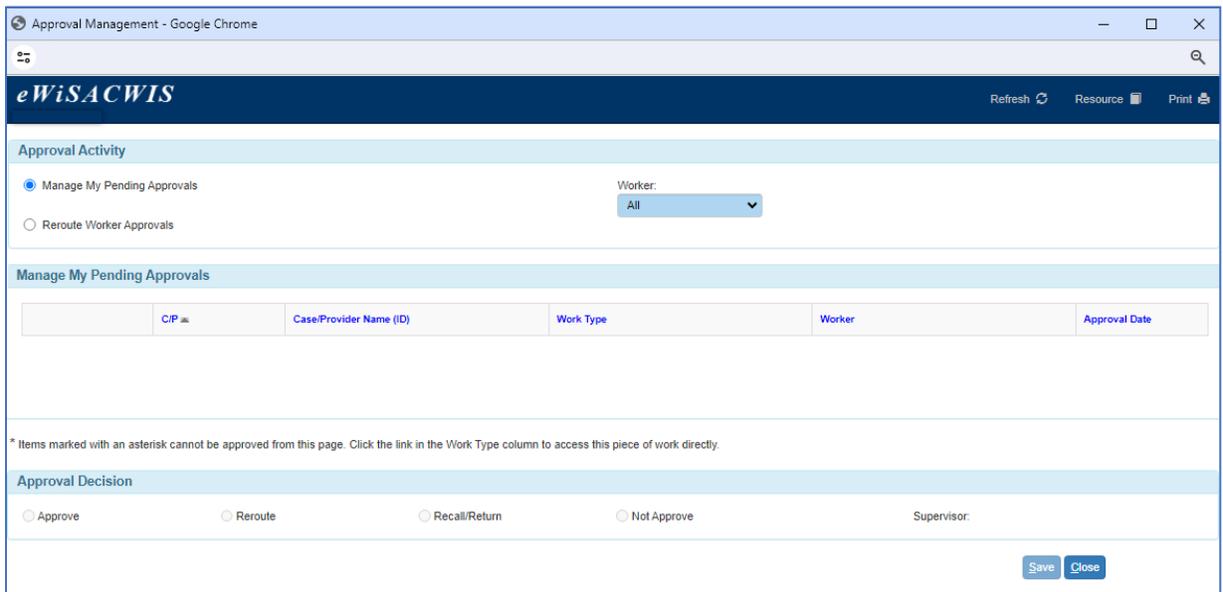


Approval Management

The Approval Management page allows supervisors to make an approval decision (approve, reroute, recall/return, not approve) on case or provider work that has been approved by a Professional and forwarded to the supervisor. Supervisors can also reroute approvals for which their Professionals have been part of the approval chain.

To access the Approval Management page, select the Approval tab and click on the Approval Management icon to open the Approval Management page or select Actions > Management > Approval Management from the menu bar.



Manage My Pending Approvals

1. The Approval Management page defaults to the 'Manage My Pending Approvals' view. The Worker drop-down list defaults to 'All.' You can toggle between 'Manage My Pending Approvals' and 'Reroute Worker Approvals' by selecting the appropriate radio button. You may also choose to view 'All' pending approvals for the supervisor's Professionals or approvals specific to an assigned Professional by selecting the Professional from the 'Worker' drop-down in the Approval Activity group box. There is also an auto sort feature with each column in the Manage My

Pending Approvals group box. The triangle next to the C/P is currently sorting by case first and provider second. By clicking on the C/P column, the system will sort providers first and cases second. The auto sort feature works the same way for each of the columns.

2. You can view specific pieces of work by selecting the 'Work Type' hyperlink corresponding with the Case/Provider Name. You can also individually approve that specific piece of work while viewing it through the Approvals tab.

Note: Items marked with an (*) asterisk can only be approved by clicking on the Work Type hyperlink and approving the work from within the specific piece of work.

The screenshot displays the 'Approval Management' interface in a web browser. The page title is 'eWiSACWIS' and the current view is 'Approval Management'. The main content area is titled 'Approval Activity' and includes a 'Manage My Pending Approvals' section. A 'Worker' dropdown menu is set to 'All'. Below this is a table of pending approvals:

	C/P	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input type="checkbox"/>	Case	Abby, Anne (9221241)	Forms	Dane, Supervisor	04/20/2023
<input type="checkbox"/>	Case	Abby, Art (20273)	Agreement End (Cannot <i>Not Approve</i>)	Cake, Caitlin C.	04/24/2023
<input checked="" type="checkbox"/>	Case	Ajax, Lenovo (9223375)	Case Closure (Adoption)	Cake, Caitlin C.	05/18/2023
<input type="checkbox"/>	Case	Buckeye, Bernadette (9225116)	Assessment-Unsub. (Cannot <i>Not Approve</i>)	Cake, Caitlin C.	04/03/2023

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

The 'Approval Decision' section includes radio buttons for 'Approve', 'Reroute', 'Recall/Return', and 'Not Approve', along with a 'Supervisor:' field. 'Save' and 'Close' buttons are located at the bottom right.

