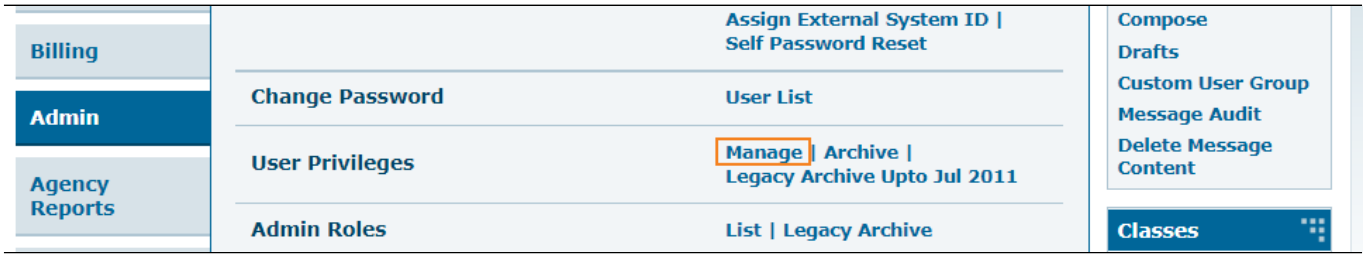
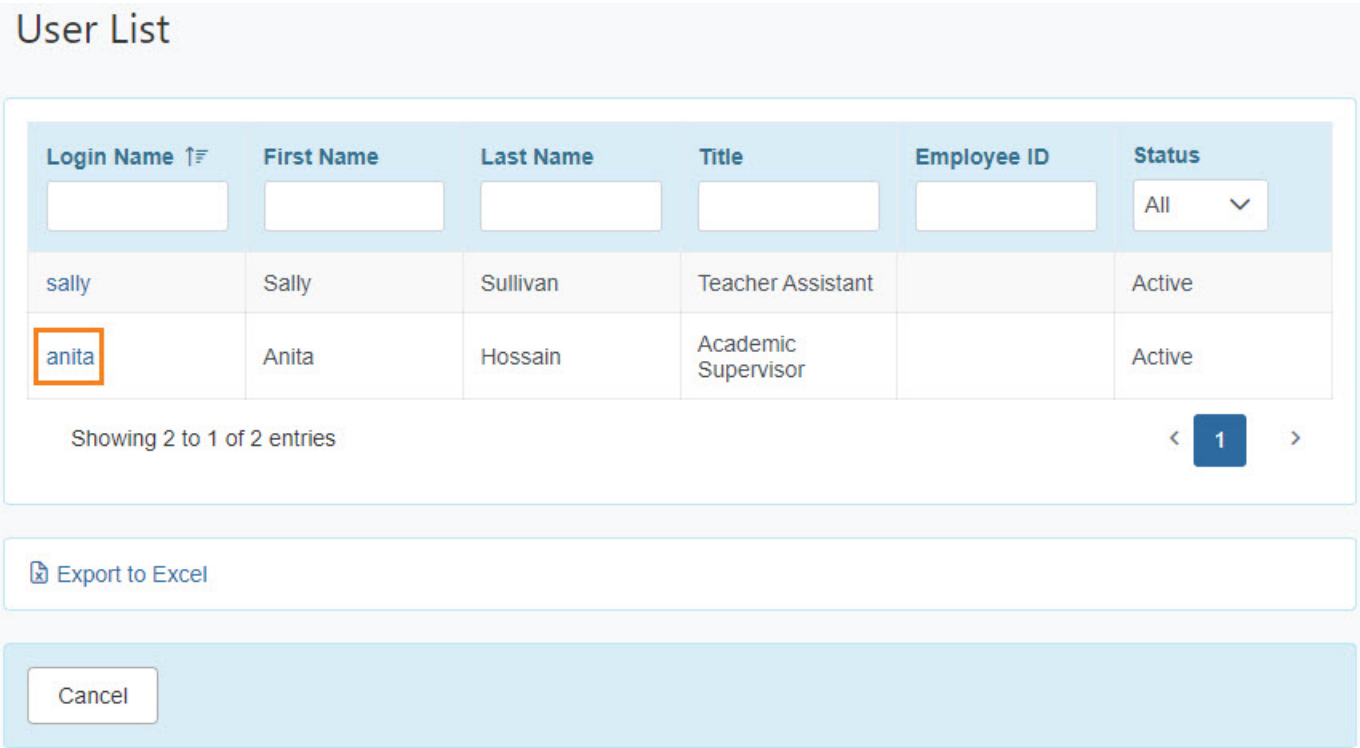
# □□□□□ □□□□□□□□□ □□□□□□□□□□□□ (Managing User Privileges)

