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.

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SCSEP Cases		
2. Click the Show Filter	button.	
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Participant Cases		
ADD NEW CASE		

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

RESET	SEARCH

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4. 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	-



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.

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 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.

CASES	ADMIN CONSOLE	MY TASKS	a ll II REPORTS CAUNTEES					SCSEP + 🌔 🔘
Reass	ign Cases							
Selected	d Cases							
Case ID	Participant 1 Name	Participant ID	Sub-Grantee	Case Assigned To	Date of Enrollment	Exit Date	Months in Program	Status
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Case Assigne	ed To *							
Patrice Lew	6							•

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

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

Reassign	n Cases							
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