

Create or Manage Super Roles

In order to complete tasks or access different types of information in the Therap system, users need to be assigned privileges or roles.

A **Super Role** in Therap determines the level of access a user has. Therap modules may have separate and distinct caseload-based roles for viewing, acknowledging, creating, submitting, updating, approving, and deleting data. Administrators are able to combine these distinct caseload-based roles into custom Super Roles, and then assign these Super Roles to groups of users. The users assigned those Super roles will only be able to perform the actions defined in that Super Role.

Users assigned with the **Provider Setup** Administrative Role are able to create and update Super Roles.

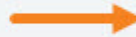
Below are the general guidelines of what different privileges allow (for individuals that are on a users caseload):

View	This allows a user to view information that was completed for an individual within that particular module.
Submit	This allows for a user to complete and submit documentation within that particular module.
Update	This allows a user to make changes to data that has already been documented, including making changes to other users' documentation.
Report	This allows a user to generate a report and view previously saved reports.
Delete	This allows a user to move data into a deleted status. Only users with the delete privilege can view data in the "deleted" status. Information that is moved to the deleted status cannot be moved back into an active status.

To create a **New Super Role** follow the steps below:

1. Starting on the **Admin** tab Click on **Manage** beside **Super Role**.

Super Role



Manage | Archive | Legacy Archive

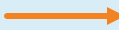
2. This will open the **Super Role List** page. Click on **Create New Super Role** button at the bottom of the page to add a new Super Role.

Super Role List

Super Role	Super Role Description	Action
<input type="text"/>		
Admin		Edit
Therapist		Edit

Showing 1 to 2 of 2 entries

< 1 >

Cancel  Create New Super Role

3. This will open the **Super Role** page. Enter the name of the super role in the **Name** field. The **Description** field is optional, and allows you to enter details about the super role.

Super Role

Name *

Teacher

Description

512 characters remaining

Behavior Report

- ☐ Behavior Report View
- ☐ Behavior Report Edit

Case Note

- ☐ Case Note View
- ☐ Case Note Edit
- ☐ Case Note Delete

Custom Form

- ☐ CF Submit
- ☐ CF Approve
- ☐ CF View
- ☐ CF Update
- ☐ CF Delete

4. Now you have to select the required super roles from the list. Each box corresponds with a specific module in Therap. Click on the **checkbox** next to a **role** under a module name to select that particular module **role** for that **Super Role**. The combination of the roles selected for different modules will constitute your **Super Role**. If you are not using a particular module, you can skip that box and not enable any privileges for that module.

Behavior Report

- ☐ Behavior Report View
- ☐ Behavior Report Edit

Case Note

- ☒ Case Note View
- ☒ Case Note Edit
- ☐ Case Note Delete

Custom Form

- ☐ CF Submit
- ☐ CF Approve
- ☐ CF View
- ☐ CF Update
- ☐ CF Delete

Health Tracking

- ☒ HT Submit
- ☒ HT Update
- ☒ HT View
- ☐ HT Delete
- ☒ Health Care Report
- ☒ HT Review

Individual

- ☒ IDF View
- ☒ IDF Edit
- ☒ Individual Admit/Discharge

Individual Home Page

- ☒ Individual Home Page

ISP Data

- ☒ ISP Data View
- ☒ ISP Data Submit
- ☒ ISP Data Update
- ☐ ISP Data Delete

ISP Plan

- ☐ ISP Plan Submit
- ☐ ISP Plan Approve
- ☐ ISP Plan View
- ☐ ISP Plan Update
- ☐ ISP Plan Delete
- ☐ ISP Plan Review

ISP Program

- ☒ ISP Program Submit
- ☒ ISP Program Approve
- ☒ ISP Program Update
- ☐ ISP Program Delete
- ☒ ISP Program View

ISP Report

- ☒ ISP Report
- ☒ ISP Report View

Management Summary

- ☐ Staff Management Summary

MAR Configuration

- ☐ MAR Configuration Approve

MAR Data

- ☐ MAR Data Submit
- ☐ MAR Data Update
- ☐ MAR Data View
- ☐ Treatment Data Submit
- ☐ Treatment Data Update

Medical Information

- ☒ Medical Information Edit
- ☒ Medical Information View

Staff Action Plan

- ☐ Staff Action Plan Submit
- ☐ Staff Action Plan Approve
- ☐ Staff Action Plan View
- ☐ Staff Action Plan Update
- ☐ Staff Action Plan Delete
- ☐ Staff Action Plan Review

Support Intensity Scale

- ☐ SIS Assessment View

T-Log

- ☒ T-Log Entry
- ☒ T-Log View
- ☒ T-Log Update
- ☐ T-Log Delete

Time Tracking

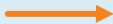
- ☐ Time Tracking Data View
- ☐ Time Tracking Data Edit
- ☐ Time Tracking Template Assign/Unassign

Cancel

Save


5. After selecting the required roles, click on the **Save** button to Save the Super Role.

Support Intensity Scale	T-Log	Time Tracking
<input type="checkbox"/> SIS Assessment View	<input checked="" type="checkbox"/> T-Log Entry <input checked="" type="checkbox"/> T-Log View <input checked="" type="checkbox"/> T-Log Update <input type="checkbox"/> T-Log Delete	<input type="checkbox"/> Time Tracking Data View <input type="checkbox"/> Time Tracking Data Edit <input type="checkbox"/> Time Tracking Template Assign/Unassign



In the following page you will see a success message for saving the super role.

Super Role List

 Super Role 'Teacher' successfully saved.

You may learn more about descriptions of different roles from [here](#).