□□□□□□□□□□□□□□ Therap □□□□□□□□ □□□□□□□□□□□□□□□□□□ (Individuals) □□□□ □□□□□□□ □□ □□□□□□□ □□□□□□ □□□□□□□□□□□ □□□□ □□□□□□□□□ □□□□□□□□□ (Privilege) □□□□□□□□ □□□□ □□□□□□□□□□□□ □□□ **User Privilege *Administrative Role*** □□ □□□□ □□□ □□□□ □□□□ □□□□□□□□□□□□□□ □□□□□□□□□ **Privilege** □□□□ □□□□□□□ □□□□□□ □□□□□□□□□□□□ □□□ **Super Admin** □□□ **User Privilege** □□ □□□□□ ***Administrative Role*** □□□□ □□□ □□□□ □□□□ □□□□□□□□□□□□□□ **Super Admin** □□□□□□ (Role) □□□□□□ □□□□ □□□□□□□

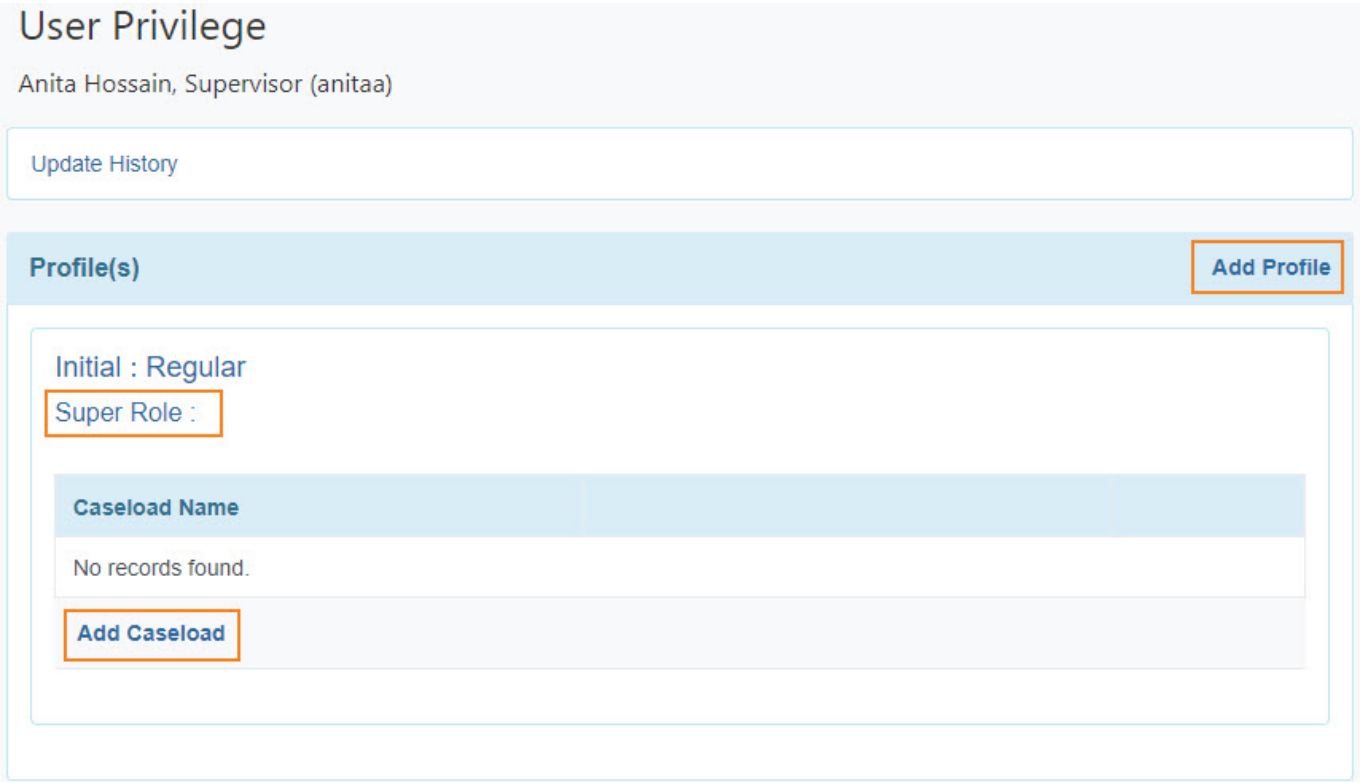
**□. □□□□□□□ Admin □□□□□□ User Privileges □□□□□□ □□□□ Manage □□□□□□□□ □□□□□ □□□□□**




