

Assignment Unit / Whole Office Move Process

An *Assignment Unit Move*, moves an assignment unit and all the staff in that assignment unit to another office without disturbing caseloads, logon Ids and staff authorities and privileges.

An *Office Move*, moves an entire office from one site identifier domain to another site identifier domain without disturbing assignment units, caseloads, logon Ids and staff authorities and privileges.

What an Assignment Unit/Office Move Cannot Do

- Move individual staff
- Move the assignment desk
- Change which assignment unit is the assignment desk
- “Create” a new supervisor

Assignment Unit/Office Move Steps

- Go to the CWS/CMS website and select County Info > County Logon > Applications > MAC
- Complete the MAC Application. In the MAC Category field, select Office Application Move. Submit the application
- Go to the CWS/CMS website and select Guides > Forms > Office/Assignment Unit Move
- Complete the form and e-mail to: CWS_MAC@OSI.CA.GOV; Will be contacted by project staff regarding the move
- **Assignment Unit Move Only:** Need a list of all staff expected to move
- Schedule when the move will occur
- County works with project staff to make necessary corrections for the move
- Project Office completes a dry run of the move
- Project Office commits the move to production

Corrections Needed Before the Move

- Staff person has a Staff Authority in an assignment unit that is not moving
- Staff person does not have a Staff Authority in an assignment unit that is moving
- Staff person cannot have caseloads in multiple assignment units

Miscellaneous

- Need to work with someone who is a County Administrator (within the CWS/CMS application)
- Program Management Reports issue
- Add staff person address (multiple addresses)
- Questions: E-mail Lanette.Rudicel@osi.ca.gov or call 916-891-3308.
Can also contact your System Support Consultant (SSC)