

Reassign Case Process

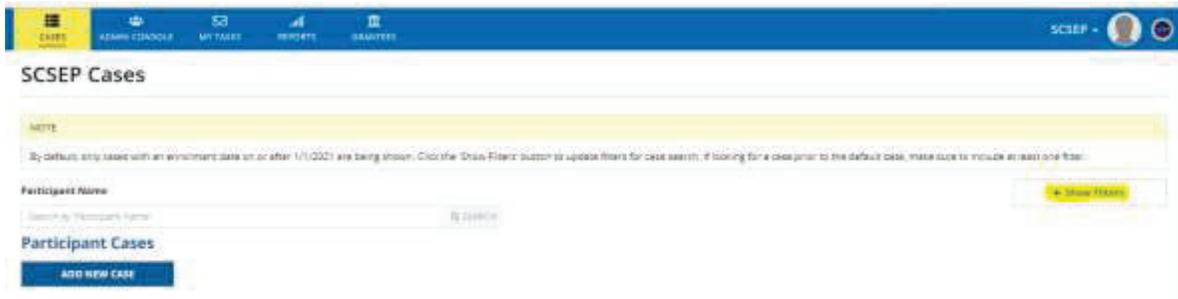
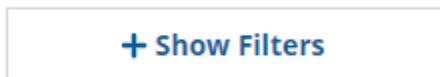
The Assign Case function allows a Supervisor, Sub-Grantee Administrator, and Grantee Administrator to reassign existing cases within a sub-grantee from one case worker to a different case manager.

From the SCSEP Landing Page

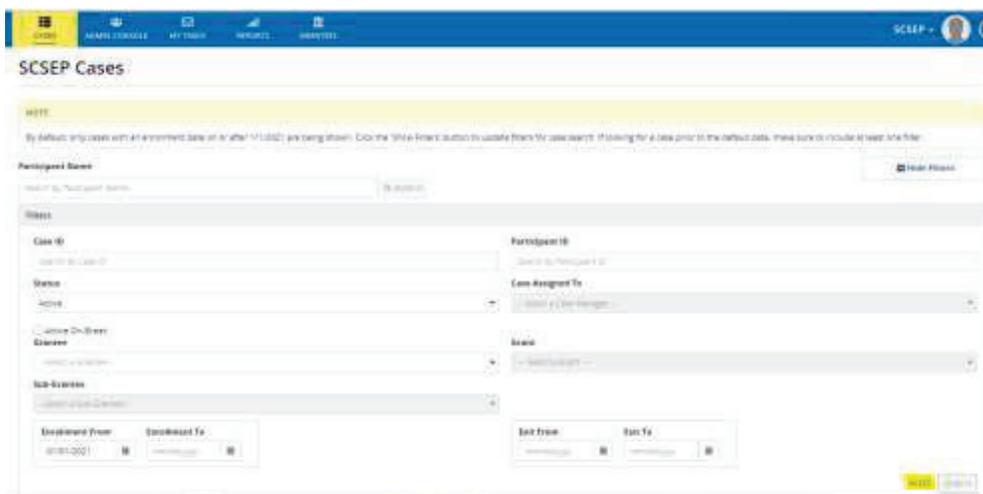
1. Select CASES to display the SCSEP Cases page.



2. Click the **Show Filters** button.



3. Click **Reset** to clear all selections and begin a new search



- Select the Grantee, Sub-Grantee, and Case Assigned To from the drop-down, and click **Search**.

Grantee

--Select a Grantee--

Sub-Grantee

--Select a Sub-Grantee--

Case Assigned To

-- Select a Case Manager --

RESET
SEARCH

This will display all cases assigned to the selected individual. Select the case(s) to be reassigned or select the top box to auto select all cases. Proceed to the next page and continue selecting cases until you have selected all the cases to be reassigned.

Case #	Participant Name	Participant ID	Grantee	Sub-Grantee	Case Assigned To	Date of Birth	Sex	Months in Program	Status
1079028	April Wilson	999338	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	1/8/2018	F	1780018	Enroll - In-Program
1080818	Janice Adams	844233	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/6/2012	F	1810012	Enroll - In-Program
1079984	Janice Adams	844233	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/10/2011	F	8140017	Enroll - Closed
1079137	Angela De Juan	875275	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	4/19/2017	F	1810010	Enroll - Closed
1079784	Arthur Trish	870799	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/10/2011	F	4740017	Enroll - In-Program
1079210	Wendy Peterson	861781	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/7/2011	F	1110017	Enroll - Closed
1079218	Shirley Bethel	963481	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	7/27/2011	F	8190018	Enroll - Closed
1081832	MAA Anshu	863281	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	4/10/2018	F	4820018	Enroll - In-Program
1080777	Shel Anniston	858281	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	6/28/2018	F	7930018	Enroll - Closed
1079798	Wendy Peterson	861781	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/7/2011	F	1010017	Enroll - Closed
1082150	Carly Carter	868168	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/28/2018	F	3140018	Enroll - Closed
1079900	Cherise Elwood	895423	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	7/28/2018	F	7110012	Enroll - Closed
1079198	Sheryl Lynn	848198	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	2/22/2011	F	1180012	Enroll - Closed
1082647	CHRISTY DUCK	867473	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	7/28/2018	F	1030018	Enroll - Closed
1081808	Shirley Bethel	863281	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	4/20/2018	F	4200018	Enroll - In-Program
1079850	Carol Bennett	872834	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/11/2018	F	1460012	Enroll - Closed
1082766	Lois McHenry	869907	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	8/28/2018	F	3810018	Active - Not Back
1080278	Janice Adams	844233	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	4/10/2018	F	4810012	Active
1082048	Joan Lynn	870428	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	4/10/2018	F	1010018	Enroll - In-Program
1079878	Shirley Bethel	863281	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	4/23/2011	F	1110017	Enroll - Closed
1079339	Shirley Bethel	863281	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	1/8/2018	F	302018	Enroll - Closed
1079188	Debra Zimmerman	867474	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/11/2017	F	4020012	Enroll - Closed
1082888	Dawn Dwyer	867387	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	7/24/2018	F	6130018	Enroll - Closed
1079844	Janice Adams	844233	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	4/28/2018	F	1190018	Enroll - In-Program
1079668	Debra Dwyer	867387	387 jobs for Progress National	40001 388 National WL 3 Food Du Lat	Jeanine McCallum	3/28/2018	F	1450012	Enroll - Closed

- Once you have selected all the cases to be reassigned, select **REASSIGN** from the **Select an Action** dropdown field.

REASSIGN ▼

Select an Action

RECERTIFY

MOVE

REASSIGN

TRANSFER

WITHDRAW

6. Click **SUBMIT** to continue to the next page.

Participant Cases

ADD NEW CASE

REASSIGN ▼ **SUBMIT**

7. Once the Reassign Cases screen appears, select the Case Assigned To from the dropdown menu.


SCSEP



Reassign Cases

Selected Cases

Case ID	Participant Name	Participant ID	Sub-Grantee	Case Assigned To	Date of Enrollment	Exit Date	Months in Program	Status
10790029	Alyce Weber	9968329	WIG35 SER National Wt: 5 Fond Du Lac	Juanita McClelland	01/05/2018	01/29/2018	25	Exited - In Follow-Up

Case Assigned To *

Patrice Lewis ▼

8. Select the newly assigned Case Worker from the drop down.



9. Click the **Reassign** button to assign all cases to the new assignee.

