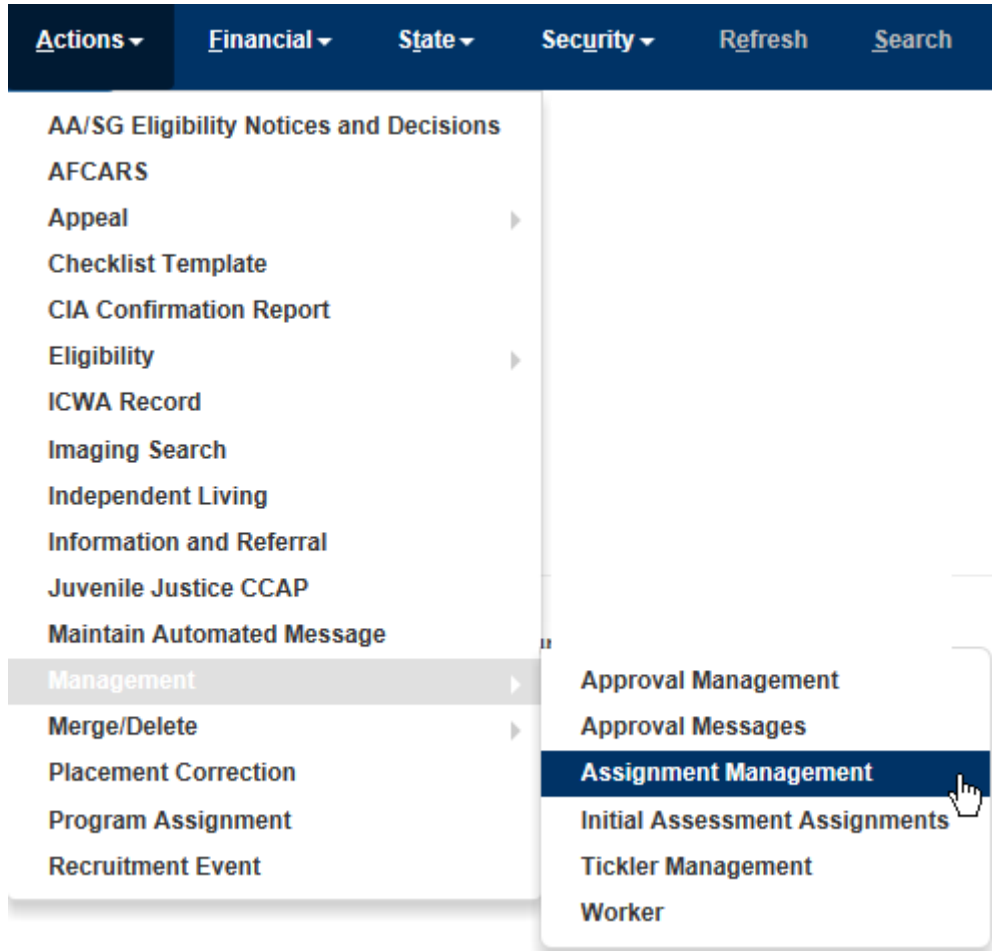


Assignment Management - Close Case or Provider Assignments

1. Click Actions > Management > Assignment Management. This will open the Assignment Management page.



2. On the Assignment Management page, the default is to reassign a case from a worker for the supervisor completing this work to another worker in eWiSACWIS. Click the Close radio button in the Actions group box. To close a provider assignment, follow the same steps as below, but select “Provider” in the View By group box. This will enable the Provider drop-down.

Assignment Management - Internet Explorer

eWiSACWIS Refresh Print Spell Check Help

Actions

Reassign
 Close

View By

Case
 Provider
 Worker

Worker: [Dropdown]
Case: [Dropdown]
Provider: [Dropdown]

Assignments

Select Assignee
[Select Worker](#)

Save Close

100%

- In the View By group box, select a worker in the Worker drop-down, and then select a case in the Case drop-down. This will display all current open assignments for the selected case. Please note that only the workers supervised by the person doing the Assignment Management will display in the Worker drop-down.

