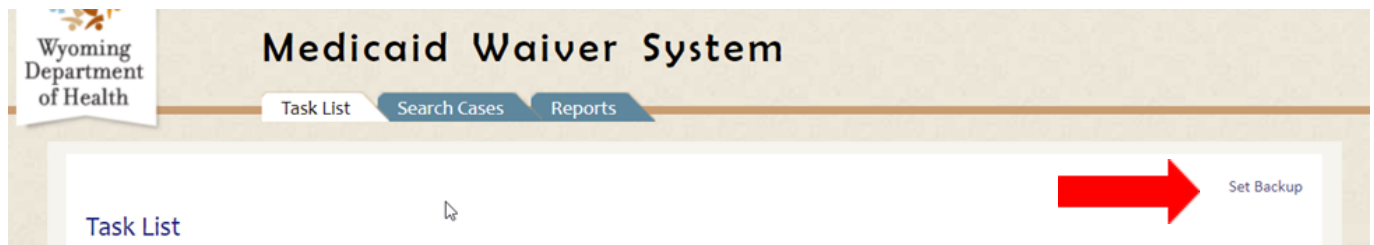# CCW Leave of Absence Back Up Case Manager Assignments

CCW case managers may assign a back up case manager, within the same agency, to monitor their task list if they will be gone for a leave of absence. The *Contacts* section of EMWS should still be used to list the back up case manager assigned for emergency situations. The functionality explained in this process flow is intended to be used only when the assigned case manager will be gone and unavailable to monitor tasks.

Assigning the Backup Case Manager
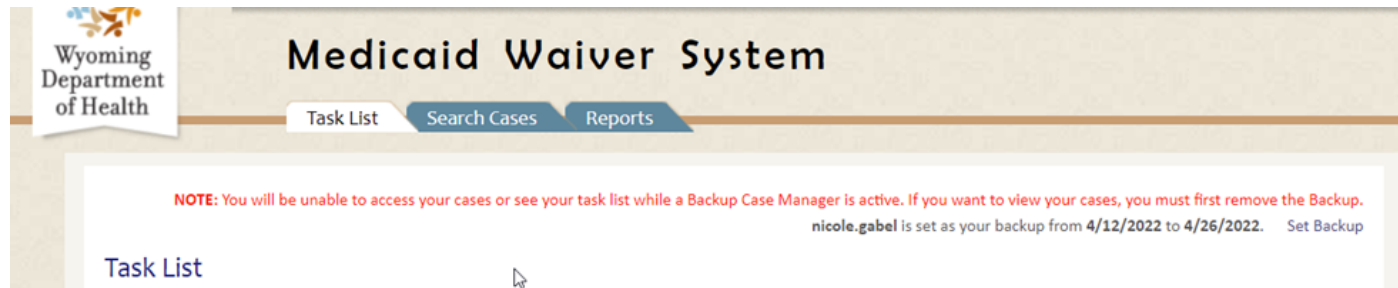This option can be initiated at the top right corner of the EMWS Task List screen.

When the case manager selects "Set Backup," the *CCW Backup User* screen below will populate.

A list of case managers will populate in the user drop down menu. The case manager will select their back up case manager and add the start and end dates. Once "Submit" is selected, the backup case manager will be scheduled for the timeframe identified in the start and end date fields. If the end date changes, the case manager may adjust the end date at any time. The backup case manager will begin receiving tasks for the participant on the identified start date, and the regularly assigned case manager will no longer see their task list.

A message at the top of the Task List screen will appear:

Removing the Backup Case Manager
In order to remove the back up case manager early, select "Set Backup" again and change the end date. The task list will be restored to the regularly assigned case manager on the day after the identified end date.