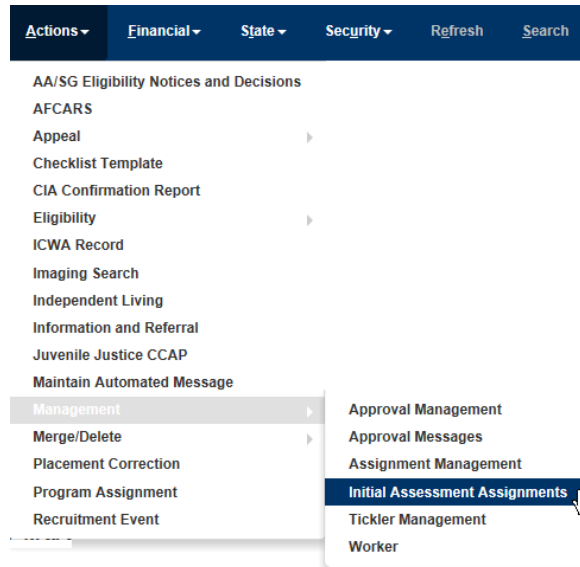


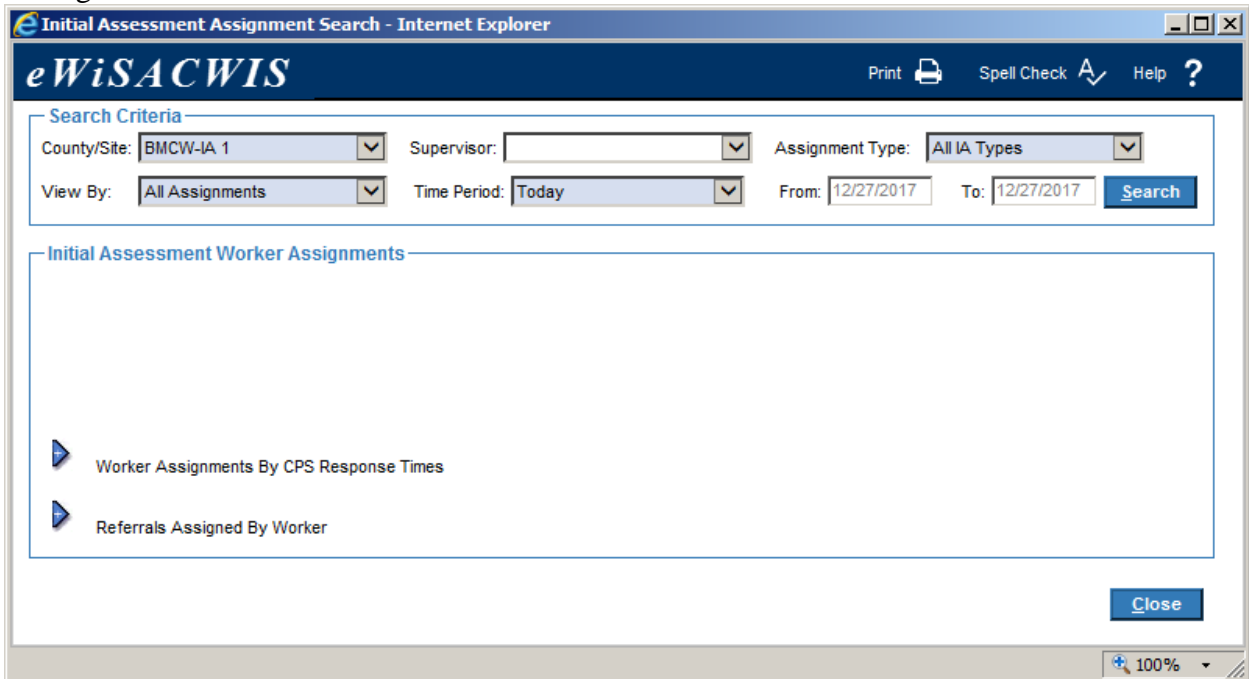
# Initial Assessment Assignments

The Initial Assessment Assignments page provides current, searchable information on Initial Assessment worker assignments. The page provides supervisors with a real-time snap shot of Initial Assessment assignment in order to manage workload, prioritize case assignment, and track assignment distribution.

