

Approval Management

The Approval Management page allows supervisors to make an approval decision (approve, reroute, recall/return, not approve) on case or provider work that has been approved by a worker and forwarded to the supervisor. Supervisors can also reroute approvals for which their workers have been part of the approval chain.

Select the Approval tab > Approval Management hyperlink to open the Approval Management page or click the Actions [menu] > Management > Approvals management.



Manage My Pending Approvals

1. The Approval Management page defaults to the 'Manage My Pending Approvals' view. The Worker drop-down list defaults to 'All.' You can toggle between 'Manage My Pending Approvals' and 'Reroute Worker Approvals' by selecting the appropriate radio button. You may also choose to view 'All' pending approvals for the supervisor's workers or approvals specific to an assigned worker by selecting the worker from the 'Worker' drop-down in the Approval Activity group box. There is also an auto sort feature with each column in the Manage My Pending Approvals group box. The triangle next to the C/P is currently sorting by case first and provider second. By clicking on the C/P column, the system will sort providers first and cases second. The auto sort feature works the same way for each of the columns.
2. You can view specific pieces of work by selecting the 'Work Type' hyperlink corresponding with the Case/Provider Name. You can also individually approve that specific piece of work while viewing it through the normal 'Approval Process' (see 'Approval' User Guide).

Note: Items marked with an (*) asterisk can only be approved by clicking on the Work Type hyperlink and approving the work from within the specific piece of work.

Approval Management - Internet Explorer

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Approval Activity

Manage My Pending Approvals Worker: All

 Reroute Worker Approvals

Manage My Pending Approvals

C/P ▲	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input type="checkbox"/> Case	Burr, Sally (9223073)	Forms	Corn, Conn C.	12/02/2016
<input type="checkbox"/> Case	Burr, Sally (9223073)	Forms	Corn, Conn C.	12/02/2016
<input type="checkbox"/> Provider	Provider, Female (9221778)	Payment Request	Corn, Conn C.	02/27/2014

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

Approve
 Reroute
 Recall/Return
 Not Approve Supervisor:

Save Close

100%

- Multiple pieces of work can be addressed at the same time by selecting the checking box to the left of each piece of work. When this is done, the Approval Decision group box will become enabled. You will be able to Approve, Reroute, Recall/Return, and Not Approve multiple pieces of work at the same time. The [Clear](#) hyperlink will clear out the current Approval Decision selection.

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[Refresh](#)
[Resource](#)
[Print](#)
[Spell Check](#)
[Help](#)

Approval Activity

Manage My Pending Approvals Worker: All

Reroute Worker Approvals

Manage My Pending Approvals

	C/P ▲	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input checked="" type="checkbox"/>	Case	Burr, Sally (9223073)	Forms	Corn, Conn C.	12/02/2016
<input checked="" type="checkbox"/>	Case	Burr, Sally (9223073)	Forms	Corn, Conn C.	12/02/2016
<input type="checkbox"/>	Provider	Provider, Female (9221778)	Payment Request	Corn, Conn C.	02/27/2014

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

Approve
 Reroute
 Recall/Return
 Not Approve Supervisor:

Save
Close

- If you choose to Reroute the selected pieces of work, the [Other](#) hyperlink can be used to search out the supervisor in which the work will be rerouted to.

Approval Management - Internet Explorer

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Approval Activity

Manage My Pending Approvals Worker: All
 Reroute Worker Approvals

Manage My Pending Approvals

	C/P ▲	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input checked="" type="checkbox"/>	Case	Burr, Sally (9223073)	Forms	Corn, Conn C.	12/02/2016
<input checked="" type="checkbox"/>	Case	Burr, Sally (9223073)	Forms	Corn, Conn C.	12/02/2016
<input type="checkbox"/>	Provider	Provider, Female (9221778)	Payment Request	Corn, Conn C.	02/27/2014

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

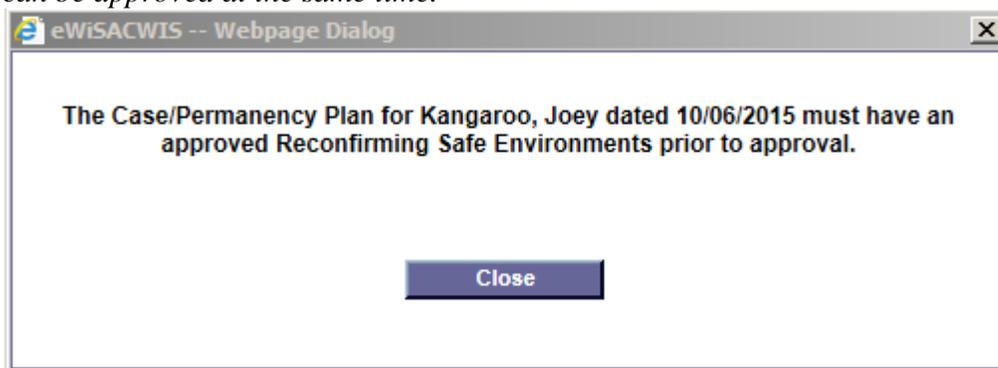
Approve Reroute Recall/Return Not Approve [Clear](#) Supervisor: Caitlin M. Cake, ■ [Other](#)

[Save](#) [Close](#)

100%

- Select Save and Close.