3. Multiple pieces of work can be addressed at the same time by selecting the checking box to the left of each piece of work. When this is done, the Approval Decision group box will become enabled. You will be able to Approve, Reroute, Recall/Return, and Not Approve multiple pieces of work at the same time.

eWISACWIS x Approval Management x +

eWISACWIS Refresh Resource Print Help

Approval Activity

Manage My Pending Approvals Worker: All
 Reroute Worker Approvals

Manage My Pending Approvals

	C/P	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input checked="" type="checkbox"/>	Case	Abby, Anne (9221241)	Forms	Dane, Supervisor	04/20/2023
<input checked="" type="checkbox"/>	Case	Abby, Art (20273)	Agreement End (Cannot Not Approve)	Cake, Caitlin C.	04/24/2023
*	Case	Ajax, Lenovo (9223375)	Case Closure (Adoption)	Cake, Caitlin C.	05/18/2023
<input type="checkbox"/>	Case	Buckeye, Bernadette (9225116)	Assessment-Unsub. (Cannot Not Approve)	Cake, Caitlin C.	04/03/2023

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

Approve
 Reroute
 Recall/Return
 Not Approve
 Supervisor:

Save Close

4. If you choose to Reroute the selected pieces of work, the [Other](#) hyperlink can be used to search out the supervisor in which the work will be rerouted to. The [Clear](#) hyperlink will clear the current Approval Decision radio button selection.

eWISACWIS x Approval Management x +

eWISACWIS Refresh Resource Print Help

Approval Activity

Manage My Pending Approvals Worker: All
 Reroute Worker Approvals

Manage My Pending Approvals

	C/P	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input checked="" type="checkbox"/>	Case	Abby, Anne (9221241)	Forms	Dane, Supervisor	04/20/2023
<input checked="" type="checkbox"/>	Case	Abby, Art (20273)	Agreement End (Cannot Not Approve)	Cake, Caitlin C.	04/24/2023
*	Case	Ajax, Lenovo (9223375)	Case Closure (Adoption)	Cake, Caitlin C.	05/18/2023
<input type="checkbox"/>	Case	Buckeye, Bernadette (9225116)	Assessment-Unsub. (Cannot Not Approve)	Cake, Caitlin C.	04/03/2023

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

Approve
 Reroute
 Recall/Return
 Not Approve
 [Clear](#)
 Supervisor: Caitlin C. Cake
 [Other](#)

Save Close

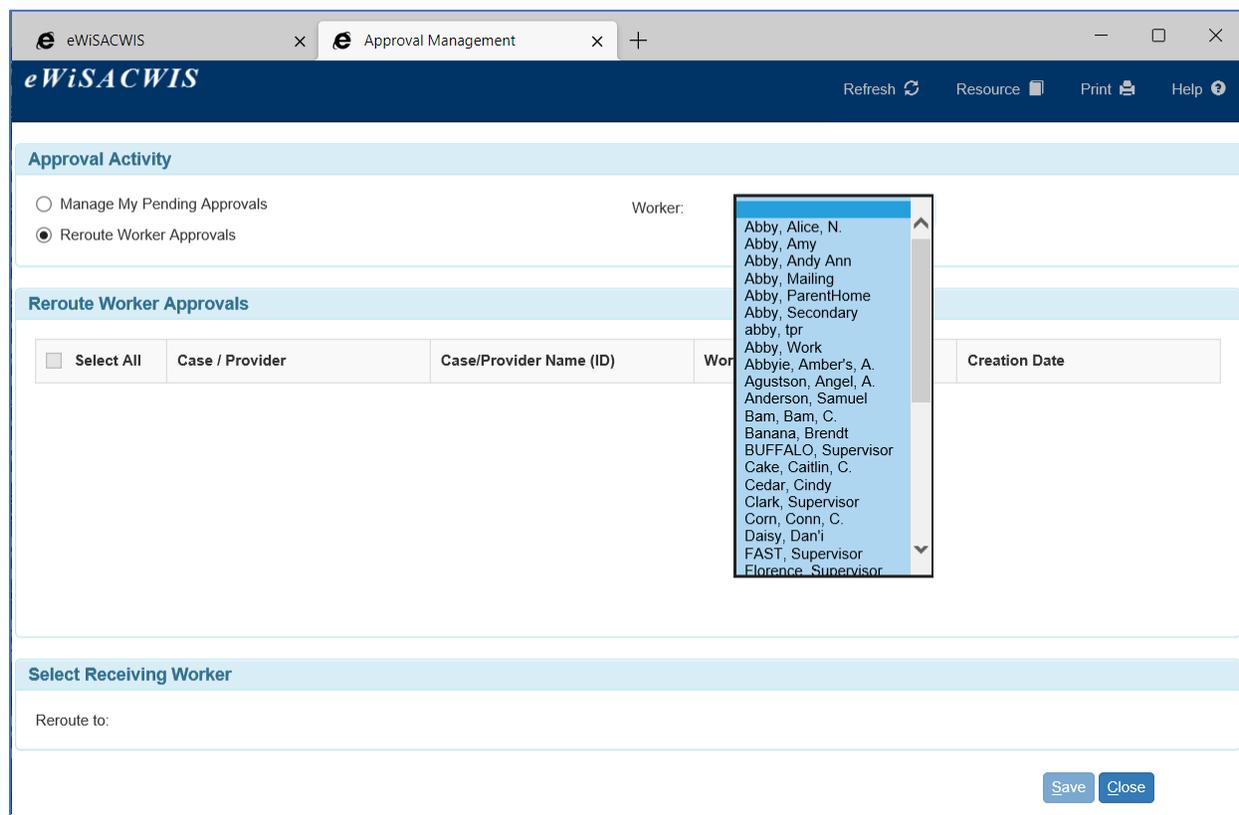
- When selecting Save and Close, if a Professional is trying to approve a case/perm plan prior to creating or final approving all of the required, related work items (RCSE, FIP, SAAP, etc.) Professional receives an error message similar to the one shown below. In other words, Professional will be unable to approve the case/perm plan until the other work items are final approved. A case/perm plan can be approved at the same time as those other related work items.



