Creating a Participant Assignment

Note: In order to create a participant assignment, an assignment to the case is not needed.

Although the person assignment and case assignment look the same on the eWiSACWIS outliner, the data in the assignment type is differentiated "behind the scenes." Differentiation between a person assignment and case assignment is important when the need to track a child assigned to a particular assignment type exists (i.e. a report looking for all specific children assigned to a Permanency Consultant would require that a person assignment be created).

Note: A primary assignment cannot be given to a participant. The primary assignment must always be for a case.

From the Desktop:

1. Select the 'Participant View' radio button.

2. Click on the 'View participants' expando to view all participants for a specific case.

3. Click on the appropriate participant icon and select 'Create Assignment' from the Actions drop-down for the specific participant to open the Create Worker Assignment page.

4. On the Create Worker Assignment page, click on the appropriate [Select]() hyperlink(s) of the worker(s) you want to assign the case participant 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 participant.

5. 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 to be made for each worker. Remember, there can only be one Primary Assignment.

6. 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 (this will always be Do Not Close).

7. The Assignment Definition and Details section will pre-fill with the case name (For), the case participant (Participant), the date the assignment was effective for (Start Date), and the new worker assigned (Worker Name).

8. Once completed, click on the Assign button. eWiSACWIS will create a new assignment and notify all people newly assigned to the case via email.

From Search:

1. Enter the Last Name and First Name or Case ID.
2. Select the 'Participant View' radio button; this will automatically do a search for cases.
3. In the Cases Returned section, expand the case icon for your case.
4. Click the Actions hyperlink next to the participant you would like to create an assignment for.

5. On the Actions page, select the 'Create Assignment' radio button and click Continue.
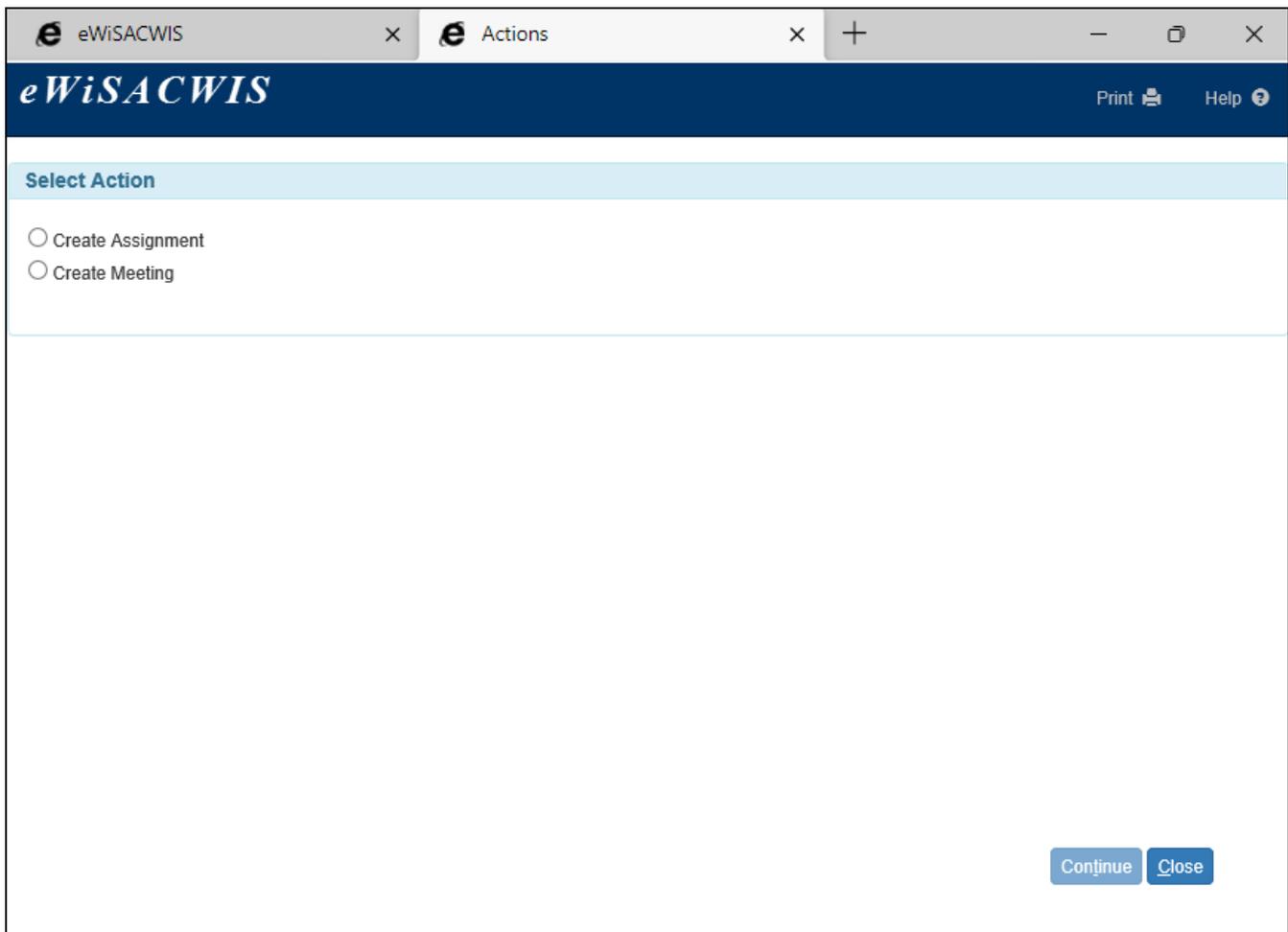
6. On the Create Worker Assignment page, click on the appropriate Select hyperlink(s) of the worker(s) you want to assign the case participant to. If you do not see his/her name, go to the View By section and select 'County/State.' On the left side of the page will be a listing of all counties. Select 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 participant.

