



Magellan Healthcare of Idaho

Outcomes and Assessments System – Provider user roles

Overview

In Magellan's outcomes and assessments system (accessed via Availity Essentials), organization administrators must be sure to assign staff members the appropriate access. This job aid provides an overview of the user roles/access available within the system.

The roles in Magellan's outcomes and assessment system:

- Helper Read-Write
- Helper Read Only
- Praed
- Supervisor
- Organization Administrator Read-Write
- Organization Administrator Read-Only

Note: Some roles can be assigned with either Read/Write access *or* Read Only access. Read/Write access allows editing privileges whereas Read Only access will be able to view information but not edit it.

Modules are the components of the outcomes and assessment system that each user will access to perform activities within the system. **Each role will see the following modules in the outcomes and assessments system:**

- The *Dashboard* module will be available to all users. The Dashboard is what users see when they first login to the system.
- The *Individuals* module will be available to all users. This is where users will view or add assessments, add contact information for members, and access reports based on the assessments completed.

- Supervisors/Praed and organization administrators will also have access to the following modules: *Assessments Templates, Settings, and Insights (still in development)*.

Helpers will see:

- Any active Individual to which they are currently assigned.
- Any active Individual to which they are currently assigned as a Reviewer.

Helpers with Read/Write access can make edits to information, whereas Helpers with Read Only access have access to the same modules as Helpers with Read-Write access but can only view the information.

Supervisors will see:

- Any active Individual to which they are currently assigned.
- Any active Individual currently assigned to a Helper/Supervisor whom they supervise.
- Any active Individual currently assigned to a Helper/Supervisor/Organization Administrator for whom they are a Reviewer.
- Any active Individual who is currently enrolled in a collaboration for whom the Supervisor is the Lead Helper.
- The Praed role will have the same access as Supervisors with Read/Write access and will have the designated ability to review and approve CANS assessments for Helpers. Staff designated as Praed users must have the appropriate credentials to provide CANS assessment review.

Organization Administrators will see:

- All Individuals currently served by the agency (active).

Organization Administrators with Read-Write access can create, view, edit, and delete information. Organization Administrators with Read Only access can oversee all application settings, users, and people, but who do not need the authority to modify the data.

The following chart shows the roles across the top and some of the key activities in P-CIS on the left. Use this chart with the information above to carefully determine the activities staff members will need to perform, along with the level of access when choosing roles in the outcomes and assessment system.

Activities

	Helper		Supervisor	Praed	Organization Administrator	
	Read Only	Read/Write	Read/Write	Read/Write	Read Only	Read/Write
See active individuals that I am helping	X	X	X	X	X	X
See a dashboard representing all the individuals I help	X	X	X	X	X	X
Create or modify assessments for individuals		X	X	X		X
Be a reviewer to approve or return assessments		X	X	X		X
Be assigned as a manager of users and see the individuals they help			X	X	X	X
See all the staff/users that I manage			X	X	X	X
Use the Insights module (<i>in development</i>)			X	X	X	X
See the Settings module					X	X
Edit users and user settings						X
Review and approve CANS assessments				X		