1. Click Actions > Management > Initial Assessment Assignments to open the Initial Assessment Assignments page.

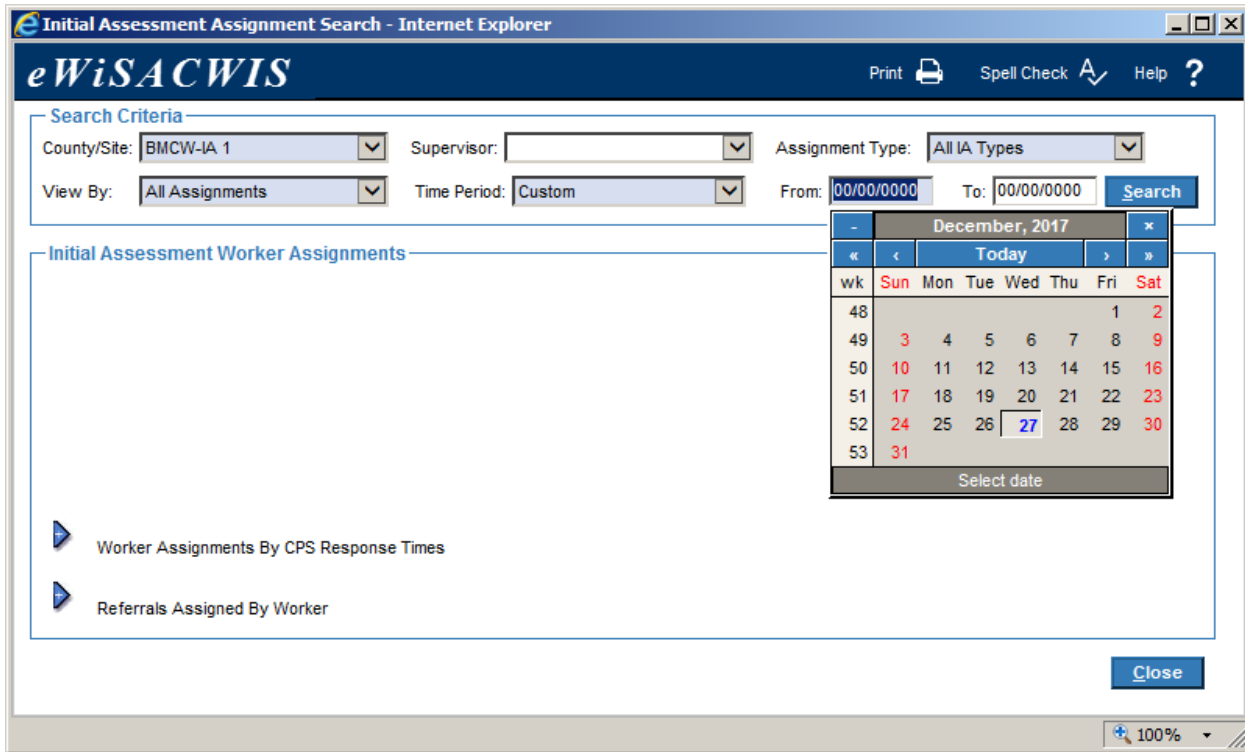


2. When first opening the page, values are defaulted in the Search Criteria group box. The County/Site and Supervisor fields are defaulted based on the County/Site and security level assigned in eWiSACWIS.



**Please note:** When multiple supervisors are listed on the Supervisor drop-down, leaving the field blank will search all.

3. Select values in the field drop-downs to customize the search.



**Please note:** When selecting a value of 'Custom' for Time Period, no value is required in the 'To:' date field. If left blank, eWiSACWIS will automatically search through today's date.

- Once Search Criteria values are selected, Click the Search button. Results display under the Initial Assessment Worker Assignments group box. Click on the blue column header names to sort results by Worker, Role, Date Assigned, Referral Received, Response Time, Case Name, or Case Status. The default sort is by Date Assigned with the most recent listed on top.

**Initial Assessment Assignment Search - Internet Explorer**

**eWiSACWIS**

Print Spell Check Help

**Search Criteria**

County/Site: Milwaukee - All Supervisor: Assignment Type: All IA Types

View By: All Assignments Time Period: Custom From: 05/01/2016 To: 00/00/0000 **Search**