**□. User List □□□□□ □□□□□□ □ □□□ □□□□□□□□□□□□□□ □□□□□□□□□□ □□□□ □□□ □□□ Login Name □ □□□□□ □□□□□**

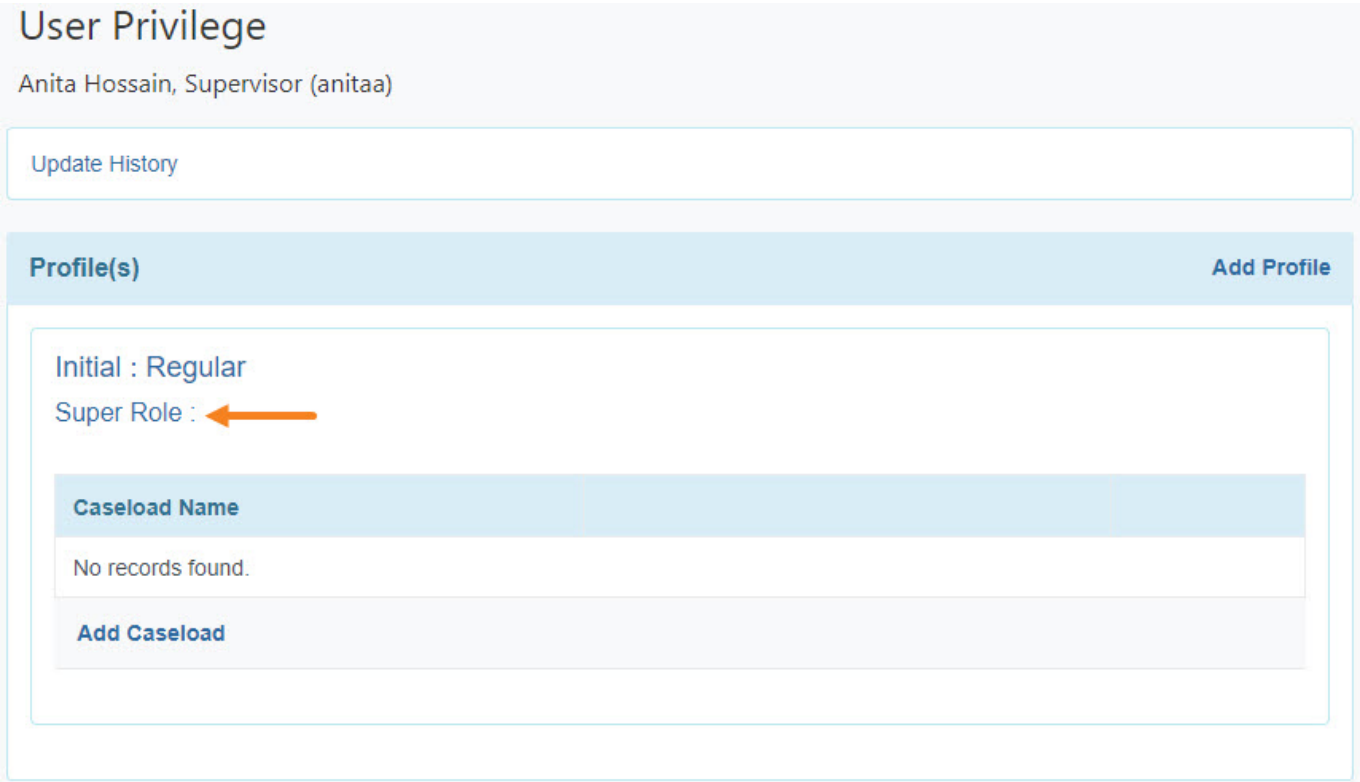



**User privilege □□ □□□□□ □□□□□□ □□□□□ □□□□ Super Role □□□ Caseload □□□□□□ □□□ □□□□□**

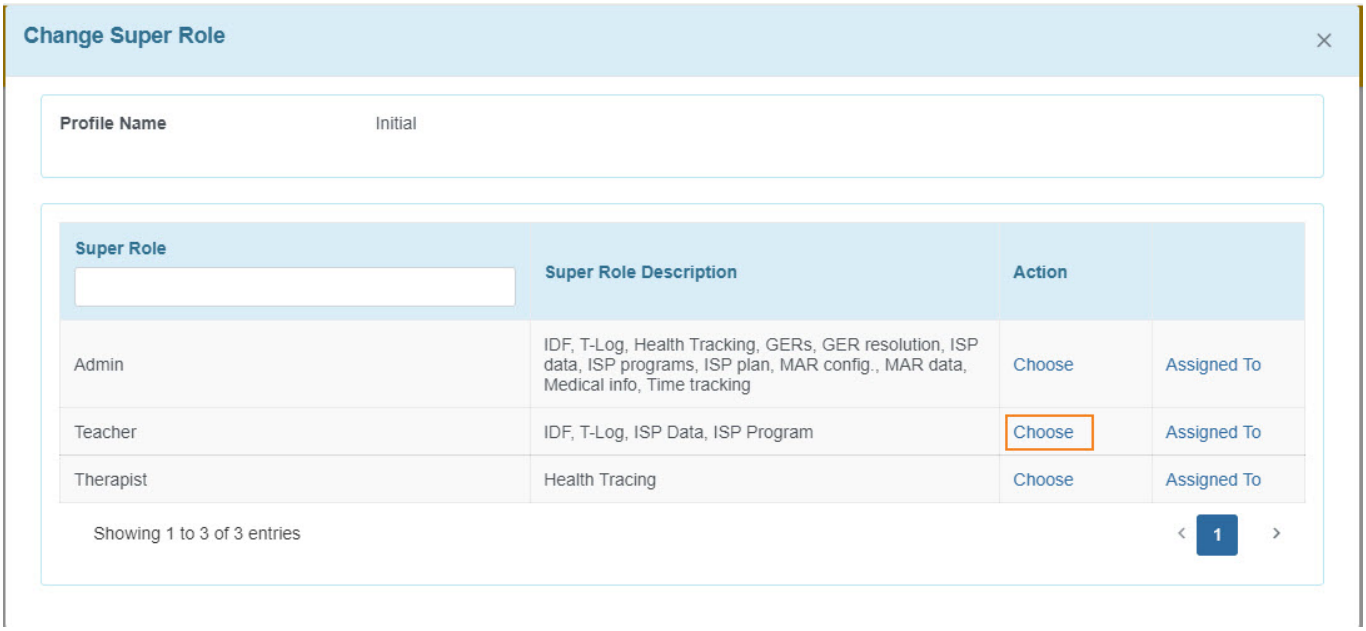



**□□□□□ □□□ □□□□□□□□ (Choosing Super Role)**

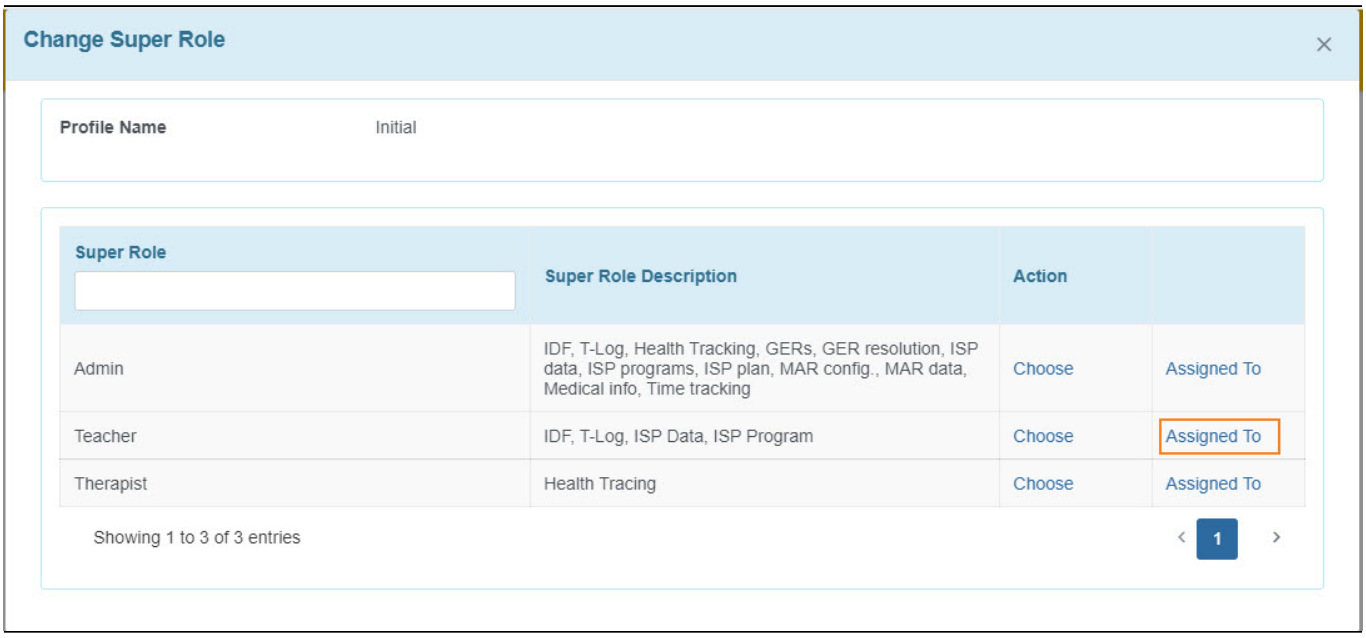
**□□□□□ □□□□□□□□ □□□□□□ □□□□□ Super Role □□□□□□□□□□ □□□□□ □□□□□**




