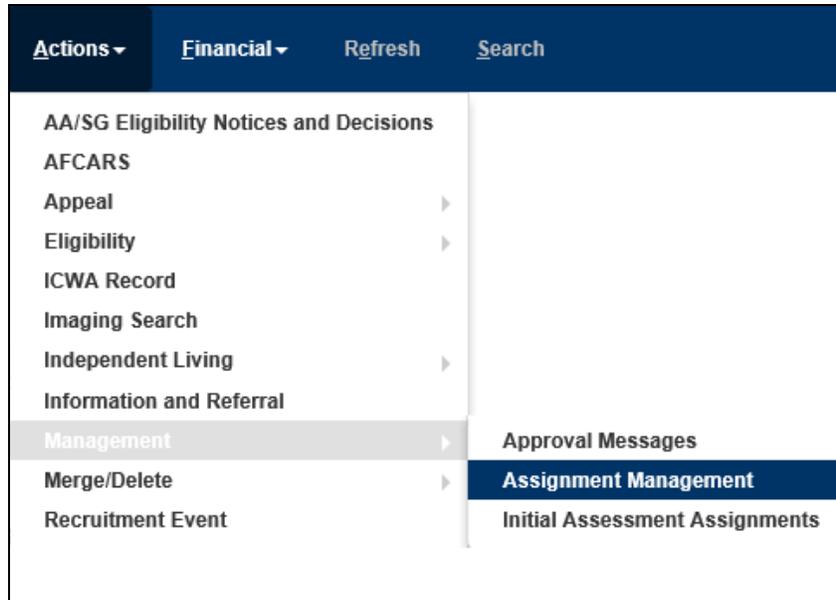


Assignment Management – Reassign by Worker

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

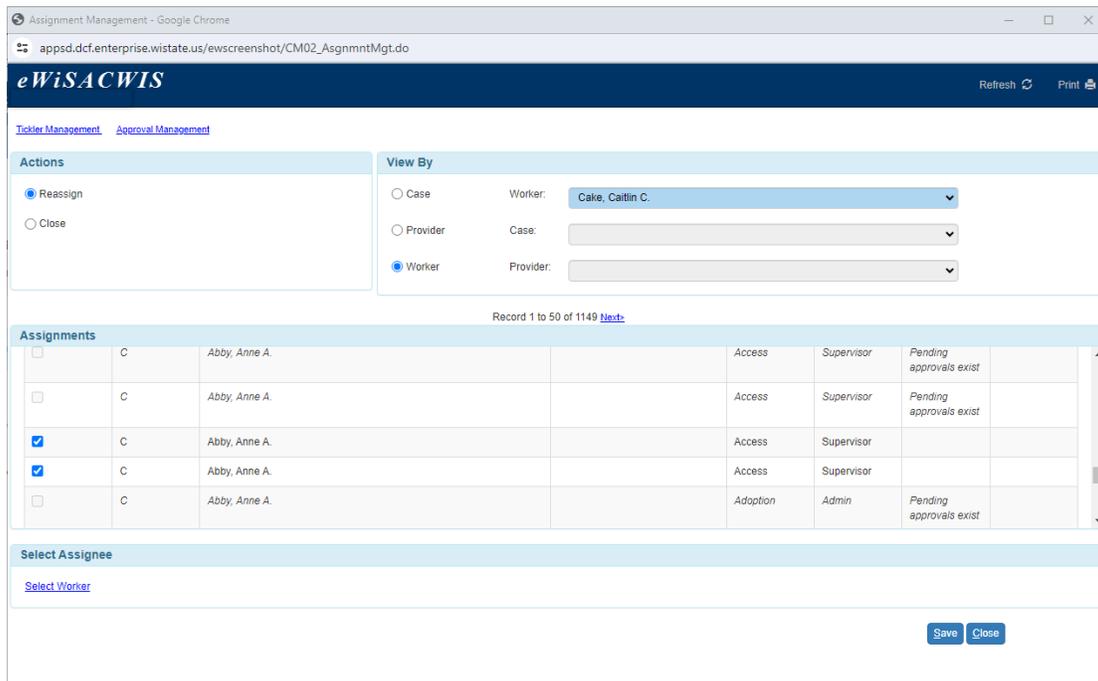


2. On the Assignment Management page select the Worker radio button, and then select the worker you wish to manage his or her case or provider assignments for. Please note that only the workers supervised by the person doing the Assignment Management will display in the Worker drop-down.

