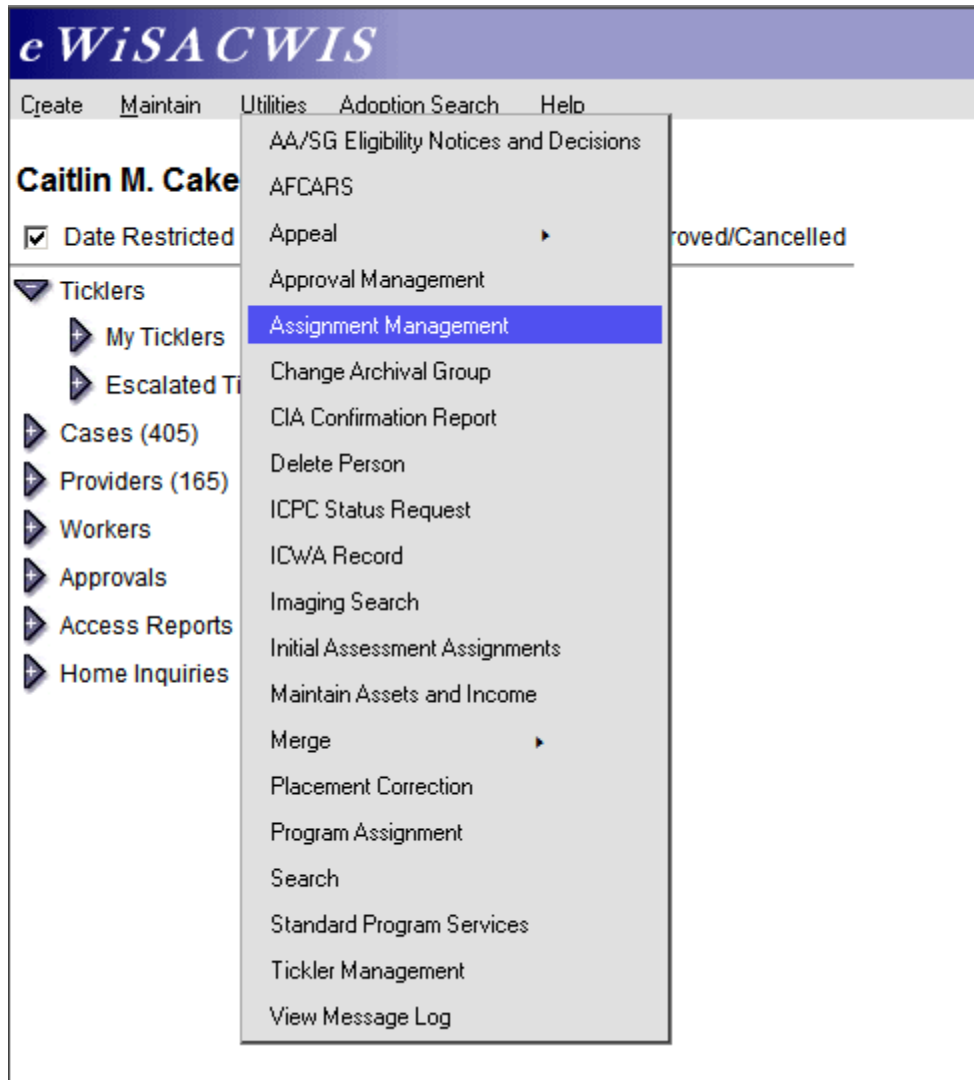


Assignment Management – Reassign by Worker

1. Click Utilities > Assignment Management. This will open the Assignment Management page.



- On the Assignment Management page select the Worker radio button, and then select the worker you wish to manage his or her case or provider assignments for. Please note that only the workers supervised by the person doing the Assignment Management will display in the Worker drop-down.