**□. □□□□□□□□□ Super Role □□□□□□□□ □□□□ □□□□ Change Super Role □□□□□□ □□□□ Choose □□□□□ □□□□□ □□□□□**

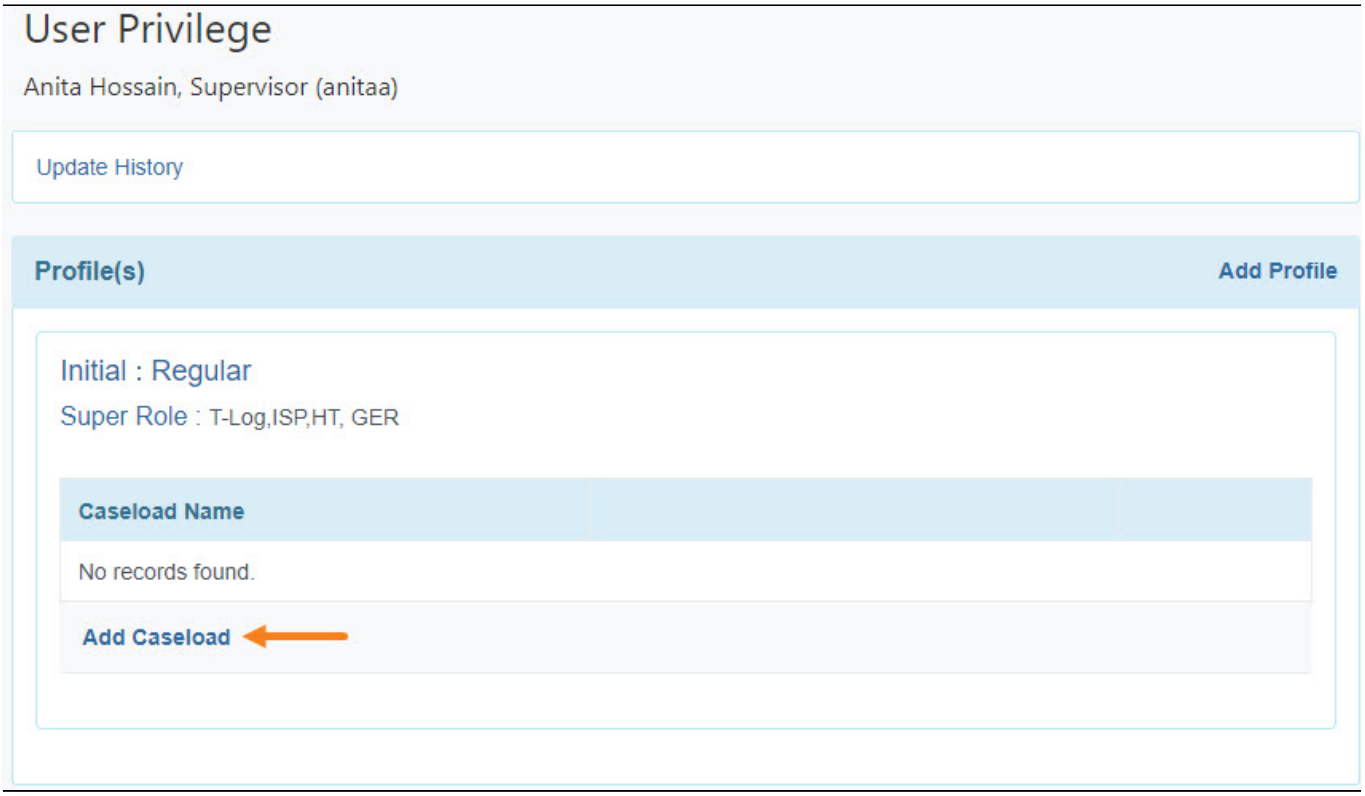

Change Super Role
Profile Name
Initial
Super Role
Super Role Description
Action
Admin
IDF, T-Log, Health Tracking, GERs, GER resolution, ISP data, ISP programs, ISP plan, MAR config., MAR data, Medical info, Time tracking
Choose
Assigned To
Teacher
IDF, T-Log, ISP Data, ISP Program
Choose
Assigned To
Therapist
Health Tracing
Choose
Assigned To
Showing 1 to 3 of 3 entries
1

