

## LESSON 14: Reassigning an E-Application to and from Another CC/MSSP/CM

**Background:** A CC/MSSP/CM, who has already accepted responsibility for an application, may reassign the application to another CC/MSSP/CM in their facility or unit.

**Objective:** To practice reassigning an application for a fictitious Provider to another CC/MSSP/CM in the facility or unit, and then resuming responsibility for the application.

*Note:* The Modification Application will be used for this exercise.

### Exercise:

*Step 1:* Log on to CCQAS as the CC/MSSP/CM.

*Step 2:* Review the work list to verify the presence of a task to “Task = *Application Ready for Review*” and “App Type = *Modification*.” Double-click on the task.

*Step 3:* Take responsibility for processing the application by clicking <Yes>.

*Step 4:* Review the “Provider Summary” tab. Click <Reassign CC/MSSP/CM> at the bottom of the page. The “Reassign” screen will be returned. Open the pick list for **Available Users** and select another CC/MSSP/CM.

Record the selected CC/MSSP/CM here: \_\_\_\_\_.

Click <Submit>. A warning message will be returned. Click <OK>.

*Step 5:* Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

*Step 6:* Log on to CCQAS as the CC/MSSP/CM to whom the application was reassigned. Review the Work list to verify the presence of the “Task = *Application Ready for Review*” and “App Type = *Modification*.”

*Step 7:* Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

*Step 8:* Log on to CCQAS as the original CC/MSSP/CM. Review the work list to verify that no open tasks are present.

*Step 9:* Click <Application Reassignment> at the bottom of the page. The “Application Reassignment” screen will be returned. Locate the summary record for the application for which you want to re-assume responsibility. From the hidden menu of actions for the record, select “Reassign to self.” A warning message will be returned. Click <OK>. The work list will refresh and no open task will be displayed. Click <Close> to return to the work list to verify the “Task = *Application Ready for Review*,” and “App Type = *Modification*.”

*Step 10:* Proceed directly to Lesson 15, or log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

**END OF LESSON**