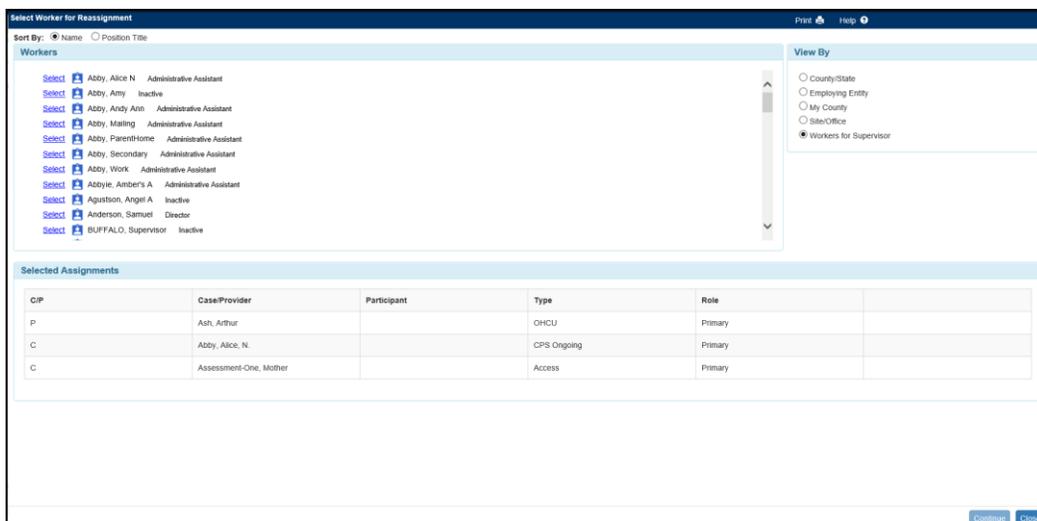
The screenshot shows the eWiSACWIS interface. At the top, there's a header with 'eWiSACWIS' and 'Refresh' and 'Print' icons. Below the header, there are links for 'Ticket Management' and 'Approval Management'. The 'Actions' section has 'Reassign' selected. The 'View By' section has 'Worker' selected, and the 'Worker' dropdown menu is open, showing a list of workers. Below this is a table of assignments with columns for checkboxes, ID, Name, Access, and Primary. At the bottom, there's a 'Select Assignee' section with a 'Select Worker' link and 'Save' and 'Close' buttons.

Assignments	ID	Name	Access	Primary		
<input type="checkbox"/>	C	Abby, Amber's A.	Access	Primary		
<input type="checkbox"/>	C	Abby, Amy	Access Report	Primary		
<input type="checkbox"/>	P	Abby, Anna	OHCU	Primary		
<input type="checkbox"/>	C	Abby, Annab	Access Report	Primary		
<input type="checkbox"/>	C	Abby, Anne A.	Access	Supervisor	Pending approvals exist	
<input type="checkbox"/>	C	Abby, Anne A.	Access	Supervisor	Pending approvals exist	
<input type="checkbox"/>	C	Abby, Anne A.	Access	Supervisor	Pending approvals exist	
<input type="checkbox"/>	C	Abby, Anne A.	Access	Supervisor		

- Select the assignment(s) you wish to reassign to a new worker. To reassign all of the cases and providers to another worker, check the Select All checkbox. Click on the blue header columns to sort the data by C/P (Case or Provider), Case/Provider, Participant (for Participant-specific assignments only), Type, or Role. The default sort is by Case or Provider name. The 'C' or 'P' indicates if it is a Case or Provider. If the row is italicized, it is because that specific piece of work related to that case is part of an active approval chain, and thus cannot be reassigned. Please finally approve the documents that are missing approval in order to reassign through assignment management.



- Once the assignments have been selected, click the [Select Worker](#) hyperlink in the Select Assignee group box. 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 receiving the selected assignments and click Continue.



