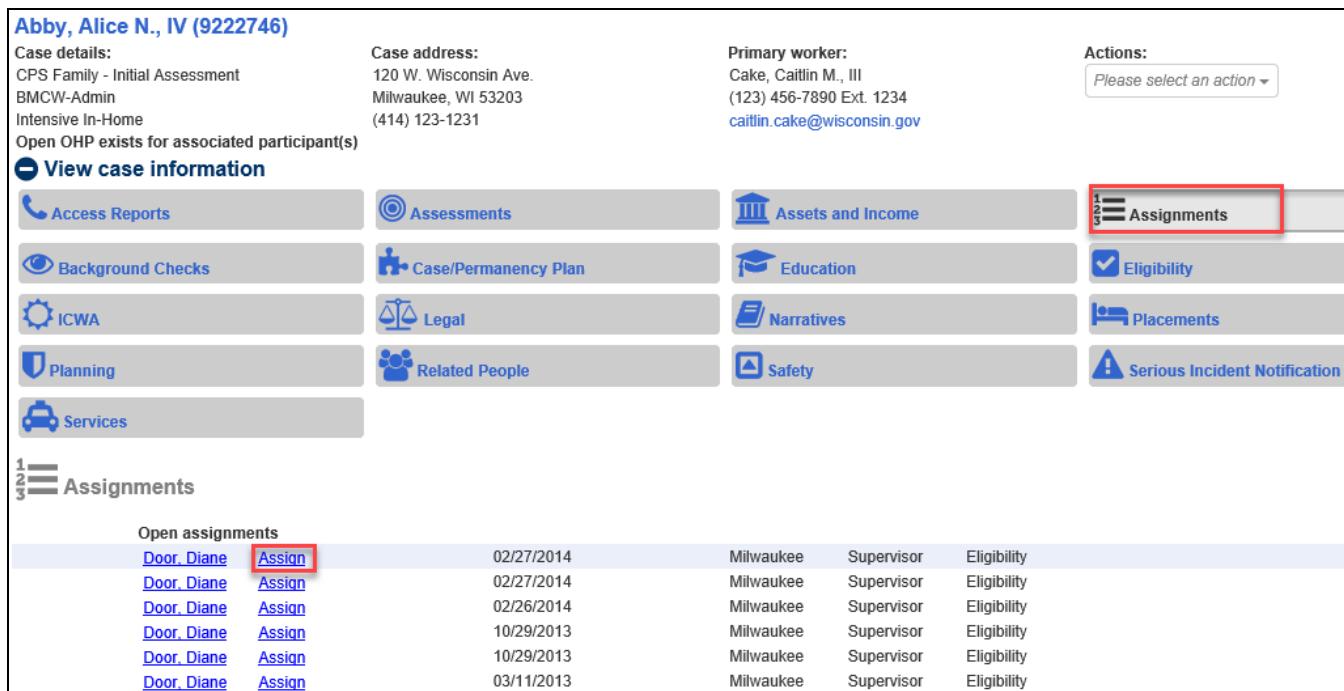


Assigning a Case (Supervisor)

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 desktop, go to the Cases tab and click on the appropriate case icon. Click on the Assignment icon. Click on the [Assign](#) hyperlink for a worker assignment row to open the Create Worker Assignment page.



Abby, Alice N., IV (9222746)

Case details: CPS Family - Initial Assessment
BMCW-Admin
Intensive In-Home
Open OHP exists for associated participant(s)

Case address: 120 W. Wisconsin Ave.
Milwaukee, WI 53203
(414) 123-1231

Primary worker: Cake, Caitlin M., III
(123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov

Actions: Please select an action ▾

View case information

Assignments

Open assignments					
Door, Diane	Assign	02/27/2014	Milwaukee	Supervisor	Eligibility
Door, Diane	Assign	02/27/2014	Milwaukee	Supervisor	Eligibility
Door, Diane	Assign	02/26/2014	Milwaukee	Supervisor	Eligibility
Door, Diane	Assign	10/29/2013	Milwaukee	Supervisor	Eligibility
Door, Diane	Assign	10/29/2013	Milwaukee	Supervisor	Eligibility
Door, Diane	Assign	03/11/2013	Milwaukee	Supervisor	Eligibility

- Or click on the Actions drop-down next to the specific case and select 'Create Assignment' to open the Create Worker Assignment page.



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Primary worker: Cake, Caitlin M., III
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caitlin.cake@wisconsin.gov

Actions: Please select an action ▾

View case information

Actions

- Case Note Criteria Search
- Create Assignment
- Create Case Note
- Create Case Work
- Create Meeting
- Print Case Record
- View Tasks

2. 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 section 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.
3. On the bottom of the page is the Assignment Definition and Details section. Type, Responsibility, and Role are all drop-down values. Select the appropriate value for the type of case assignment for each worker. Remember, there can only be one Primary Assignment.

The screenshot shows the 'Create Worker Assignment' page in eWiSACWIS. On the left, a list of workers is displayed with their names, roles, and current status. On the right, the 'Assignment Definition and Details' section is filled out. The 'Type' dropdown is set to 'CPS Initial Assessment', the 'Responsibility' dropdown is set to 'CPS Fam. Serv. - Non-CO', and the 'Role' dropdown is set to 'Admin Primary Secondary Supervisor'. The 'View By' section on the right shows options for selecting a county, employing entity, or site/office, with 'Workers for Supervisor' selected.

Worker Name	Type	Responsibility	Role
Abby, Secondary	CPS Initial Assessment	CPS Fam. Serv. - Non-CO	Admin Primary Secondary Supervisor

4. The Current Worker section indicates the name of the current worker assigned to the case.
5. The Current Worker Status section 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.
6. 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).
7. 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 email.

Note: If there is an open Targeted Safety Support Funds (TSSF) program assignment, if the reassigned worker is from another county, and the Current Worker Status is set to Close, then an informational message displays that reads, “There is an open TSSF Program Assignment. Please work with your TSSF Coordinator to end assignment.”