**Initial Assessment Worker Assignments**

Worker	Role	Date Assigned	Referral Received	Response Time	Case Name (ID)	Case Status
Corn, Conn	Secondary	9/20/17 2:43 PM	9/20/17 10:00 AM	Within 5 business days	Kellogg, Kathy (9223113)	Re-Referral
Cake, Caitlin	Secondary	8/17/17 10:44 AM	8/16/17 10:00 AM	Within 5 business days	Aanteater, Mother (9223033)	Re-Referral
Banana, Brendt	Secondary	4/27/17 2:58 PM	7/11/16 10:00 AM	Within 5 business days	Burr, Sally (9223073)	Re-Referral
Banana, Brendt	Secondary	4/27/17 2:58 PM	7/11/16 10:00 AM	Within 5 business days	Burr, Sally (9223073)	Re-Referral
Banana, Brendt	Secondary	4/27/17 2:58 PM	7/11/16 10:00 AM	Within 5 business days	Burr, Sally (9223073)	Re-Referral
Corn, Conn	Secondary	8/26/16 1:28 PM	7/25/08 4:06 PM	Same Day	Abby, Anne (9221241)	Re-Referral
Corn, Conn	Secondary	8/26/16 1:28 PM	11/21/08 7:46 AM	Same Day	Anderson, Amy (20243)	New Case
Corn, Conn	Primary	8/26/16 1:28 PM	3/3/10 12:14 PM	Within 5 business days	Aladdin, Mama (9222109)	Re-Referral
Corn, Conn	Secondary	8/26/16 1:28 PM	2/1/15 10:00 AM	Within 5 business days	York, Danny (9221322)	Re-Referral
Corn, Conn	Secondary	8/26/16 1:28 PM	3/25/15 10:00 AM	Within 5 business days	Jones, Sally (9222753)	Re-Referral

Record 1 to 10 of 10

Worker Assignments By CPS Response Times

Referrals Assigned By Worker

**Close**

100%

- If a large number of results are found, the number of records shows on the bottom. Click the [Prev](#) or [Next](#) link to navigate the records, or change the Search Criteria to narrow the results.

**Initial Assessment Worker Assignments**

Worker	Role	Date Assigned	Referral Received	Response Time	Case Name (ID)	Case Status
Dietz, Dan	Secondary	7/23/15 7:08 AM	7/15/15 8:00 AM	Within 5 business days	Aardvark, Amy (9222933)	Re-Referral
Cat, Chris	Secondary	7/23/15 7:08 AM	7/15/15 8:00 AM	Within 5 business days	Aardvark, Amy (9222933)	Re-Referral
Daisy, Dan	Secondary	6/5/15 10:39 AM	6/15/12 10:00 AM	Within 5 business days	Oconomowoc, Mother (9222162)	Re-Referral
Daisy, Dan	Primary	6/5/15 10:39 AM	2/5/09 9:35 AM	Within 5 business days	Differ, Mom (9222678)	Re-Referral
Corn, Conn	Secondary	7/23/14 11:28 AM	7/25/08 4:06 PM	Same Day	Abby, Anne (9221241)	Re-Referral
Cake, Caitlin	Secondary	2/29/12 4:15 PM	2/29/12 10:00 AM	Within 5 business days	Abelmann, Samantha (9222750)	Re-Referral
Daisy, Dan	Secondary	2/6/12 1:06 PM	2/6/12 1:00 PM	Within 5 business days	Oconomowoc, Mother (9222162)	Re-Referral
Corn, Conn	Primary	3/3/10 12:26 PM	3/3/10 12:14 PM	Within 5 business days	Aladdin, Mama (9222109)	Re-Referral
Daisy, Dan	Primary	11/19/09 12:20 PM	2/5/09 9:35 AM	Within 5 business days	Differ, Mom (9222678)	Re-Referral

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Worker Assignments By CPS Response Times

Referrals Assigned By Worker

**Close**

- Clicking the blue hyperlinks under the columns opens the associated piece of work. For instance, clicking the date hyperlink under the Referral Received column opens the associated Access Report.