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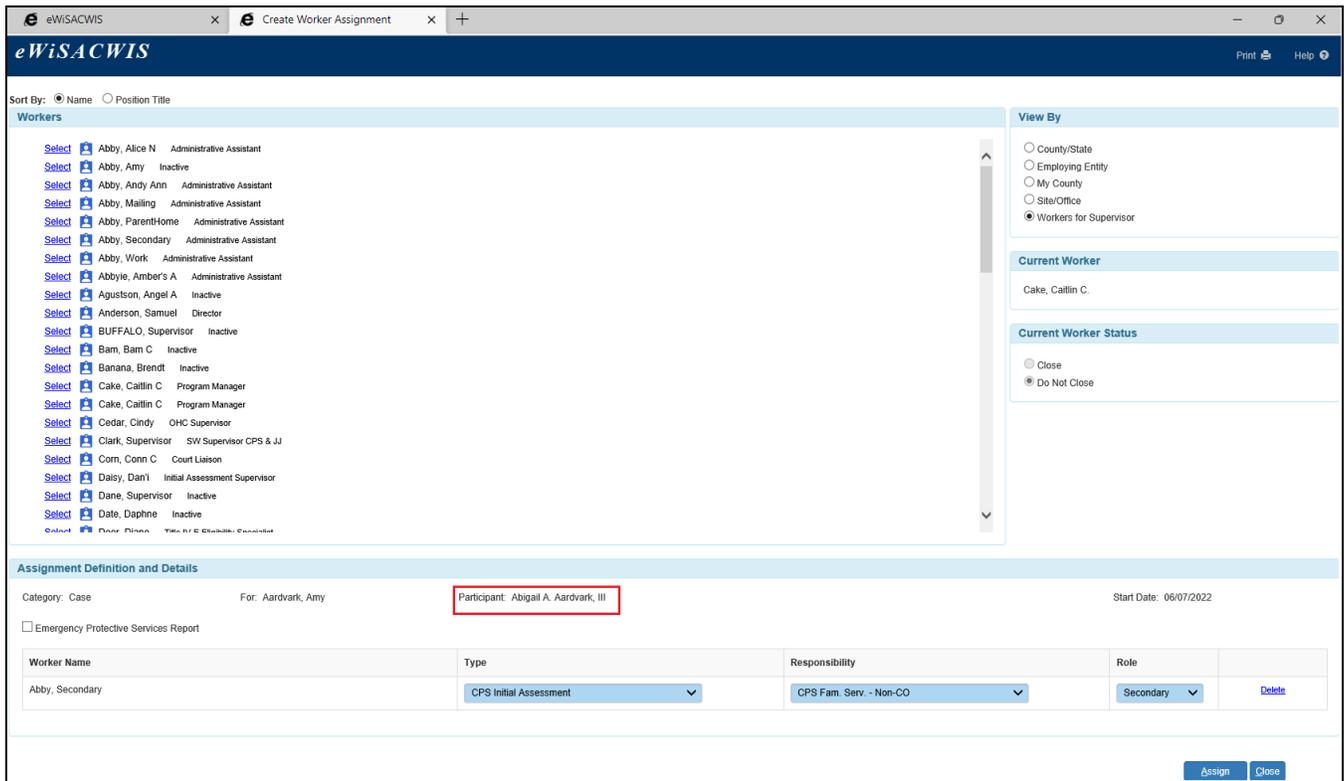
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9. The Assignment Definition and Details section will pre-fill with the case name (For), the case participant (Participant), the date the assignment was effective for (Start Date) and the new worker assigned (Worker Name).

10. Once completed, click on the Assign button. eWiSACWIS will create a new assignment and notify all workers newly assigned to the case via email.