

Minnesota Department of **Human Services**

Mn **CHOICES**

Setting up User Roles and Security
Functions for MnCHOICES in SSIS



Objectives

- Compare SSIS roles to MnCHOICES roles
- Add and/or integrate MnCHOICES security access with SSIS security access
- Understand MnCHOICES security functions

What are Roles and Functions?

- Give SSIS Users access to various parts of the application
- Consists of only those functions which are needed to perform job duties
- A role is assigned to multiple users
- Functions are added to the role individually

Consider current roles

- Who will be using MnCHOICES?
 - Modify existing roles
 - Create new roles

Roles Within MnCHOICES

- Assigner
- Case Aide
- Certified Assessor
- Intake
- MnCHOICES Mentor
- Supervisor

Assigner

- Assignment functions
- View and edit the person record and intake
- Transfer an open intake to another lead agency
- View but NOT edit MnCHOICES assessments, Eligibility Summary and screening documents.

Case Aide

- View but not edit MNCHOICES assessments, Assessment Queue, Assignment Queue, Intake Queue and screening documents.
- Conduct person search, view and edit the person record
- Transfer open intakes to another lead agency

Certified Assessor

- Edit MnCHOICES assessments and create Eligibility Updates and Reassessments
- Conduct a person search, view and edit the person record
- View the Intake Queue

Certified Assessor

- Transfer open intakes to another lead agency
- Re-assign assessments
- Take assessments offline to edit or complete

Intake

- Conduct a person search and view and edit person records
- Add a person to MnCHOICES
- View, create and edit intakes
- View the Assignment Queue

MnCHOICES Mentor

- View, search for, and edit person records
- View, create and edit intakes
- View the Assignment Queue and make assignments to Certified Assessors

MnCHOICES Mentor

- Transfer open intakes to another lead agency
- View the Assessment Queue; view, create and edit MnCHOICES assessments; view Eligibility Summary and screening documents.
- Take assessments offline to edit or complete

Supervisor

- Conduct a person search, view and edit the person record
- View and edit an intake
- View the Assignment Queue and make assignments and re-assignments to Certified Assessors

Supervisor

- Transfer open intakes to another lead agency
- View both the Assessment Queue and assessments, Eligibility Summary and screening documents.

Other things to consider

- Your Agency may not need to have all of these roles.
- Customize your roles to reflect the workflow in your Lead Agency.

Functions

- Functions are assigned to roles individually
- Functions can belong to more than one role
- Function table provided as handout

Questions

