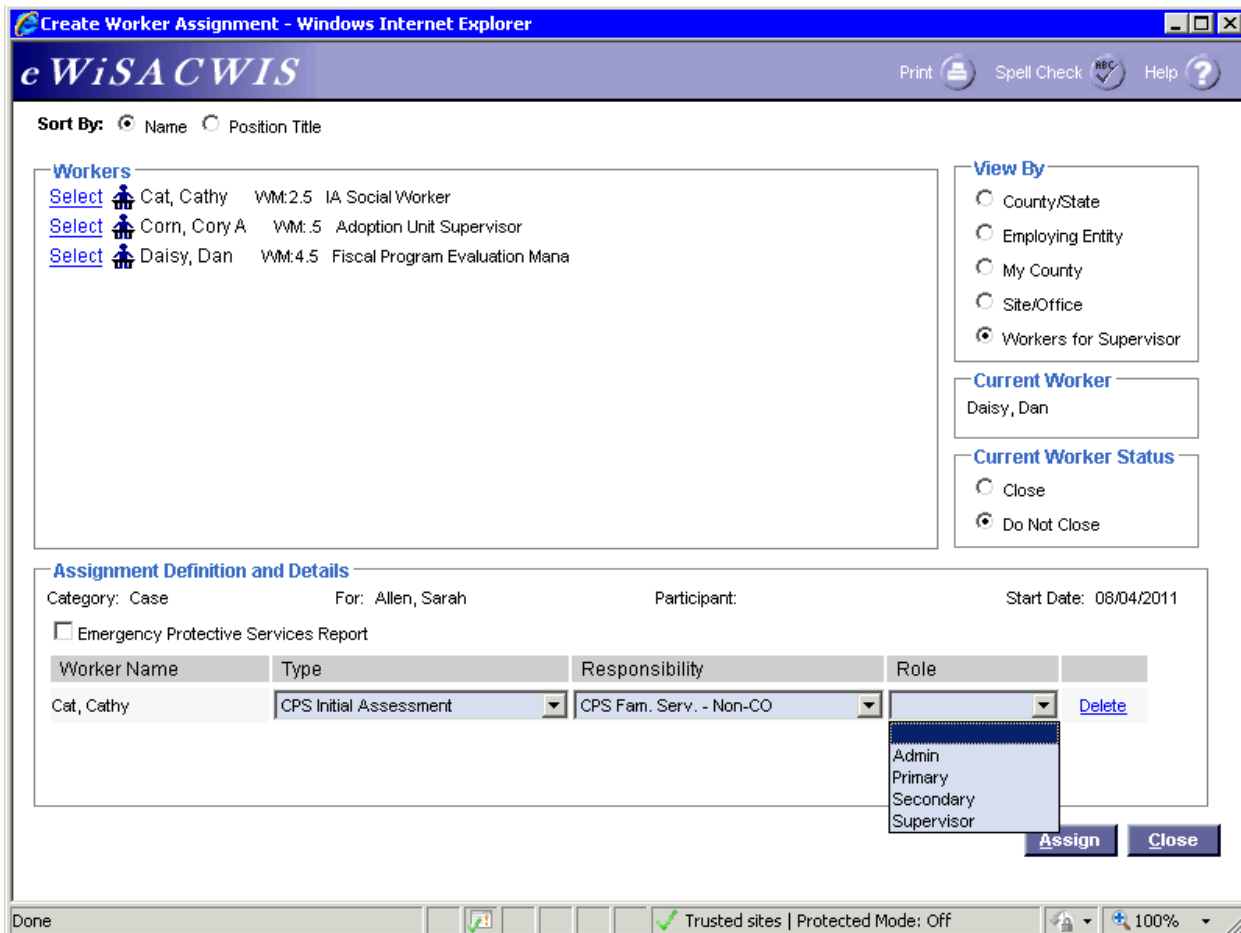
Below the cases, there is a sidebar menu with various icons and labels:

- Administration
- Adoption
- Assets and Income
- Assignment
 - Daisy, Dan** - Actions (circled in red)
 - Cat, Cathy - Act [Click to Create Assignment]
 - Florence, Supervisor - Actions
 - Corn, Cory A. - Actions
 - Daisy, Dan
- Background Checks
- Eligibility
- ICPC
- Legal
- Placements
- Planning
- Related People
- Services

- On the Actions page, click Continue.



- On the left side of the Create Worker Assignment page, click on the appropriate Select hyperlink(s) of the worker(s) you want to assign the case to. If you do not see his/her name, go to the View By group box and select County/State. On the left side of the page will be a listing of all counties. Select the appropriate county and look for the name of the person you want to assign the case to. When identified, click on the Select hyperlink next to the worker's name. There is no limit as to the number of assignments you can create for a case.
- On the bottom of the page is the Assignment Definition and Details group box. Type, Responsibility, and Role are all drop-down values. Select the appropriate value for the type of case assignment to be made for each worker. Remember, there can only be one Primary Assignment.



7. The Current Worker group box indicates the name of the current worker assigned to the case.
8. The Current Worker Status group box relates to the assignment status of the current worker assigned to the case. If the assignment for the current worker should be closed, click the Close radio button and her assignment will close when the new worker is assigned to the case.
9. The Assignment Definition and Details box will pre-fill with the new worker assigned (Worker Name), the case name (For), and the date the assignment was effective for (Start Date).
10. Once completed, click on the Assign button. eWiSACWIS will create a new assignment, close the current worker assignment (if selected), and notify all people assigned to the case of any change in case assignment via e-mail.

Workers

Select	Cat, Cathy	WM:2.5	IA Social Worker
Select	Corn, Cory A	WM:.5	Adoption Unit Supervisor
Select	Daisy, Dan	WM:4.5	Fiscal Program Evaluation Mana

View By

- County/State
- Employing Entity
- My County
- Site/Office
- Workers for Supervisor

Current Worker
Daisy, Dan

Current Worker Status

- Close
- Do Not Close

Assignment Definition and Details

Category: Case For: Allen, Sarah Participant: Start Date: 08/04/2011

Emergency Protective Services Report

Worker Name	Type	Responsibility	Role	
Cat, Cathy	CPS Initial Assessment	CPS Fam. Serv. - Non-CO	Secondary	Delete
Corn, Cory A.	CPS Initial Assessment	Family Group Conference	Secondary	Delete

Assign **Close**