- [illegible] **Assigned To** [illegible]

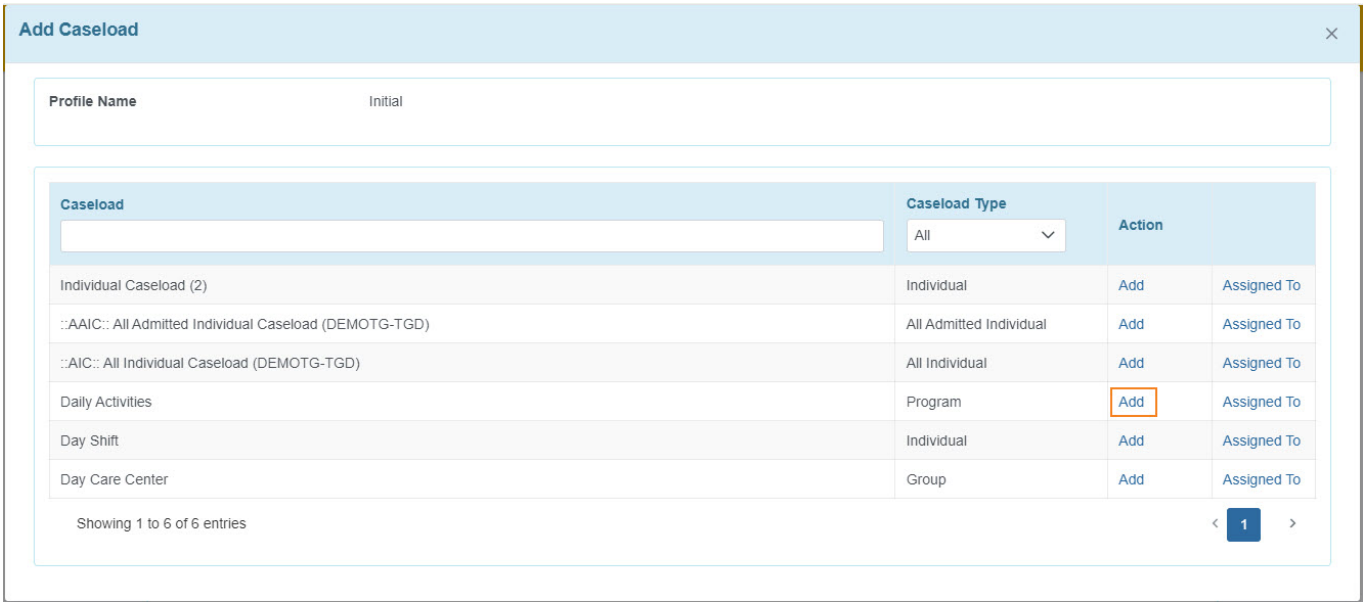

Change Super Role
Profile Name
Initial
Super Role
Super Role Description
Action
Admin
IDF, T-Log, Health Tracking, GERs, GER resolution, ISP data, ISP programs, ISP plan, MAR config., MAR data, Medical info, Time tracking
Choose
Assigned To
Teacher
IDF, T-Log, ISP Data, ISP Program
Choose
Assigned To
Therapist
Health Tracing
Choose
Assigned To
Showing 1 to 3 of 3 entries
1

