



# Roles & Functions in SSIS

Version 1.0 2/25/14

Role	Basic Description of MnCHOICES Functions
<p><b>Assigner</b></p>	<ul style="list-style-type: none"> <li>• Access Person Search, view and edit person information</li> <li>• Access Assignment Queue</li> <li>• Assign intakes to a Certified Assessor</li> <li>• View Assessment Queue</li> <li>• Reassign Certified Assessors to an assessment</li> <li>• View Intake Queue</li> <li>• View and edit an intake</li> <li>• Transfer an open intake to another lead agency</li> <li>• View MnCHOICES assessments; not edit</li> <li>• View Eligibility Summary and screening documents</li> <li>• View a Health Risk Assessment</li> <li>• Access and perform a Data Export</li> <li>• Access MnCHOICES from SSIS</li> </ul>
<p><b>Case Aide</b></p>	<ul style="list-style-type: none"> <li>• Access Person Search, view and edit person information.</li> <li>• View Intake Queue</li> <li>• View intake; not edit</li> <li>• Transfer an open intake to another lead agency</li> <li>• Access Assignment Queue</li> <li>• Assign intake to a Certified Assessor</li> <li>• View MnCHOICES assessments; not edit</li> <li>• View Eligibility Summary and screening documents.</li> <li>• View a Health Risk Assessment</li> <li>• Access and perform a Data Export</li> <li>• Access MnCHOICES from SSIS</li> </ul>



Role	Basic Description of MnCHOICES Functions
<p><b>Certified Assessor</b></p>	<ul style="list-style-type: none"> <li>• Access Person Search, view and edit person information.</li> <li>• View Intake Queue</li> <li>• View intake; not edit</li> <li>• Reassign Certified Assessor to an assessment</li> <li>• View Assessment Queue</li> <li>• View, create and edit assessments: New Assessment, Eligibility Update, and Reassessment</li> <li>• View a Health Risk Assessment</li> <li>• Take MnCHOICES assessments offline to edit</li> <li>• Access MnCHOICES from SSIS</li> </ul>
<p><b>Intake</b></p>	<ul style="list-style-type: none"> <li>• Access Person Search, view and edit person information.</li> <li>• Add a person to MnCHOICES</li> <li>• Access Intake Queue</li> <li>• View, create and edit open intakes</li> <li>• View Assignment Queue and Assessment Queue</li> <li>• View MnCHOICES assessments; not edit</li> <li>• View Eligibility Summary and screening documents.</li> <li>• View a Health Risk Assessment</li> <li>• Transfer an open intake to another lead agency</li> <li>• Access MnCHOICES from SSIS</li> </ul>



Role	Basic Description of MnCHOICES Functions
<p><b>MnCHOICES Mentor</b></p>	<ul style="list-style-type: none"> <li>• View, search for, and add persons to MnCHOICES</li> <li>• Edit person information</li> <li>• View Intake Queue</li> <li>• View, create and edit open Intakes</li> <li>• View Assignment Queue</li> <li>• Assign an intake to a Certified Assessor</li> <li>• Transfer an open intake to another lead agency</li> <li>• Reassign Certified Assessors to an assessment</li> <li>• View Assessment Queue</li> <li>• View MnCHOICES assessments; not edit</li> <li>• View the Eligibility Summary and screening documents</li> <li>• View, create and edit assessments: New Assessment, Eligibility Update, or Reassessment</li> <li>• View a Health Risk Assessment</li> <li>• Take MnCHOICES assessments offline</li> <li>• View Event and Eligibility Logs</li> <li>• Access and perform a Data Export</li> <li>• Access MnCHOICES from SSIS</li> </ul>
<p><b>Supervisor</b></p>	<ul style="list-style-type: none"> <li>• Conduct a person search and view search results</li> <li>• View and edit the person information</li> <li>• View and edit an Intake</li> <li>• View Assignment Queue</li> <li>• Assign intakes to a Certified Assessor</li> <li>• Transfer an open intake to another lead agency</li> <li>• Reassign Certified Assessors to an assessment</li> <li>• View Assessment Queue</li> <li>• View MnCHOICES assessments; not edit.</li> <li>• View the Eligibility Summary and screening documents.</li> <li>• View a Health Risk Assessment</li> <li>• Access and perform a Data Export</li> <li>• Access MnCHOICES from SSIS, if the Lead Agency uses SSIS</li> </ul>