

## Request an Assignment Instructions:

Log into the CCRES Staff Information System  
Download a current copy of the Needs List



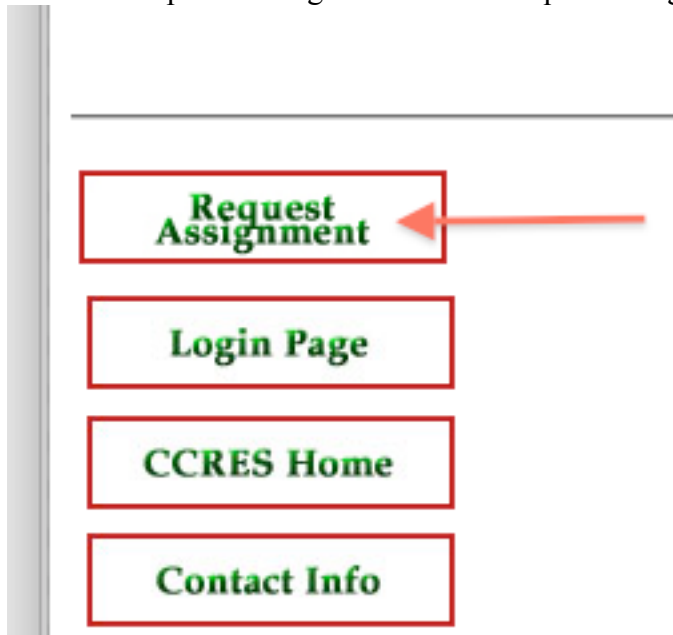
**Possible Shifts/Needs - Click on the link below to download:**

[Bucks County Needs](#)  
[Chester County Needs](#)  
[Delaware County Needs](#)  
[Lancaster County Needs](#)  
[Lebanon County Needs](#)  
[Montgomery County Needs](#)

**Please remember to include the Hours you may already be working per week.**

This scheduling is meant to be all-inclusive for the Maximum Hours per week you would like to work, including

Click the Top Left navigation button "Request Assignment"



Enter the Client Staffing Number, Service Type, and click the “Request Case Assignment” button

## Request an Assignment

Select your cases in the order of your preference  
(first one first, second one second, etc)

**Please insert a Client Staffing Number; then click Request Case Assignment**

Client Staffing Number

Service Type

**Request Case Assignment**

**Requested Info:**  
Staffing Number:  
Service Type:

No current active requests.

If the case is still available, you will see it in “Your Active Assignment Requests” list. This is a list of all your active assignments.

## Request an Assignment

Select your cases in the order of your preference  
(first one first, second one second, etc)

**Request was successfully submitted.**

Client Staffing Number	<input type="text"/>
Service Type	MT <input type="button" value="v"/>
<input type="button" value="Request Case Assignment"/>	

**Requested Info:**  
Staffing Number: 883  
Service Type: TSS

### Your Active Assignment Requests:

Client Staffing Number	Service Type	Staff Comments	Actions
→ 883	→ TSS		<input type="button" value="Add Comment"/> <input type="button" value="Delete Request"/>

You can add a Comment by clicking on the “Add Comment” button. This message will be seen by the Case Manager for that case.



# Request an Assignment

Select your cases in the order of your preference  
(first one first, second one second, etc)

**Request was successfully submitted.**

Client Staffing Number	<input type="text"/>
Service Type	MT <input type="button" value="v"/>
<input type="button" value="Request Case Assignment"/>	

**Requested Info:**  
Staffing Number: 883  
Service Type: TSS

## Your Active Assignment Requests:

Client Staffing Number	Service Type	Staff Comments	Actions
883	TSS	Test Comment	<input type="button" value="Edit Comment"/> <input type="button" value="Delete Request"/>

### What Happens Next?

A Case Manager will review your request.

The goal is to notify you within three (3) business days if you will be assigned to the case.

Submitting an Assignment Request does not guarantee that you will be assigned to that case.

The preferred method of communication for this assignment request process is via email. Please refrain from calling Case Managers to select assignments as they will direct you to the Staff Information System to enter your assignment requests.