

# Magellan Healthcare of Idaho

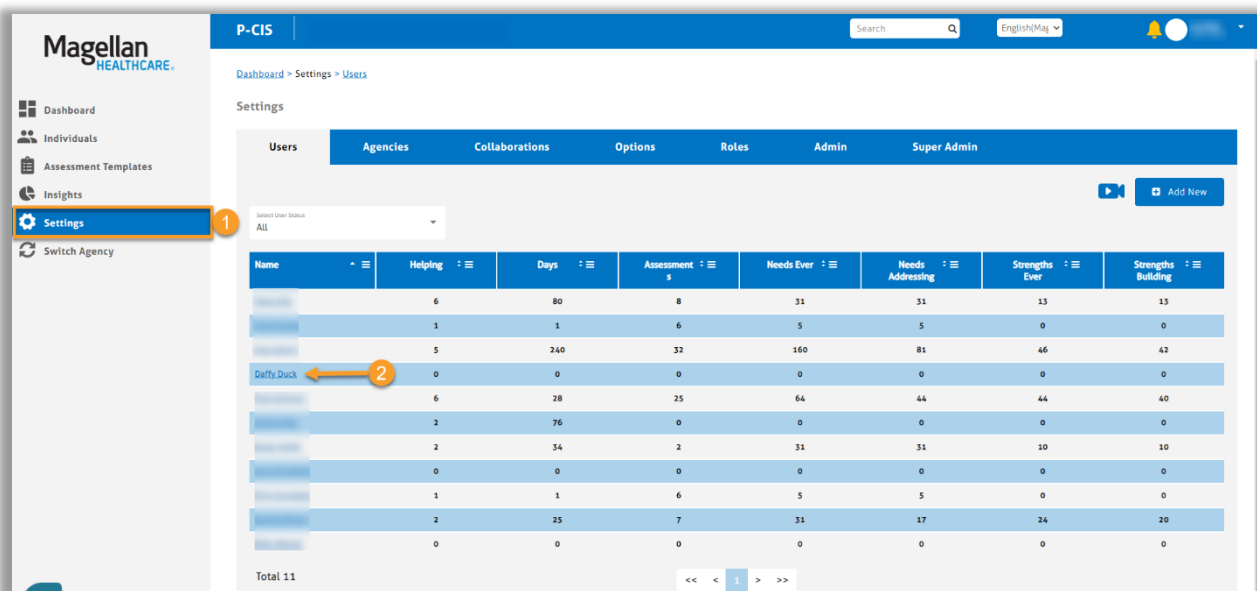
## Outcomes and Assessments System – Editing user roles for providers

### Overview

When staff members are added to the outcomes and assessments system (accessed via Availity Essentials), they are given a particular role that allows access to certain areas of the system as well as the ability to Read/Write or Read Only. Roles may need to be changed for staff members over time. This document outlines the steps necessary for Organization Administrators to access and edit a staff person’s User role within the system. Please note that only Organization Administrators with Read Write privileges can edit User roles in the outcomes and assessments system.

### Process

1. From within your Dashboard, click the **Settings** module on the left-hand panel.
2. Locate the user/staff member within your Users list and click their hyperlink name to navigate to their profile.



The screenshot shows the Magellan Healthcare P-CIS interface. On the left, the 'Settings' menu item is highlighted with a red circle and the number '1'. The main content area shows the 'Users' list under the 'Settings' module. The 'Users' list is a table with columns: Name, Helping, Days, Assessments, Needs Ever, Needs Addressing, Strengths Ever, and Strengths Building. The user 'Delfy Duck' is highlighted in blue, and a red circle with the number '2' points to their name. The table has 11 rows and a total of 11 users.

Name	Helping	Days	Assessments	Needs Ever	Needs Addressing	Strengths Ever	Strengths Building
[Redacted]	6	80	8	31	31	13	13
[Redacted]	1	1	6	5	5	0	0
[Redacted]	5	240	32	160	81	46	42
Delfy Duck	0	0	0	0	0	0	0
[Redacted]	6	28	25	64	44	44	40
[Redacted]	2	76	0	0	0	0	0
[Redacted]	2	34	2	31	31	10	10
[Redacted]	0	0	0	0	0	0	0
[Redacted]	1	1	6	5	5	0	0
[Redacted]	2	25	7	31	17	24	20
[Redacted]	0	0	0	0	0	0	0

3. Click the **Edit User** button.

Settings

Users Agencies Collaborations Options Roles Admin Super Admin

First Name \* Daffy Middle Name Last Name \* Duck

Position Title \* Example Position Title Role \* Helper RW Agency \* Magellan Health - Nevada

Manager \* Ro Test Address 1 Address 2

Country United States of America City State/Province/Region

Zip/Postal Code Phone 1 Phone 2

Email \* daffyduck@example.com Reviewer \* Ro Test Start Date \* 12/1/2023

End Date User External Id

Resend invitation Edit User Cancel

- From the **Role** drop-down, select the new role for the user.  
**NOTE:** See the Outcomes and Assessments System Provider User Roles Job Aid on the [Outcomes and Assessments Training page](#) for more information about the different roles in the outcomes and assessments system and what activities each role can perform in the system.
- Once you have added the updated information, click the **Save** button.

Settings

Users Agencies Collaborations Options Roles Admin Super Admin

First Name \* Daffy Middle Name Last Name \* Duck

Position Title \* Example Position Title Role \* Helper RW Agency \* Magellan Health - Nevada

Manager \* Ro Test Address 1 Address 2

Country United States of America City State/Province/Region

Zip/Postal Code Phone 1 Phone 2

Email \* daffyduck@example.com Reviewer \* Ro Test Start Date \* 12/1/2023

Delete User

Resend invitation Save Cancel

- You will be redirected back to your Users list within the Settings module and will see a notification that says, **“Successfully updated.”**

Settings

Users

Agencies

Collaborations

Options

Roles

Admin

Super Admin



Add New

Select User Status  
All

Name	Helping	Days	Assessments	Needs Ever	Needs Addressing	Strengths Ever	Strengths Building
Daffy Duck	0	0	0	0	0	0	0
[blurred]	1	15	5	71	50	18	17
[blurred]	1	226	2	18	18	13	13
[blurred]	0	0	0	0	0	0	0
[blurred]	1	15	0	0	0	0	0
[blurred]	0	0	0	0	0	0	0

Total 6

<< < 1 > >>

✓ Successfully updated.