



here's info needed to....

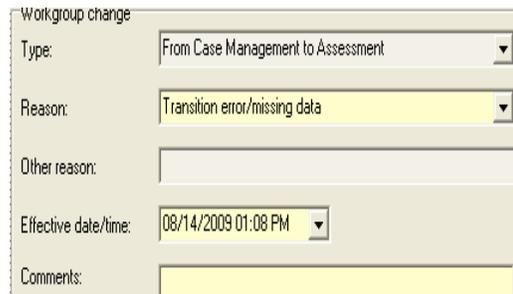
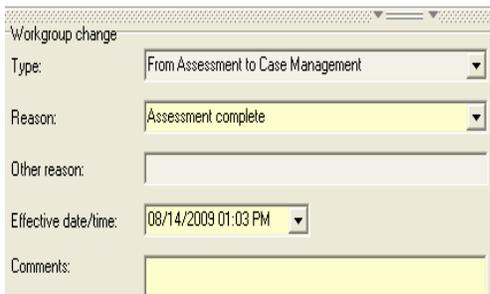
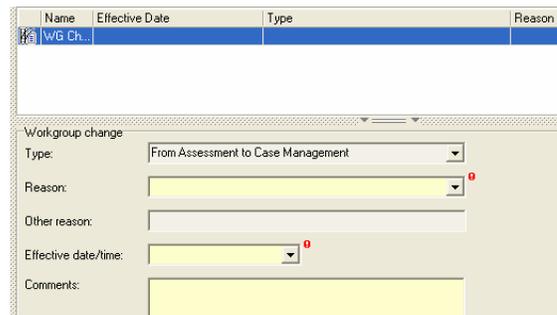
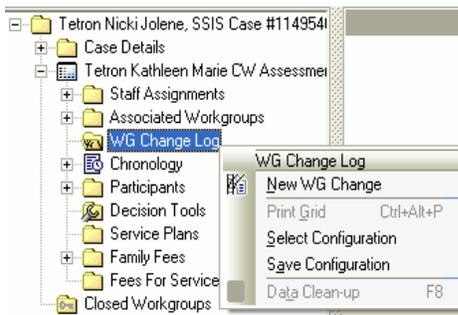
Understand the Workgroup Change Log

Background:

Use the WG Change Log in SSIS to transition an Assessment WG to a Case Management WG.
Use the WG Change Log to change back to an Assessment WG and correct or add information.

Navigation:

- 1.) Expand the Workgroup folder.
- 2.) Click on the **WG Change Log**.
- 3.) Click on the **Action** menu and select **New WG Change**.
- 4.) Enter in the **Type** of change.
- 5.) Enter in the **Reason**. If **Other** is selected, enter information in the **Other reason** field.
- 6.) Enter in the **Effective date/time**.
- 7.) Enter **Comments** as needed.
- 8.) **Save**.



*****Notes*****

- 1.) When an Assessment Workgroup is transitioned to a Case Management workgroup using the WG Change function, the name of the workgroup changes from Assessment to Case Management.
- 2.) Chronology displays in the transitioned workgroup with no changes. The Intake WG displays in the Associated WG folder. All Placements remain with the client.