

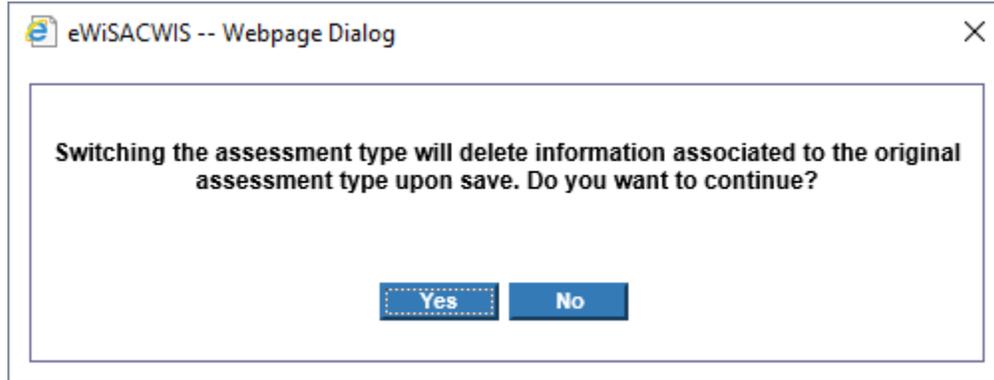
Switching an Initial Assessment Type

If an incorrect type of Initial Assessment (e.g. IA Primary or IA Secondary) has been entered, it can be switched prior to approval. As different information is collected based on the type of Initial Assessment, most information will not ‘copy’ over when switched; rather this allows you to replace the original Initial Assessment with the correct IA type.

1. Once an Initial Assessment has been entered and saved, ‘Switch Assessment Type’ will appear on the Options drop-down of the Basic tab on that IA. To switch the IA type, select ‘Switch Assessment Type’ and click Go.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo and various utility icons. Below this, a header section displays assessment details: Name: Aanteater, Mother; Assessment ID: 9222338; Status: Open; Report Response Time: Within 5 business days; Date: 10/01/2015. The main content area is divided into tabs: Participants, Basic (selected), Allegations, Contacts, and Results. The 'Basic' tab contains several sections: 'Case Name Information' with fields for C/O, Street #, Street, Apt., City, State, Zip, Country, Phone, Ext., Alt. Phone, and Alt. Ext.; 'Living Arrangement of the Child(ren)' with a dropdown menu set to 'Unknown'; and 'Family Characteristics/Conditions' with three dropdown menus, the first of which is set to 'None Observed'. At the bottom left, an 'Options:' dropdown menu is open, listing various assessment types and actions. The option 'Switch Assessment Type' is circled in purple. To the right of the dropdown are 'Save' and 'Close' buttons. The browser window title is 'Assessment - Internet Explorer' and the zoom level is 100%.

2. The following message will display. To continue click 'Yes'.



3. The opposite type of Initial Assessment will automatically be launched. So, if an IA Primary was originally entered, the IA Secondary will automatically be launched, and vice versa.
4. Enter information for that IA type and Save when finished.