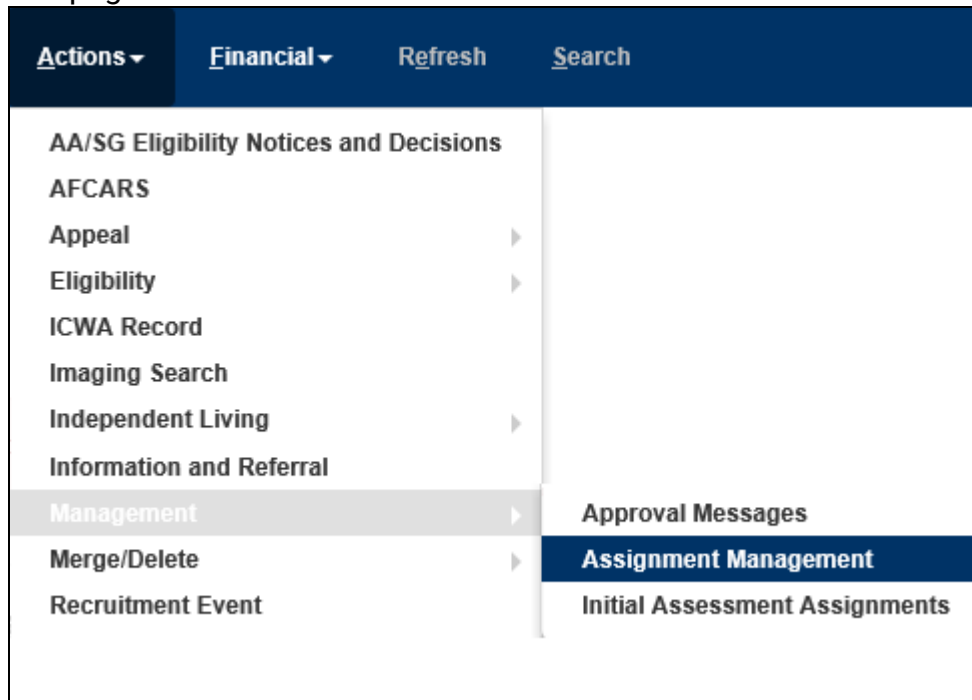


Assignment Management – Reassign by Case or by Provider

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. All of the following steps also apply to Reassign by Provider, just replace the word 'case' with 'provider' throughout the guide.

A screenshot of the eWiSACWIS 'Assignment Management' page. The page has a dark blue header with the 'eWiSACWIS' logo on the left and 'Refresh', 'Print', and 'Help' icons on the right. Below the header, there are two main sections. The 'Actions' section on the left has two radio buttons: 'Reassign' (which is selected) and 'Close'. The 'View By' section on the right has three radio buttons: 'Case' (selected), 'Provider', and 'Worker'. To the right of these radio buttons are three dropdown menus labeled 'Worker:', 'Case:', and 'Provider:'. Below these sections is a large empty box labeled 'Assignments'. At the bottom of the page, there is a 'Select Assignee' section with a 'Select Worker' link. In the bottom right corner, there are 'Save' and 'Close' buttons.

- Select a worker and then select a case. This will display the 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. If a row is italicized, it means that the piece of work is part of an active approval chain and will need to be finally approved before re-assignment.

The screenshot shows the eWiSACWIS Assignment Management interface. The 'Actions' section has 'Reassign' selected. The 'View By' section has 'Case' selected. The 'Worker' dropdown is set to 'Abby, Alice, N.' and the 'Case' dropdown is set to 'Allen, Sarah (9220000)'. The 'Provider' dropdown is empty. The 'Assignments' table is displayed with the following data:

<input type="checkbox"/> Select All	<u>Worker</u>	<u>Participant</u>	<u>Type</u>	<u>Role</u>	Reassign To
<input type="checkbox"/>	Abby, Alice N.		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Cake, Caitlin C.		Access	Secondary	
<input type="checkbox"/>	Cat, Cathy A. V		Access	Supervisor	
<input type="checkbox"/>	Corn, Cory A.		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Daisy, Dan'l		CPS Ongoing	Primary	

Below the table is the 'Select Assignee' section with a 'Select Worker' link. At the bottom right are 'Save' and 'Close' buttons.