□□□□□□ □□□□□□□□ **(Adding Caseload)**

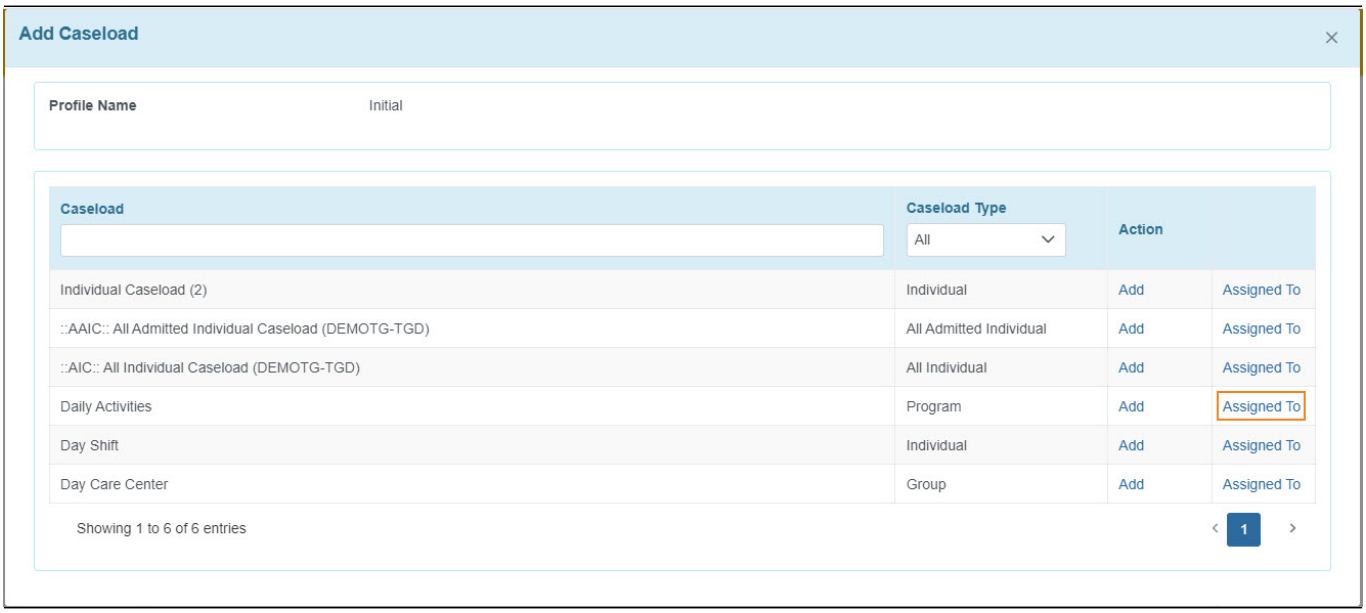
□. □□□□□□ □□□□□□□□ □□□□ **Add Caseload** □□□□□ □□□□□ □□□□□




□. **Add Caseload** □□□□□ □□□□□□ □ □□□□□□□□□□□□□ □□□□□□□□□ □□□□□□ □□□□□□ □□□□ □□□□□□□□□□ □□□□□□□□ **Add** □□□□□□□□□ □□□□□ □□□□□




- [redacted] **Assigned to** [redacted]



□□□**:** Therap □□□□□□□□ □ □□□□□ □□□□□□ □□□, □□□□□ □□□:

- **AIC ( All Individual Caseload) –** Therap □□□□□□□ □□□□□□□□□□□□□□□ □□□ □□□□ □□□□ □□□□□□□□ □□□□□□□□□□□ □□□ □□□□□□□□□□□□□□□□□□ (Individuals) □□□□□□□□□ □□□□□□ □□□□
- **AAIC ( All Admitted  Individual Caseload) –** □□ □□□□□□□□□□  □□□□□□□□□□□□□□□ □□□□ □□□ □□□□□ (Admit) □□□□ □□□ □□□□□□□□□□□□□□□□□□□ □□□□□□□□□□ □□□□□□ □□□□
- **APC (Auto Program Caseload) –** □□□□□□□□□□□□□□ □□□□□□□□□ □□□□□□□□□□ □□□□□□ (Enrolled)  □□□ □□□□□□□□□□□□□□□□□□□ □□□□□□□□□ □□□□□□ □□□□
- **Individual Based Caseload –** □□□□□□□□□ □□□□ □□□□□□□□□□□□□□□ □□ □□□□□□□□□ □□□□□□ □□□□
- **Group Based Caseload-** □□□□□□ □□□□□□□□□□□□□□□ ( Individual)  □□□ □□□□□□ □□□□□□□□□□□□ (Program) □□□□□□ □□□□□□ □□□□

