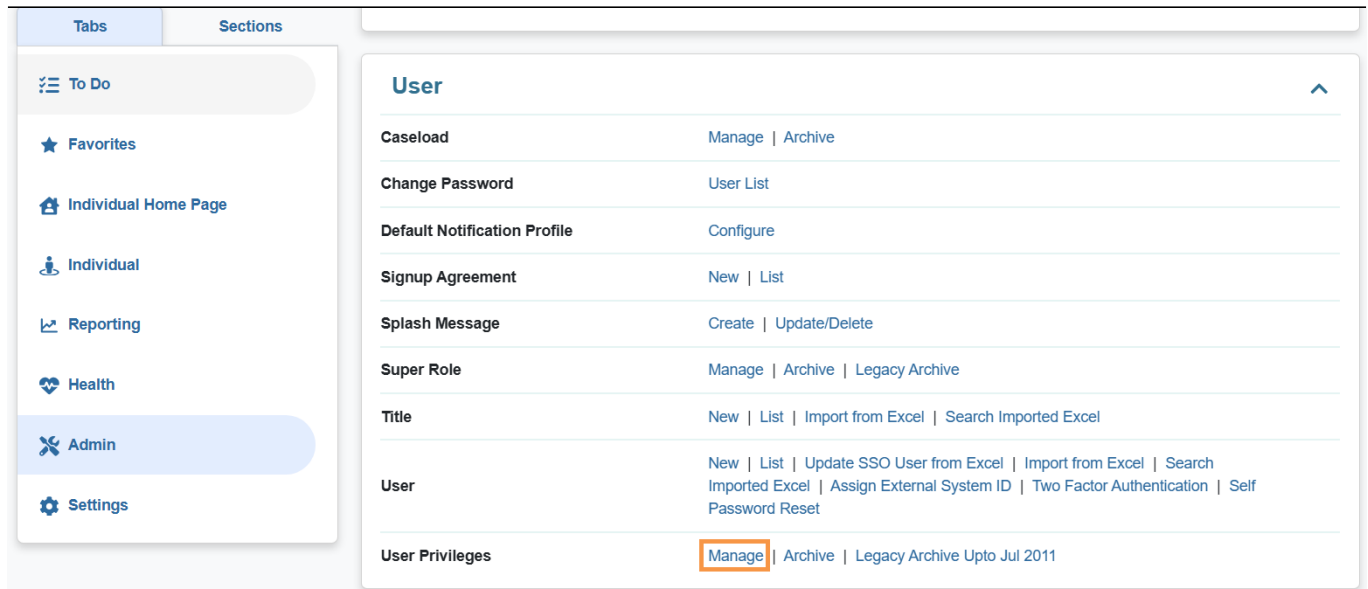


## Manage User Privileges

Users assigned with the **User Privilege** Administrative Role will be able to manage user privileges. Users with the **Super Admin** Administrative Role along with the **User Privilege** Administrative Role will be able to assign or unassign the **Super Admin** Administrative Role to other Users.

1. Starting on the Admin tab click on the **Manage** link beside the **User Privileges** option.



The screenshot shows the Admin interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Tabs' section with 'Admin' selected, and a 'Sections' section with various options. The main content area is titled 'User' and contains a table of user-related actions. The 'User Privileges' row has a 'Manage' link highlighted with an orange box.

User	
Caseload	Manage   Archive
Change Password	User List
Default Notification Profile	Configure
Signup Agreement	New   List
Splash Message	Create   Update/Delete
Super Role	Manage   Archive   Legacy Archive
Title	New   List   Import from Excel   Search Imported Excel
User	New   List   Update SSO User from Excel   Import from Excel   Search Imported Excel   Assign External System ID   Two Factor Authentication   Self Password Reset
User Privileges	<b>Manage</b>   Archive   Legacy Archive Upto Jul 2011

2. This will open the **User List** page. Click on the **Login Name** of the user that you want to assign privileges to from the list.

## User List

Login Name ↑	First Name	Last Name	Title	Employee ID	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All ▾
sally	Sally	Sullivan	Teacher Assistant		Active
anita	Anita	Hossain	Academic Supervisor		Active

Showing 2 to 1 of 2 entries

< 1 >

 Export to Excel

Cancel

3. This will open the **User Privilege** page where you can assign the **Super Role** and **Caseload**.

## User Privilege

Anita Hossain, Supervisor (anitaa)

Update History

### Profile(s)

Add Profile

Initial : Regular

Super Role :

Caseload Name
No records found.