Note: If you try to approve a case/perm plan without all required linked documents (RCSE, FIP, SAAP, etc.) you will receive an error and be unable to approve the case/perm plan until the other documents are approved. All parts of a case/perm plan can be approved at the same time.



Reroute Worker Approvals

A Supervisor can reroute pending approvals for an existing worker to another worker assigned to the same supervisor.

1. On the Approval Management page, select the Reroute Worker Approvals radio button.
2. Select the worker from Worker drop-down for whom you want to reassign pending approvals from.

Approval Management - Internet Explorer

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Approval Activity

Manage My Pending Approvals Worker:

Reroute Worker Approvals

Reroute Worker Approvals

Select	Case / Provider	Case/Provider Name (ID)	Work Type
All			

Select Receiving Worker

Reroute to:

Abby, Alice, N.
Abby, Amy
Abby, Andy
Abby, Mailing
Abby, ParentHome
Abby, Secondary
abby, tpr
Abby, Work
Abbyie, Amber's, A.
Agustson, Angel, A.
Anderson, Samuel
Bam, Bam
Banana, Brendt
BUFFALO, Supervisor
Cake, Caitlin, M.
Cedar, Cindy
Clark, Supervisor
Corn, Conn, C.
Daisy, Dan
Dane, Supervisor
Door, Diane
Door, Supervisor
Dunn, Supervisor
FAST, Supervisor
Florence, Supervisor
FondDuLac, Supervisor
Fun, Fawn
Good, Johnny
Green, Gary

Close

100%

- Once the worker has been selected, all pending approvals for that worker will display in the Reroute Worker Approvals group box.
- You can click the Select All checkbox or select individual pieces of work to be rerouted in the Reroute Worker Approvals group box. You can also look at the individual pieces of work by selecting the Work Type hyperlink next to the associated case/provider.

Approval Management - Internet Explorer

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Approval Activity

Manage My Pending Approvals
 Worker:
 Reroute Worker Approvals

Reroute Worker Approvals

<input type="checkbox"/> Select All	Case / Provider	Case/Provider Name (ID)	Work Type	Creation Date
<input type="checkbox"/>	Case	Aamoorettest, Jennifer (9221169)	Foster Care Rate Setting End	10/26/2006
<input type="checkbox"/>	Case	Aamoorettest, Jennifer (9221169)	Legal Documentation	09/18/2006
<input type="checkbox"/>	Case	Aamoorettest, Jennifer (9221169)	Legal Documentation	09/15/2006
<input type="checkbox"/>	Case	Aamoorettest, Jennifer (9221169)	Legal Documentation	09/15/2006
<input type="checkbox"/>	Case	Aamoorettest, Jennifer (9221169)	Permanency Plan	12/27/2007
<input type="checkbox"/>	Case	Abby, Anne (9221241)	Legal Documentation	07/27/2011
<input type="checkbox"/>	Case	Abby, Anne (9221241)	Safety Assessment, Analysis and Plan	03/23/2012
<input type="checkbox"/>	Case	Abby, Anne (9221241)	Safety Assessment, Analysis and Plan	03/09/2012

Select Receiving Worker

Reroute to:

100%

- Once you select the pieces of work to be rerouted, a [Select Worker](#) hyperlink will appear at the bottom of the page. Search out the worker for whom the work should be rerouted. Click Save.

The screenshot shows the 'Approval Management - Internet Explorer' window. The header includes the 'eWiSACWIS' logo and navigation links: Refresh, Resource, Print, Spell Check, and Help. The main content area is divided into sections:

- Approval Activity:** Contains radio buttons for 'Manage My Pending Approvals' and 'Reroute Worker Approvals' (which is selected). A 'Worker:' dropdown menu is set to 'Daisy, Dan'.
- Reroute Worker Approvals:** A table with columns: Select, Case / Provider, Case/Provider Name (ID), Work Type, and Creation Date. The table contains several rows, with the first five rows having their 'Select' checkboxes checked. The 'Work Type' column contains hyperlinks like 'Foster Care Rate Setting End', 'Legal Documentation', and 'Permanency Plan'.
- Select Receiving Worker:** A section with the text 'Reroute to: Frank Fox' and a [Select Worker](#) hyperlink.

At the bottom right of the main content area, there are 'Save' and 'Close' buttons. The status bar at the bottom shows a magnifying glass icon and '100%' zoom level.

- A pop-up message will appear with the following message: “This will reroute the approval history for the selected approval(s) to the identified worker. Do you wish to continue?” Click Yes. You will return to the Approvals Management page.