Initial Assessment Worker Assignments						
Worker	Role	Date Assigned	Referral Received	Response Time	Case Name (ID)	Case Status
Corn, Conn	Secondary	<a href="#">9/20/17 2:43 PM</a>	<a href="#">9/20/17 10:00 AM</a>	Within 5 business days	<a href="#">Kellogg, Kathy (9223113)</a>	Re-Referral
Cake, Caitlin	Secondary	<a href="#">8/17/17 10:44 AM</a>	<a href="#">8/16/17 10:00 AM</a>	Within 5 business days	<a href="#">Anteater, Mother (9223033)</a>	Re-Referral
Banana, Brendt	Secondary	<a href="#">4/27/17 2:58 PM</a>	<a href="#">7/11/16 10:00 AM</a>	Within 5 business days	<a href="#">Burr, Sally (9223073)</a>	Re-Referral
Banana, Brendt	Secondary	<a href="#">4/27/17 2:58 PM</a>	<a href="#">7/11/16 10:00 AM</a>	Within 5 business days	<a href="#">Burr, Sally (9223073)</a>	Re-Referral
Banana, Brendt	Secondary	<a href="#">4/27/17 2:58 PM</a>	<a href="#">7/11/16 10:00 AM</a>	Within 5 business days	<a href="#">Burr, Sally (9223073)</a>	Re-Referral
Corn, Conn	Secondary	<a href="#">8/26/16 1:28 PM</a>	<a href="#">7/25/08 4:06 PM</a>	Same Day	<a href="#">Abby, Anne (9221241)</a>	Re-Referral
Corn, Conn	Secondary	<a href="#">8/26/16 1:28 PM</a>	<a href="#">11/21/08 7:46 AM</a>	Same Day	<a href="#">Anderson, Amy (20243)</a>	New Case
Corn, Conn	Primary	<a href="#">8/26/16 1:28 PM</a>	<a href="#">3/3/10 12:14 PM</a>	Within 5 business days	<a href="#">Aladdin, Mama (9222109)</a>	Re-Referral
Corn, Conn	Secondary	<a href="#">8/26/16 1:28 PM</a>	<a href="#">2/1/15 10:00 AM</a>	Within 5 business days	<a href="#">York, Danny (9221322)</a>	Re-Referral
Corn, Conn	Secondary	<a href="#">8/26/16 1:28 PM</a>	<a href="#">3/25/15 10:00 AM</a>	Within 5 business days	<a href="#">Jones, Sally (9222753)</a>	Re-Referral

- Click the Worker Assignments by CPS Response Times expando to view results within the Search Criteria. Click the blue column header names to sort the results by Worker, Response Time, or Referrals Assigned. The default sort is by Worker, in alphabetical order.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a search criteria section with the following fields: County/Site (Milwaukee - All), Supervisor (empty), Assignment Type (All IA Types), View By (All Assignments), Time Period (Custom), From (05/01/2008), and To (00/00/0000). A Search button is located to the right of the To field.

Below the search criteria, there is a section titled "Worker Assignments By CPS Response Times". This section contains a table with the following columns: Worker, Response Time, and Referrals Assigned. The table lists 17 rows of worker assignments.

Worker	Response Time	Referrals Assigned
Banana, Brendt	Within 5 business days	3
Cake, Caitlin	Same Day	1
Cake, Caitlin	Within 24 hours	1
Cake, Caitlin	Within 5 business days	2
Cat, Chris	Same Day	2
Cat, Chris	Within 5 business days	1
Cedar, Cindy	Within 24 hours	1
Corn, Conn	Same Day	4
Corn, Conn	Within 48 hours	1
Corn, Conn	Within 5 business days	7
Daisy, Dan	Within 5 business days	5
Dietz, Dan	Within 5 business days	1
Ditch, Doug	Same Day	1
Larsson, Branch	Same Day	1

At the bottom of the page, there is a "Referrals Assigned By Worker" section, which is currently collapsed. A Close button is located at the bottom right of the page.

- Click the Referrals Assigned By Worker expando to view results within the Search Criteria. Results display in alphabetical order by Worker. Columns are not sortable for these results.

**Search Criteria**

County/Site: Milwaukee - All    Supervisor:    Assignment Type: All IA Types

View By: All Assignments    Time Period: Custom    From: 05/01/2008    To: 00/00/0000    **Search**

City, Conn	Secondary	3/3/10 12:26 PM	3/3/10 12:14 PM	Within 5 business days	(9222162)	Re-Referral
Corn, Conn	Primary	3/3/10 12:26 PM	3/3/10 12:14 PM	Within 5 business days	Aladdin, Mama (9222109)	Re-Referral
Daisy, Dan	Primary	11/19/09 12:20 PM	2/5/09 9:35 AM	Within 5 business days	Dilfer, Mom (9222678)	Re-Referral

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**Worker Assignments By CPS Response Times**

**Referrals Assigned By Worker**

Worker	Referrals Assigned
Banana, Brendt	3
Cake, Caitlin	4
Cat, Chris	3
Cedar, Cindy	1
Corn, Conn	12
Daisy, Dan	5
Dietz, Dan	1
Ditch, Doug	1
Larsson, Branch	1

**Close**

- To change a search, change one or more values in the Search Criteria and Click the Search button. Results under the Initial Assessment Worker Assignments group box and expandos will be refreshed.