Add Caseload

## Assigning Super Role

4. Click on the blue **Super Role** link to view the list of available Super Roles.

To learn more about creating **Super Role** [click here](#)

## User Privilege

Anita Hossain, Supervisor (anitaa)

[Update History](#)

### Profile(s)

[Add Profile](#)

Initial : Regular

Super Role : 

Caseload Name
No records found.
<a href="#">Add Caseload</a>

5. Click on the **Choose** link to select a particular Super Role from the **Change Super Role** window

## Change Super Role

Profile Name

Initial

Super Role	Super Role Description	Action	
<input type="text"/>			
Admin	IDF, T-Log, Health Tracking, GERs, GER resolution, ISP data, ISP programs, ISP plan, MAR config., MAR data, Medical info, Time tracking	<a href="#">Choose</a>	<a href="#">Assigned To</a>
Teacher	IDF, T-Log, ISP Data, ISP Program	<a href="#">Choose</a>	<a href="#">Assigned To</a>
Therapist	Health Tracing	<a href="#">Choose</a>	<a href="#">Assigned To</a>

Showing 1 to 3 of 3 entries

< 1 >

To view the name of the users already assigned with this Super Role click on the **Assigned To** link.

## Change Super Role

Profile Name

Initial

Super Role	Super Role Description	Action	
<input type="text"/>			
Admin	IDF, T-Log, Health Tracking, GERs, GER resolution, ISP data, ISP programs, ISP plan, MAR config., MAR data, Medical info, Time tracking	<a href="#">Choose</a>	<a href="#">Assigned To</a>
Teacher	IDF, T-Log, ISP Data, ISP Program	<a href="#">Choose</a>	<a href="#">Assigned To</a>
Therapist	Health Tracing	<a href="#">Choose</a>	<a href="#">Assigned To</a>

Showing 1 to 3 of 3 entries

< 1 >

## Assigning Caseload

6. To add Caseloads, click on the **Add Caseload** link.

To learn more about creating **Caseloads** [click here](#)

### User Privilege

Anita Hossain, Supervisor (anitaa)

[Update History](#)

Profile(s)

Add Profile

Initial : Regular

Super Role : T-Log,ISP,HT, GER

Caseload Name		
No records found.		
<a href="#">Add Caseload</a>	←	

7. This will open the **Add Caseload** page. Click on the **Add** link beside the required caseloads, to assign the caseload to the user's privilege.

Add Caseload

Profile Name
Initial

Caseload	Caseload Type	Action	
	All		
Individual Caseload (2)	Individual	Add	Assigned To
::AIC:: All Admitted Individual Caseload (DEMOTG-TGD)	All Admitted Individual	Add	Assigned To
::AIC:: All Individual Caseload (DEMOTG-TGD)	All Individual	Add	Assigned To
Daily Activities	Program	Add	Assigned To
Day Shift	Individual	Add	Assigned To
Day Care Center	Group	Add	Assigned To

Showing 1 to 6 of 6 entries
1

To view the name of the users assigned with the particular Caseload, click on the **Assigned To** link.

Add Caseload

Profile Name
Initial

Caseload	Caseload Type	Action	
	All		
Individual Caseload (2)	Individual	Add	Assigned To
::AIC:: All Admitted Individual Caseload (DEMOTG-TGD)	All Admitted Individual	Add	Assigned To
::AIC:: All Individual Caseload (DEMOTG-TGD)	All Individual	Add	Assigned To
Daily Activities	Program	Add	Assigned To
Day Shift	Individual	Add	Assigned To
Day Care Center	Group	Add	Assigned To

Showing 1 to 6 of 6 entries
1

**Note:** There are 5 types of Caseloads in Therap system, they are:

The **AIC** (All Individual Caseload) allows the user access to all individuals that are admitted

into any program in the system generated.

The **AAIC** (All Admitted Individual Caseload) gives users access to all the individuals that are in 'Admitted' status under a particular provider. Users who need access to all admitted individuals do not need to be assigned a separate Caseload if they have the AIC Caseload assigned.

The **APC** (Auto Program Caseload) gives the user access to any individuals enrolled into that particular program

**Individual Based Caseload** will gain access to the individuals within the caseload, irrespective of an individual's status or the programs that they are enrolled in.

A **Group Caseload** is a collection of Auto Program Caseloads (APC) and Individual Based Caseloads.

To learn more about the Caseloads types, [click here](#).

8. To remove a **Caseload** from a Profile, click on the **Remove** link.

User Privilege

Anita Hossain, Supervisor (anitaa)

Update History

Profile(s) Add Profile

Initial : Regular

Super Role : T-Log,ISPHT, GER

Caseload Name	Assigned To	
::AIC:: All Individual Caseload (DEMOTG-TGD)		<span>Remove</span>

## Selecting Agency Wide and Administrative Roles



9. As per user requirement select **Administrative Roles, Module Roles, SComm Roles, Common Roles** etc.

#### 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

10. Once all the privileges are assigned accordingly click on the **Save** button on the bottom right of the page to save the **User's Privileges**.

Cancel

Save

You are also able to assign **Agency Wide and Administrative Roles** from the **User Privilege** page.

To learn more about **Agency Wide and Administrative Roles** click [here](#).

To learn more about creating **Super Roles** [click here](#)

To learn more about creating **Caseloads** [click here](#)