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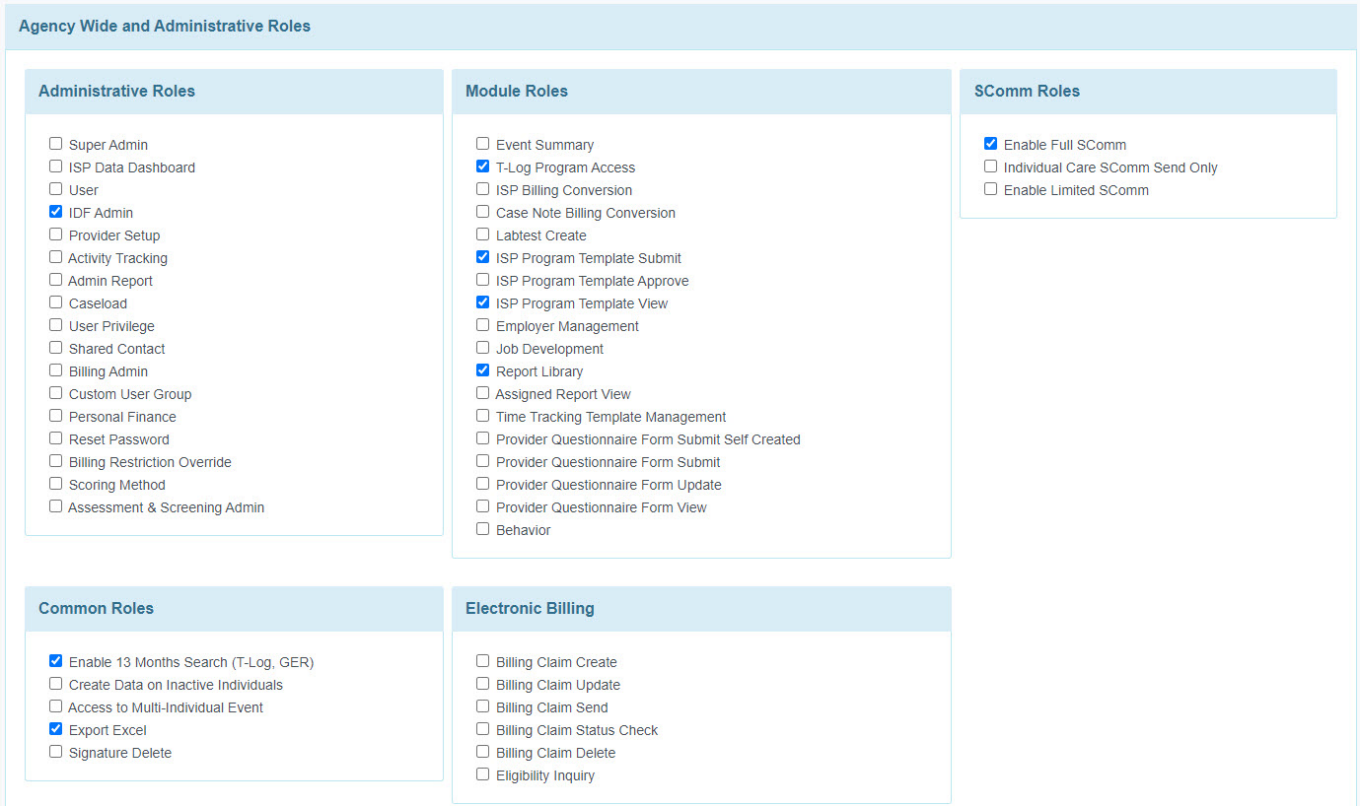
□. □□□□□□□□□□□□□ □□□□□□□ □□□□□□□ **Administrative Roles, Module Roles, SComm Roles, Common Roles** □□□□□□□ □□□□□□□□  □□□□□


Agency Wide and Administrative Roles
Administrative Roles
Super Admin
ISP Data Dashboard
User
IDF Admin
Provider Setup
Activity Tracking
Admin Report
Caseload
User Privilege
Shared Contact
Billing Admin
Custom User Group
Personal Finance
Reset Password
Billing Restriction Override
Scoring Method
Assessment & Screening Admin
Module Roles
Event Summary
T-Log Program Access
ISP Billing Conversion
Case Note Billing Conversion
Labtest Create
ISP Program Template Submit
ISP Program Template Approve
ISP Program Template View
Employer Management
Job Development
Report Library
Assigned Report View
Time Tracking Template Management
Provider Questionnaire Form Submit Self Created
Provider Questionnaire Form Submit
Provider Questionnaire Form Update
Provider Questionnaire Form View
Behavior
SComm Roles
Enable Full SComm
Individual Care SComm Send Only
Enable Limited SComm
Common Roles
Enable 13 Months Search (T-Log, GER)
Create Data on Inactive Individuals
Access to Multi-Individual Event
Export Excel
Signature Delete
Electronic Billing
Billing Claim Create
Billing Claim Update
Billing Claim Send
Billing Claim Status Check
Billing Claim Delete
Eligibility Inquiry

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Cancel
Save