Assignment Management - Google Chrome

Reassign Tickler Print

Supervisor, Partnership	04/14/2007	Amp, Audrey	30-day Rate Setting	Abby, Andy Ann
Supervisor, Partnership	03/03/2009	Amp, Audrey	30-day Rate Setting	Abby, Andy Ann
Supervisor, Partnership	07/01/2000	Amp, Audrey	Permanency Plan Review (6 months)	Cake, Caitlin C.
Supervisor, Partnership	09/15/2007	Amp, Audrey	Permanency Plan Review (6 months)	Abby, Andy Ann
Supervisor, Partnership	05/14/2007	Amp, Audrey	Permanency Plan Due	Cake, Caitlin C.
Supervisor, Partnership	01/01/2001	Amp, Audrey	Permanency Plan Hearing (annual)	Abby, Andy Ann
Supervisor, Partnership	03/15/2008	Amp, Audrey	Permanency Plan Hearing (annual)	Abby, Andy Ann
Supervisor, Partnership	04/30/2010	Amp, Audrey	ASFA Exceptions	Abby, Andy Ann
Supervisor, Partnership	05/31/2009	Amp, Audrey	ASFA Exceptions	Abby, Andy Ann
Supervisor, Partnership	05/31/2010	Amp, Audrey	ASFA Exceptions	Abby, Andy Ann
Supervisor, Partnership	05/31/2009	Amp, Audrey	ASFA Exceptions	Abby, Andy Ann
Supervisor, Partnership	09/22/2012	Amp, Audrey	Confirming Safe Environments (180 days)	Abby, Andy Ann
Supervisor, Partnership	09/22/2012	Amp, Audrey	Confirming Safe Environments (180 days)	Abby, Andy Ann

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

- On the Assignment Management page, the selected worker pre-fills into the 'Reassign To' column. To reassign additional open assignments for this worker, repeat steps 3 and 4 above. To change the worker in the Reassign To column, click the [Remove](#) hyperlink next to the assignment that needs to be corrected. When all reassignments are complete for this worker, click the Save button.
- If there are any tasks assigned to the assignments selected the tickler reassignment page will display. To reassign tasks or assignments the [Tickler Management](#) or [Approval Management](#) hyperlinks can be used to quickly access the Tickler Management and Approval Management pages.

Note: Additional security is needed to access Assignment Management and Tickler Management.

eWiSACWIS Refresh Print

[Tickler Management](#) [Approval Management](#)

Actions

Reassign

Close

View By

Case Worker:

Provider Case:

Worker Provider:

Record 1 to 50 of 1149 [Next](#)

Assignments							
<input type="checkbox"/>	C	Abby, Anne A.		Access	Supervisor	Pending approvals exist	
<input type="checkbox"/>	C	Abby, Anne A.		Access	Supervisor	Pending approvals exist	
<input checked="" type="checkbox"/>	C	Abby, Anne A.		Access	Supervisor	Abby, Work	Remove
<input checked="" type="checkbox"/>	C	Abby, Anne A.		Access	Supervisor	Abby, Work	Remove
<input type="checkbox"/>	C	Abby, Anne A.		Adoption	Admin	Pending approvals exist	

Select Assignee

[Select Worker](#)

The Assignment Management page refreshes and the remaining open case and/or provider assignments are displayed. Click Close to return to your desktop.

Assignment Management - Google Chrome

appsd.dcf.enterprise.wistate.us/ewsscreenshot/CM02_AsgnmntMgt.do

eWiSACWIS Refresh Print

[Tickler Management](#) [Approval Management](#)

Actions

Reassign

Close

View By

Case Worker:

Provider Case:

Worker Provider:

Record 1 to 50 of 61 [Next](#)

Assignments							
<input type="checkbox"/> Select All	C/P	Case/Provider	Participant	Type	Role	Reassign To	
<input type="checkbox"/>	C	,		Access Report	Primary		
<input type="checkbox"/>	C	,		Access Report	Supervisor		
<input type="checkbox"/>	C	Aardvark, Amy B.		Access	Supervisor		
<input type="checkbox"/>	C	Abby, Anne A.		Access	Supervisor		
<input type="checkbox"/>	C	Abby, Anne A.		Access	Supervisor		
<input type="checkbox"/>	C	Abby, Art J.		Access	Supervisor		

Select Assignee

[Select Worker](#)