

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:
Coke, Caitlin M., III
(123) 456-7890 Ext. 1234
caitlin.coke@wisconsin.gov

Actions:
[Please select an action ▼](#)

View case information

Access Reports Assessments Assets and Income **Assignments** Eligibility Placements Serious Incident Notification

Background Checks Case/Permanency Plan Education Narratives Safety Services

ICWA Legal Related People

Planning

1 2 3 Assignments

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

- 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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Actions:
[Please select an action ▼](#)

View case information

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

- 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.
- 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 displays the 'Create Worker Assignment' interface in the eWiSACWIS system. At the top, there's a navigation bar with the eWiSACWIS logo and a 'Print' button. Below this, a 'Sort By' section allows filtering by 'Name' (selected) or 'Position Title'. The main area is divided into two columns. The left column, titled 'Workers', lists various staff members with their names, positions, and a 'Select' button next to each. The right column, titled 'View By', offers filters for 'County/State', 'Employing Entity', 'My County', 'Site/Office', and 'Workers for Supervisor' (selected). Below this, the 'Current Worker' section shows 'Coke, Caitlin C.' and the 'Current Worker Status' section has radio buttons for 'Close' and 'Do Not Close'. The bottom section, 'Assignment Definition and Details', contains a form with fields for 'Category: Case', 'For: Abby, Alice', 'Participant', and 'Start Date: 06/07/2022'. There's also a checkbox for 'Emergency Protective Services Report'. A table below these fields has columns for 'Worker Name', 'Type', 'Responsibility', 'Role', and a 'Delete' button. The 'Worker Name' field is populated with 'Abby, Secondary'. The 'Type' dropdown is set to 'CPS Initial Assessment', and the 'Responsibility' dropdown is set to 'CPS Fam. Serv. - Non-CO'. The 'Role' dropdown is open, showing options: 'Admin', 'Primary', 'Secondary', and 'Supervisor'. At the bottom right, there are 'Assign' and 'Close' buttons.

- The Current Worker section indicates the name of the current worker assigned to the case.
- 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.
- 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).
- 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.”