Assignment Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/CM02_AsgnmntMgt.do

eWiSACWIS Refresh Print Spell Check Help

Actions

- Reassign
- Close

View By

- Case
- Provider
- Worker

Worker: Fox, Frank
Case:
Provider:

Record 1 to 31 of 31

Assignments

<input type="checkbox"/> Select All	C/P	Case/Provider ▲	Participant	Type	Role	Reassign To
<input type="checkbox"/>	P	AAA Agency		OHCUC	Primary	
<input type="checkbox"/>	P	Address, Physicalpatone		OHCUC	Primary	
<input type="checkbox"/>	C	Adopted, Annie		Adoption	Primary	
<input type="checkbox"/>	C	Adoption, Alvin		Access	Supervisor	
<input type="checkbox"/>	P	Agency, AAA		OHCUC	Primary	
<input checked="" type="checkbox"/>	C	Allen, Sarah		CPS Initial Assessment	Primary	Pending approvals exist
<input type="checkbox"/>	C	Ash, Anna		CPS Ongoing	Primary	
<input type="checkbox"/>	C	Brooks, Brenda		CPS Initial Assessment	Secondary	

Select Assignee
[Select Worker](#)

Save Close

Done Internet 100%

- Select the assignment(s) you wish to reassign to a new worker. To reassign all of the cases and providers to another worker, check the Select All checkbox. Click on the underlined blue header columns to sort the data by C/P (Case or Provider), Case/Provider name, Participant (for Participant-specific assignments only), Type, or Role. The default sort is by Case or Provider name. The 'C' or 'P' indicates if it is a Case or Provider. Once the assignments have been selected, click the Select Worker hyperlink in the Select Assignee group box. If the row is italicized, it is because that specific piece of work related to that case is part of an active approval chain, and thus cannot be reassigned. Please finally approve the documents that are missing approval in order to reassign through assignment management.

Assignment Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/CM02_AsgnmntMgt.do

eWiSACWIS Refresh Print Spell Check Help

Actions

- Reassign
- Close

View By

- Case
- Provider
- Worker

Worker: Fox, Frank
Case:
Provider:

Record 1 to 31 of 31

Assignments

<input type="checkbox"/> Select All	C/P	Case/Provider	Participant	Type	Role	Reassign To
<input checked="" type="checkbox"/>	P	AAA Agency		OHCUC	Primary	
<input checked="" type="checkbox"/>	P	Address, Physicalpatone		OHCUC	Primary	
<input type="checkbox"/>	C	Adopted, Annie		Adoption	Primary	
<input checked="" type="checkbox"/>	C	Adoption, Alvin		Access	Supervisor	
<input type="checkbox"/>	P	Agency, AAA		OHCUC	Primary	
<input type="checkbox"/>	C	Allen, Sarah		<i>CPS Initial Assessment</i>	Primary	<i>Pending approvals exist</i>
<input type="checkbox"/>	C	Ash, Anna		CPS Ongoing	Primary	
<input type="checkbox"/>	C	Brooks, Brenda		CPS Initial Assessment	Secondary	

Select Assignee

[Select Worker](#)

Save Close

Done Internet 100%

- The Select Worker for Reassignment page opens, showing the Workers for Supervisor view by default. Use the View By options on the right to find other workers in eWiSACWIS. Click the Select hyperlink next to the worker that will be receiving the selected assignments and click Continue.

The screenshot shows a web browser window titled "Select Worker for Reassignment -- Webpage Dialog". The address bar shows the URL: https://appst.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp?templateMapUrl=/CM02_CreateWorkerAssignment. The page header features the "eWiSACWIS" logo and navigation links for Print, Spell Check, and Help.

Below the header, there are sorting options: "Sort By: Name Position Title".

The main content area is divided into two sections:

- Workers:** A list of workers with "Select" links and icons. The second worker, "Buffalo, Supervisor", is highlighted with a dashed border.