Reroute Worker Approvals

A Supervisor can reroute a worker's pending approvals to a different Professional who is assigned to the same supervisor.

- On the Approval Management page, select the Reroute Worker Approvals radio button.



2. Select the Professional from Worker drop-down for whom you want to reassign pending approvals from.
3. Once the Professional has been selected, all pending approvals for that Professional will display in the Reroute Worker Approvals group box.

The screenshot shows the eWiSACWIS web application interface. At the top, there are browser tabs for 'eWiSACWIS' and 'Approval Management'. The application header includes the 'eWiSACWIS' logo and navigation links for 'Refresh', 'Resource', 'Print', and 'Help'. Below the header, the 'Approval Activity' section has two radio buttons: 'Manage My Pending Approvals' (unselected) and 'Reroute Worker Approvals' (selected). A 'Worker:' dropdown menu is set to 'Daisy, Dan'i'. The main section is titled 'Reroute Worker Approvals' and contains a table with the following data:

<input type="checkbox"/> Select All	Case / Provider	Case/Provider Name (ID)	Work Type	Creation Date
<input type="checkbox"/>	Case	Abby, Anne (9221241)	Legal Documentation	03/07/2023
<input type="checkbox"/>	Case	Abby, Anne (9221241)	Safety Assessment, Analysis and Plan	03/21/2023
<input type="checkbox"/>	Case	Abby, Art (20273)	Placement & Service	04/04/2023
<input type="checkbox"/>	Case	Abby, Art (20273)	Placement & Service	04/04/2023

Below the table is a 'Select Receiving Worker' section with a 'Reroute to:' label and a text input field. At the bottom right, there are 'Save' and 'Close' buttons.

4. You can click the Select All checkbox or select individual pieces of work to be rerouted in the Reroute Worker Approvals group box. You can also look at the individual pieces of work by selecting the Work Type hyperlink next to the associated case/provider.

- Once the pieces of work to be rerouted are selected, a [Select Worker](#) hyperlink appears at the bottom of the page. Search out the Professional for whom the approval(s) should be rerouted. Click Save.

Approval Activity

Manage My Pending Approvals
 Worker: Daisy, Dan'i

Reroute Worker Approvals

Reroute Worker Approvals

<input type="checkbox"/> Select All	Case / Provider	Case/Provider Name (ID)	Work Type	Creation Date
<input checked="" type="checkbox"/>	Case	Abby, Anne (9221241)	Legal Documentation	03/07/2023
<input checked="" type="checkbox"/>	Case	Abby, Anne (9221241)	Safety Assessment, Analysis and Plan	03/21/2023
<input type="checkbox"/>	Case	Abby, Art (20273)	Placement & Service	04/04/2023
<input type="checkbox"/>	Case	Abby, Art (20273)	Placement & Service	04/04/2023

Select Receiving Worker

Reroute to: Frank Fox Select Worker

Save
Close

- A pop-up message will appear with the following message: “This will reroute the approval history for the selected approval(s) to the identified worker. Do you wish to continue?” Click Yes. You will return to the Approvals Management page.

Confirmation

This will reroute the approval history for the selected approval(s) to the identified worker. Do you want to continue?

Yes
No