

CWS/CMS Assignment Page

Assigning a PHN as a **Secondary** Assignment

Assignment Grid:

ID	Caseload	Responsibility	Start	End	Role Type
1	GL00S7207	Primary	09/23/2004 01:05pm		
2	AT13S0246	Secondary	07/20/2005 03:40pm		Courtesy Supervision Worker
3	L406S9056	Secondary	10/12/2004 11:43am		Eligibility Worker
4	R293S7207	Secondary	10/21/2004 11:54am		Eligibility Worker

Responsibility: Primary Secondary Read Only

Assignment Destination: CWS Staff Out Of State

Details:
 Start Date: 07/20/2005 Start Time: 03:40pm
 End Date: [] End Time: [] : am
 Assignment Weighting: [] Role Type: Public Health Nurse
 Caregiver: Felicia Martinez

CWS Staff:
 County (or State of California): Los Angeles
 DCFS Headquarters
 Beth Ellison's ASFA Unit - Annual
 AT13S0246
 Staff Person: []
 Phone Number: [] Ext: []

Steps to assign a Public Health Nurse as a Secondary Assignment:

1. Click the “+” button in the Assignment Grid.
2. Change the Option button from “Primary” to “Secondary” in the Responsibility box.
3. Select “Public Health Nurse” from the Role Type drop down menu in the Details box.
4. Select “Office of the Medical Director” from the CWS Office drop down menu in the CWS Staff box.
5. Select “Nurse Supervisor Unit Name” from the Unit drop down menu.
6. Select “Nurse File Number” from the Caseload dropdown menu.
7. Click on “File” then “Save to Database” to update and save your work.

Steps to End Date a PHN **Secondary** Assignment:

The screenshot shows the 'Client Services' application window. The 'Assignment' table is visible, with the second row highlighted in black. The 'End' column for this row is highlighted in yellow. A red arrow labeled '1' points to this row. Below the table, the 'Details' section shows the 'End Date' dropdown menu open, with a red arrow labeled '2' pointing to it. The 'File' menu is open, and a red arrow labeled '3' points to the 'Save to Database' option.

ID	Caseload	Responsibility	Start	End	Role Type
1	GL00S7207	Primary	09/23/2004 01:05pm		
2	AT13S0246	Secondary	07/2		Courtesy Supervision Worker
3	L406S9056		10/12/2004 11:43am		Eligibility Worker
4	R293S7207	Secondary	10/2		Eligibility Worker

Details

Start Date: 07/20/2005 | Start Time: 03:40pm | Responsibility Description: [Empty]

End Date: [Dropdown] | End Time: : am

Assignment Weighting: [Empty] | Role Type: Courtesy Supervision Worker

CWS Staff

County (or State of California): Los Angeles

CWS Office: DCFS Headquarters

Unit: Beth Ellison's ASFA Unit - Annual

Caseload: AT13S0246

Staff Person: [Empty]

Phone Number: [Empty] | Ext: [Empty]

File | Edit | Search | Action | Associated | Attach/Detach | Window | Help | Tools

File | Save to Database

1. Click on and highlight the **Secondary** line in the Assignment box grid. (end dating Public Health Nurse Secondary Assignment in this example).
2. Click on the “**End Date**” dropdown menu. A calendar will open. Select and click the date you wish to end the Secondary Assignment.
3. Click on “**File**” and then “**Save to Database**”