Worker Name	WM	Position Title
Banana, Brendt	WM:3	Safety Case Manager
Buffalo, Supervisor	WM:5	Director
Cake, Caitlin	WM:6	Ongoing Supervisor
Clark, Supervisor	WM:5	SW Supervisor CPS & JJ
Daisy, Dan	OHC	Licenser/Consultant
Default Worker, StateAdoption		Adoption Case Worker
Door, Supervisor	WM:0	Social Work Supervisor
Dunn, Supervisor		Family Services Manager
Eclair, Etta	WM:1.5	Ongoing Case Manager
FAST, Supervisor		FAST Unit Supervisor
Florence, Supervisor		Director
Florence, Worker		Children-Family Social Worker
- View By:** A sidebar with radio button options:
 - County/State
 - Employing Entity
 - My County
 - Site/Office
 - Workers for Supervisor

Below these sections is a table titled "Selected Assignments":

C/P	Case/Provider	Participant	Type	Role
P	AAA Agency		OHCU	Primary
C	Adoption, Alvin		Access	Supervisor
P	Address, Physicalpatone		OHCU	Primary

At the bottom right of the page are two buttons: "Continue" and "Close". The browser's status bar at the bottom shows the same URL and "Internet" connectivity.

- On the Assignment Management page, the selected worker pre-fills into the 'Reassign To' column. To reassign additional open assignments for this worker, repeat steps 3 and 4 above. To change the worker in the Reassign To column, click the Remove hyperlink next to the assignment that needs to be corrected. When all reassignments are complete for this worker, click the Save button.

Assignment Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/CM02_AsgnmtMgt.do

eWiSACWIS Refresh Print Spell Check Help

Actions

- Reassign
- Close

View By

- Case
- Provider
- Worker

Worker:

Case:

Provider:

Record 1 to 31 of 31

Assignments

<input type="checkbox"/> Select All	C/P	Case/Provider ▲	Participant	Type	Role	Reassign To	
<input checked="" type="checkbox"/>	P	AAA Agency		OHCU	Primary	Buffalo, Supervisor	Remove
<input checked="" type="checkbox"/>	P	Address, Physicalpatone		OHCU	Primary	Buffalo, Supervisor	Remove
<input type="checkbox"/>	C	Adopted, Annie		Adoption	Primary		
<input checked="" type="checkbox"/>	C	Adoption, Alvin		Access	Supervisor	Buffalo, Supervisor	Remove
<input type="checkbox"/>	P	Agency, AAA		OHCU	Primary		
<input type="checkbox"/>	C	Allen, Sarah		CPS Initial Assessment	Primary	Pending approvals exist	
<input type="checkbox"/>	C	Ash, Anna		CPS Ongoing	Primary		
<input type="checkbox"/>	C	Brooks, Brenda		CPS Initial Assessment	Secondary		

Select Assignee

[Select Worker](#)

Save Close

Done Internet 100%

- The Assignment Management page refreshes and the remaining open case and/or provider assignments are displayed. Click Close to return to your desktop.

Assignment Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/CM02_AsgnmntMgt.do

eWiSACWIS Refresh Print Spell Check Help

Actions

- Reassign
- Close

View By

- Case
- Provider
- Worker

Worker: Fox, Frank
Case:
Provider:

Record 1 to 28 of 28

Assignments

<input type="checkbox"/> Select All	C/P	Case/Provider ▲	Participant	Type	Role	Reassign To
<input type="checkbox"/>	C	Adopted, Annie		Adoption	Primary	
<input type="checkbox"/>	P	Agency, AAA		OHCU	Primary	
<input checked="" type="checkbox"/>	C	Allen, Sarah		CPS Initial Assessment	Primary	Pending approvals exist
<input type="checkbox"/>	C	Ash, Anna		CPS Ongoing	Primary	
<input type="checkbox"/>	C	Brooks, Brenda		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	P	Cash, Carla		OHCU	Secondary	
<input type="checkbox"/>	C	Chickfila, Christina		Access	Supervisor	
<input type="checkbox"/>	C	Dunkin, Deedee		Access	Supervisor	

Select Assignee
[Select Worker](#)

Save Close

Done Internet 100%