# Agency Wide and Administrative Roles

Agency Wide and Administrative Roles are the roles which allows a Therap user to perform different administrative tasks or allows access to different modules in the system.

Other privileges are assigned through Super Roles. To know more about Super Role click [here](#).

Users with the User Privilege Administrative Role will be able to assign appropriate roles to Users.

1. Click on **Manage** beside **User Privileges** from the **Admin** tab.
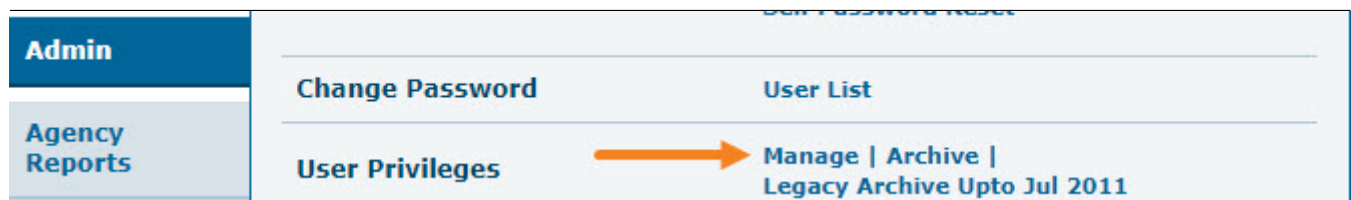
2. Select the User from the **User List** for whom you want to assign roles.

User List

Login Name ↑�	First Name	Last Name	Title	Employee ID	Status
					All ⌄
Anita	Anita	Ferdaus	Demo Account User		Active
John	John	Albert	Teacher		Active
Amit	Amit	Ibrahim	Therapist		Active

Showing 1 to 3 of 3 entries

‹ 1 ›

🗎 Export to Excel

Cancel

Administrative Roles can be found under the **User Privilege** page.

User Privilege

John Albert, Teacher (john)

Update History

Profile(s)   Add Profile

Initial : Regular
Super Role :

Caseload Name	
No records found.	

Add Caseload

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

Cancel   Save

The description for each **Administrative Role,** and what it allows a user to do in the system, is given below.

Administrative Roles

Super Admin	Allows users to assign the 'Super Admin' *role* to other users (with the 'User Privilege' *role*), update Super Admin privileges (with the 'User Privilege' *role*), reset password for Super Admins (with the 'Reset Password' *role*), Force or Disable Two Factor Authentication for Super Admins (with the 'User' *role*), Audit Secure Communications (SComm) messages, Access Report Library and Staff Report, and receive notifications for the Provider Administration and User modules.
User	Create user, Edit user Information, Activate/Deactivate users, Lock/Unlock users, Enable/Disable Self Password Reset for users, Import users from Excel.
IDF Admin	Allows Individual Intake, Edit Individual Data, Update and Change the status of IDFs, Add Individual(s) to Program, Import Individual from Excel. Add, Update, View Advance Directives, Allergies, Assessment Scores, and Diagnoses, Individual Contact.
Provider Setup	Allows users to access the Provider Preference, Custom Field,Gender Configuration, GER Event Category Rule, IDF Provider Configuration, Individual Home Page, Provider Custom Message, Password Policy, Program, Shared Contact Type, Site, Super Role and Titles options on the Admin tab.
Broadcast Admin	Allows users to access the Splash Message and Signup Agreement options on the Admin tab.
Clinical Admin	Allows users to have access to the Case Note Template, Individual Plan,Location Library, Questionnaire on the Admin tab.
HT Admin	Access Consultation Form Configuration, Intake/Elimination Provider Configuration, and Intake/Elimination Individual Configuration options on the Admin tab.
Activity Tracking	Allows staff members to track any sort of activity done on the Therap forms by any user in the agency.

Admin Report	Allows users to view reports on Individuals' Demographic Information under Agency Reports
Caseload	Allows users to create new Caseload and to access the list of Caseloads and archived Caseloads.
User Privilege	Allows users to edit privileges, Admin Role Assignments, search archived user privilege.
Shared Contact	Allows users to create new Shared Contact, view list of Shared Contacts, reassign Shared Contacts.
Reset Password	Allows a user to reset password for other users.
Scoring Method	Allows a user to access the ISP Program Scoring Method option on the Admin tab, Define new Scoring Methods in ISP Programs and ISP Program Templates, Edit customized Scoring Methods in In Prep and Pending Approval ISP Programs and Draft ISP Program Templates.
Assessment & Screening Admin	Search for Assessment & Screening documents and recalculate Assessment scores.

Module Roles

ISP Data Dashboard	Generate agency wide ISP Data Dashboard.
T-Log Program Access	Create and view Program based T-Logs from the usual 'Create T-Log without an Individual' link after selecting the Program for the T-Log (if Program based T-Logs are enabled within provider preferences).
ISP Program Template Submit	Create (Save) new ISP Program Templates, Apply Approved ISP Program Templates for Individuals, View, Delete, and Copy Draft ISP Program Templates; View and Copy Approved ISP Program Templates; View Deleted ISP Program Templates; View Global ISP Program Templates.
ISP Program Template Approve	Create (Save) new ISP Program Template, Approve ISP Program Templates, Delete or Discontinue ISP Program Templates, View and Import Global ISP Program Templates from the Global Template Library.

ISP Program Template View	View ISP Program Templates, View Global ISP Program Templates.
Report Library	Access to Report Library, which includes agency-wide Excel reports.
Assigned Report View	Allows users to be assigned 'User Assignable Reports' from the Report Library, which they will be able to generate without having access to all the reports in the Report Library.
Provider Questionnaire Form Submit	Save and Submit Questionnaire Forms, Search existing Questionnaire Forms.
Provider Questionnaire Form Update	Search and Update Questionnaire Forms in 'In Prep' and 'Submitted' status.
Provider Questionnaire Form View	Search and View Questionnaire Forms, add signature and download attachments from Questionnaire Forms.
Behavior	Create, Edit, Discontinue, and Delete Behavior/Antecedent/Intervention Categories and Behavior/Antecedent/Intervention(s), View and Edit Behavior Intensity Configuration.

SComm Roles

Enable Full SComm	Exchange SComm messages (General/ **Individual Care**) type with staff within an agency. Receive offline reports.
Individual Care SComm Send Only	Receive **General** type SComm message and send and receive **Individual Care** type SComm message for individuals in caseloads.
Enable Limited SComm	Exchange SComm messages (General/ **Individual Care**) type only within the members of the Custom user Group. Receive offline reports.

Common Roles

Enable 13 Months Search (T-Log, GER)	Allows User to search beyond 13 months and also search using a date range of up to 13 months if search is narrowed down using individual name or Form ID.
Create Data on Inactive Individuals	Allows Users to create new forms for Discharged or Deceased Individuals.
Access to Multi-Individual Event	View linked GERs in read-only mode.
Export Excel	Allows User to download Excel files from the search result pages in the system.
Signature Delete	Delete signatures added by other users in Individual Plan, Approved ISP Programs, and view Deleted signatures in Questionnaire Forms.