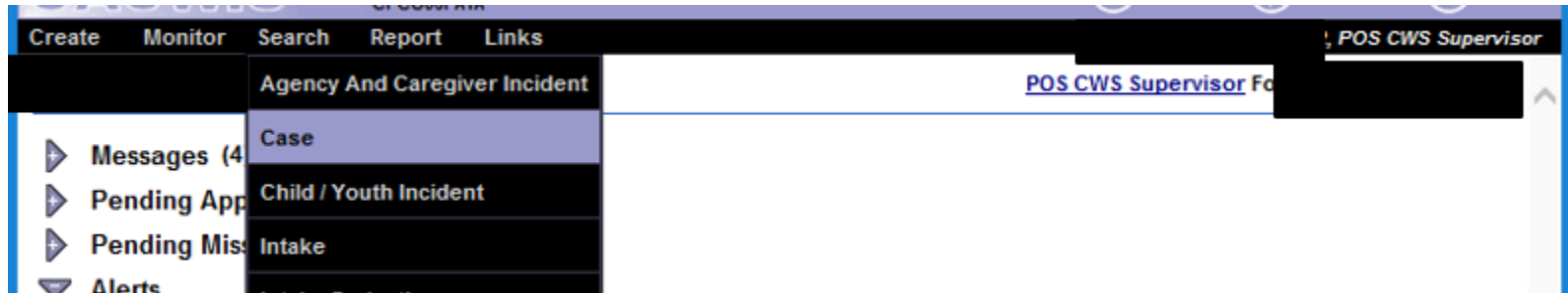


Directions on adding a parallel assignment to a case:

1. Go to search then to case search:



2. Enter the case ID that you want to add the worker to (I will use example of 1084900, but redacting info) and Click on Perform Search:

Case Search

Case ID: Family Group ID: CYCIS ID:

Case Member Last Name: Case Member First Name: ☐ Starts With ☐ Soundex

Worker Last Name: Worker First Name: ☐ Starts With

Worker Entity Name: ☐ Starts With

[More Search Criteria](#)

Perform Search **Cancel**

Your search returned 1 result:

Case ID CYCIS ID	Family Group ID	Case Name	Case Type	Open Date	Reason for Involvement	Close Date
1084900 [12051000]			Family Case	06/10/2020	Neglect	

3. Click on the case name to get into the case:

Your search returned 1 result:

Case ID CYCIS ID	Family Group ID	Case Name	Case Type	Open Date	Reason for Involvement	Close Date
▶ 1084900 [12051000]	██████████	██████████	Family Case	06/10/2020	Neglect	

4. Click on the assignment tab of the case:

Case Maintenance

Family Group ID: ██████████	Family Case Name: ██████████	Case Status: Open	Burgos: No
Case ID: 1084900	Case Name: ██████████	Case Type: Family Case	Cycle: June / December
Worker RSF: ██████████	Worker Name: ██████████	Open Date: 06/10/2020 10	Assign Date: 06/10/2020

[Create Child Case](#) [New Note](#) [Note Search](#) [Assignment](#) [Photos](#) [Referral](#) [Reviews](#) [Child / Youth Incident](#) [1410 Case Form](#) [Case Summary](#)

General	Person	Relationships	Assessments	Planning	Decision	Change History
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5. Click on the + button to add a new row for a new assignment:

Case Assignment

Case ID: 1084900 Case Name: ██████████ Case Type: Family Case Case Open Date: 06/10/2020

Current Assignments		Team Summary Auto Address Search Mailbox Search Worker Search		
Responsibility	Members:	Assigned To RSF / Role / Worker*	Start Date / Time	Acknowledged Date / Time
▶ ○ Primary ▼	ALL	██████████ Child Protection Specialist ██████████	06/10/2020 10:19 AM	06/15/2020 10:24 AM
				+

6. Choose Parallel as the Responsibility and then click on Worker Search:

Current Assignments		Team Summary	Auto Address Search	Mailbox Search	Worker Search
Responsibility	Members:	Assigned To RSF / Role / Worker*	Start Date / Time	Acknowledged Date / Time	
<input checked="" type="radio"/> Parallel <input type="radio"/>	ALL <input type="radio"/>		06/26/2020 10:19 AM		<input type="button" value="+"/> <input type="button" value="-"/>
Assignment Entered By: [REDACTED]		Assignment Ended By:			
Assignment Entered On:					
Assignment Start Date / Time: 06/26/2020 10 10:19 AM		Assignment End Date / Time: <input type="text"/> 10 <input type="text"/>			
Assignment Create Narrative: <input type="text"/>		Assignment End Narrative: <input type="text"/>			
<input type="checkbox"/> Verbal Communication					

7. Do a worker search for the worker that you want to add (I will use an IPS worker as an example). Select the radio button for the correct worker and click on OK:

Assignment Worker Search

Worker ID: Worker Last Name: Worker First Name: ☐ Starts With ☐ Soundex
RSF: Entity Name: ☐ Starts With
[More Search Criteria](#)

[Perform Search](#)

Your search returned 1 result:

	Worker Name	Worker ID	Role	RSF	Entity
☆ ● ▶	Alcorn, Mark	17778604	Intensive Placement Staff		Children's Home Association - IPS

[OK](#) [Cancel](#)

[Click Here](#) to return to the top of the page.

8. Click Save

Case Assignment

Case ID: 1084900 Case Name: [REDACTED] Case Type: Family Case Case Open Date: 06/10/2020

Current Assignments

[Team Summary](#) [Auto Address Search](#) [Mailbox Search](#) [Worker Search](#)

Responsibility	Members:	Assigned To RSF / Role / Worker*	Start Date / Time	Acknowledged Date / Time	
<input type="radio"/> Parallel <input type="button" value="v"/>	ALL <input type="button" value="v"/>	NO TEAM RSF Alcorn, Mark	06/26/2020 10:19 AM		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="radio"/> Primary <input type="button" value="v"/>	ALL	[REDACTED] Child Protection Specialist [REDACTED]	06/10/2020 10:19 AM	06/15/2020 10:24 AM	<input type="button" value="-"/>

Ended Assignments

Responsibility	Members:	Assigned To RSF / Role / Worker*	Start Date / Time	Acknowledged Date / Time	End Date / Time

9. Click Cancel to exit the assignment screen

**The Parallel assignment has now been added to the case and the case should show up on the worker's desktop

▼ **Alcorn, Mark**

▶ **Caseload Developments**

▼ **Cases (6)**

Open Cases		Missing Child Pending Work Child / Youth Medical Tasks Case Contact Monitoring				
Case ID	Case Name	Case Type	Open Date	Days In Care	Status	Links
1084900		Family Case	06/10/2020		Open Unacknowledged	NN NS