

## 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):

<b>View</b>	This allows a user to view information that was completed for an individual within that particular module.
<b>Submit</b>	This allows for a user to complete and submit documentation within that particular module.
<b>Update</b>	This allows a user to make changes to data that has already been documented, including making changes to other users' documentation.
<b>Report</b>	This allows a user to generate a report and view previously saved reports.
<b>Delete</b>	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**.

Individual

Reporting

Admin

Settings

User

Default Notification Profile

Configure

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 | Self Password Reset

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

Form ID	Super Role	Super Role Description	Action	
ACL-DEMOTPHL-P8T2R6BPP4BSY	Admin		Edit	Assigned To
ACL-DEMOTPHL-P8T2R6BZQ4BSJ	Therapist		Edit	Assigned To

Showing 1 to 2 of 15 entries

< 1 2 >

Export to Excel

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

Form ID

ACL-DEMOTPHL-PC94NCEUXVRT3

Name \*

Teacher

Description

512 characters remaining

### Assessment & Screening

- ☐ Assessment Document Submit
- ☐ Assessment Document View
- ☐ Assessment Document Approve
- ☐ Assessment Document Update

### Attendance

- ☐ Attendance Data Submit
- ☐ Attendance Data Approve
- ☐ Attendance Data Update
- ☐ Attendance Data View
- ☐ Attendance Data Delete

### Behavior Data

- ☐ Behavior Data Submit
- ☐ Behavior Data View
- ☐ Behavior Data Delete
- ☐ Behavior Data Update

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

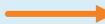
- ☐ Time Tracking Data View
- ☐ Time Tracking Data Edit
- ☐ Time Tracking Template Assign/Unassign

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](#).