Delete/Re-Assign To Do Items

If you have items on your To Do list that have been done, or do not relate to anything that needs to be done, it’s possible to remove them from that list. **Make sure that the to do list item has actually be completed before using this form!** Removing the to do item does not remove the need to complete the item, such as finalizing a progress note or cosigning a treatment plan. The to do list is shown below

You can find this form by searching for in the Forms and Data widget

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**Searching for Delete/Re-Assign To Do Items**
Once this form opens, you'll see the following screen

![Delete/Re-Assign To Do Item](image)

**Delete/Re-Assign To Do Item**

From here you can delete or reassign the to do item. Keep in mind that reassigning does not change who is responsible for this item, only the to do item notice. Select delete or re-assign, then select the user who’s to do list you want to edit. This can be you, or another staff member. Their to do items will appear below. Check the to do items you want to delete or reassign, enter comments (if any) into the bottom field, then click submit.

![Selecting the to do item to delete or reassign](image)

**Selecting the to do item to delete or reassign**

When it is finished submitting, the to do item should be deleted or reassigned.