Assignment Management - Internet Explorer

eWiSACWIS Refresh Print Spell Check Help

Actions

- Reassign
- Close

View By

- Case
- Provider
- Worker

Worker: Banana, Brendt

Case: Abby, Anne, A. (9221241)

Provider:

Record 1 to 50 of 58 [Next>](#)

Assignments

<input type="checkbox"/> Select All	Worker	Participant	Type	Role
<input type="checkbox"/>	Annapolis, Audrey		Eligibility Review / Approval	Secondary
<input type="checkbox"/>	Ashland, Supervisor		Pro Se	Secondary
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor
<input type="checkbox"/>	Cake, Caitlin M. ■		Adoption	Admin
<input type="checkbox"/>	Cake, Caitlin M. ■	Abby, Alice N. IV	CPS Initial Assessment	Admin
<input type="checkbox"/>	Cake, Caitlin M. ■		Eligibility Review / Approval	Secondary
<input type="checkbox"/>	Cake, Caitlin M. ■		Parent Aide	Secondary

Save Close

100%

- Select the assignment(s) you wish to close. Click on the blue columns to sort the data by Worker, Participant (for participant specific assignments only), Type, or Role. The default sort is by Worker last name. Click Save to close the selected assignments. Primary assignments cannot be closed.

Assignment Management - Internet Explorer

eWiSACWIS Refresh Print Spell Check Help

Actions

Reassign
 Close

View By

Case
 Provider
 Worker

Worker: Banana, Brendt
Case: Abby, Anne, A. (9221241)
Provider:

Record 1 to 50 of 58 [Next>](#)

Assignments

<input type="checkbox"/> Select All	Worker ▲	Participant	Type	Role		
<input type="checkbox"/>	Annapolis, Audrey		Eligibility Review / Approval	Secondary		
<input checked="" type="checkbox"/>	Ashland, Supervisor		Pro Se	Secondary		
<input checked="" type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor		
<input checked="" type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor		
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor		
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor		
<input type="checkbox"/>	Cake, Caitlin M. ■		Adoption	Admin		
<input type="checkbox"/>	Cake, Caitlin M. ■	Abby, Alice N. IV	CPS Initial Assessment	Admin		
<input type="checkbox"/>	Cake, Caitlin M. ■		Eligibility Review / Approval	Secondary		
<input type="checkbox"/>	Cake, Caitlin M. ■		Parent Aide	Secondary		

100%

- After saving, the Assignment Management page will refresh, displaying any remaining open assignments for the selected worker and case. Click Close when complete.

Assignment Management - Internet Explorer

eWiSACWIS Refresh Print Spell Check Help

Actions

- Reassign
- Close

View By

- Case
- Provider
- Worker

Worker: Banana, Brendt
 Case: Abby, Anne, A. (9221241)
 Provider:

Record 1 to 50 of 55 [Next>](#)

Assignments

<input type="checkbox"/> Select All	Worker ▲	Participant	Type	Role		
<input type="checkbox"/>	Annapolis, Audrey		Eligibility Review / Approval	Secondary		
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor		
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor		
<input type="checkbox"/>	Cake, Caitlin M. ■		Access	Supervisor		
<input type="checkbox"/>	Cake, Caitlin M. ■		Adoption	Admin		
<input type="checkbox"/>	Cake, Caitlin M. ■	Abby, Alice N. IV	CPS Initial Assessment	Admin		
<input type="checkbox"/>	Cake, Caitlin M. ■		Eligibility Review / Approval	Secondary		
<input type="checkbox"/>	Cake, Caitlin M. ■		Parent Aide	Secondary		
<input type="checkbox"/>	Carnation, Carla		Adoption	Secondary		
<input type="checkbox"/>	Cat, Chris		Child Welfare	Secondary		
<input type="checkbox"/>	Clark, Supervisor		CPS Initial Assessment	Admin		

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

100%