- Select the assignment(s) you wish to reassign to a new worker, and then click the Select Worker link in the Select Assignee group box. Click on the underlined blue header columns to sort the data by Worker, Participant (for Participant-specific assignments only), Type, or Role. The default sort is by Worker last name.

The screenshot shows the eWiSACWIS Assignment Management interface. The 'Actions' section has 'Reassign' selected. The 'View By' section has 'Case' selected. The 'Worker' dropdown is set to 'Abby, Alice, N.' and the 'Case' dropdown is set to 'Allen, Sarah (9220000)'. The 'Provider' dropdown is empty. The 'Assignments' table is displayed with the following data:

<input type="checkbox"/> Select All	<u>Worker</u>	<u>Participant</u>	<u>Type</u>	<u>Role</u>	Reassign To
<input type="checkbox"/>	Abby, Alice N.		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Cake, Caitlin C.		Access	Secondary	
<input type="checkbox"/>	Cat, Cathy A. V		Access	Supervisor	
<input checked="" type="checkbox"/>	Corn, Cory A.		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Daisy, Dan'l		CPS Ongoing	Primary	

Below the table is the 'Select Assignee' section with a 'Select Worker' link. At the bottom right are 'Save' and 'Close' buttons.

- The Select Worker for Reassignment page opens, showing the Workers for Supervisor view by default. Use the View By options on the right to find other workers in eWiSACWIS. Click

the Select hyperlink next to the worker that will be assigned to this case and click Continue.

Select Worker for Reassignment

Sort By: ☒ Name ☐ Position Title

Workers

Select	Cedar, Cindy	OHC Supervisor
Select	Clark, Supervisor	SW Supervisor CPS & JJ
Select	Corn, Conn C	Court Liaison
Select	Daisy, Dan'l	Initial Assessment Supervisor
Select	Dane, Supervisor	Inactive
Select	Date, Daphne	Inactive
Select	Door, Diane	Title IV-E Eligibility Specialist
Select	Door, Supervisor	Social Work Supervisor
Select	Dunn, Supervisor	Family Services Manager
Select	FAST, Supervisor	Inactive

View By

- ☐ County/State
- ☐ Employing Entity
- ☐ My County
- ☐ Site/Office
- ☒ Workers for Supervisor

Selected Assignments

Worker	Participant	Type	Role
Corn, Cory A.		CPS Initial Assessment	Secondary

[Continue](#) [Close](#)

On the Assignment Management page, the selected worker pre-fills into the 'Reassign To' column. To reassign additional open assignments for this case, repeat steps 4 and 5 above.

eWiSACWIS

Refresh [Print](#) [Help](#)

Actions

- ☒ Reassign
- ☐ Close

View By

- ☒ Case Worker:
- ☐ Provider Case:
- ☐ Worker Provider:

Record 1 to 5 of 5

Assignments

<input type="checkbox"/> Select All	Worker	Participant	Type	Role	Reassign To
<input type="checkbox"/>	Abby, Alice N.		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Cake, Caitlin C.		Access	Secondary	
<input type="checkbox"/>	Cat, Cathy A. V		Access	Supervisor	
<input checked="" type="checkbox"/>	Corn, Cory A.		CPS Initial Assessment	Secondary	Clark, Supervisor Remove
<input type="checkbox"/>	Daisy, Dan'l		CPS Ongoing	Primary	

Select Assignee

[Select Worker](#)

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

- When all reassignments are complete for this case, click the Save button. The Assignment Management page refreshes and the reassigned assignments are no longer displayed. Click Close to return to your desktop.

eWiSACWIS

Assignment Management

+

eWiSACWIS

Refresh Print Help

Reassign

Close

View By

Case

Provider

Worker

Worker: Abby, Alice, N.

Case: Allen, Sarah (9220000)

Provider:

Record 1 to 5 of 5

Select All

Worker

Participant

Type

Role

Reassign To

<input type="checkbox"/>	Abby, Alice N.		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Cake, Caitlin C.		Access	Secondary	
<input type="checkbox"/>	Cat, Cathy A. V		Access	Supervisor	
<input type="checkbox"/>	Clark, Supervisor		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Daisy, Dani		CPS Ongoing	Primary	

Select Assignee

Select Worker

Save

Close