

State User Enrollment Form

Incomplete or illegible forms will not be processed. An asterisk indicates required fields. Maintain form in local file for audit purposes. Send completed for to Info.eXPRS@odhsoha.oregon.gov or fax to (503) 947-5044.

Select Action

 Add User
 Modify User
 Deactivate User
 Change of Information

User Information

*User's Name: (Last, First MI)

eXPRS Login Name:

*Job Title:

*Name of County or Organization:

*Organization Address: (*Mailing Address*)

*City, State, Zip:

*Phone Number:

*Email Address:

State User Roles

Add	Del	Roles	User Role/Description
System Governance and Account Maintenance			
<input type="checkbox"/>	<input type="checkbox"/>	State Service Determination Manager	<ul style="list-style-type: none"> • View: Service Element • Create/View/Update: Service Determination
<input type="checkbox"/>	<input type="checkbox"/>	State Rate Manager	<ul style="list-style-type: none"> • View: Service Element • Create/View/Update: Rate
<input type="checkbox"/>	<input type="checkbox"/>	State Program Codes Maintenance	<ul style="list-style-type: none"> • View: Service Element • Create/Delete/Update/View: Program Code

<input type="checkbox"/>	<input type="checkbox"/>	State SFMA Interface Runner	<ul style="list-style-type: none"> • View: Service Element • Run/View: SFMA Interface • Run: SFMA Interface Detail, SFMA Interface Summary
<input type="checkbox"/>	<input type="checkbox"/>	State User Limited Maintainer	<ul style="list-style-type: none"> • View: Permission, Role Permission, Security Group, Security Role, User Account, User Permission • Update: User Account
<input type="checkbox"/>	<input type="checkbox"/>	State User Maintainer	<ul style="list-style-type: none"> • View: Permission, Provider, Provider Extended, PSW Weekly Hours, Role Permission, Security Group, Security Role, Security Rules, Service Element, User Permission • Create/Delete/View/Update: User Account, User Role • Run: All Permissions, All Roles, All Security Admin, Daily Security, Local User Accounts, Monthly Security
<input type="checkbox"/>	<input type="checkbox"/>	State Role Manager	<ul style="list-style-type: none"> • Create: Role Permission • Create/Delete/View/Update: Security Role
<input type="checkbox"/>	<input type="checkbox"/>	State Security Rule Manager	<ul style="list-style-type: none"> • View: User Role, Security Role • View/Update: Security Rules
<input type="checkbox"/>	<input type="checkbox"/>	State Direct Contract Chief Security Officer	<ul style="list-style-type: none"> • View: Permission, Role Permission, Security Group, Security Role, Service Element, User Permission • Create: User Account Template • Create/View: User Account Limited • Create/Delete/View/Update: User Account, User Role • Run: All Permissions, All Roles, All Security Admin, Daily Security, Local User Accounts, Monthly Security
Individual and Provider Operations			
<input type="checkbox"/>	<input type="checkbox"/>	State Provider CPAU, Add/Update	No Permissions. This role must be assigned along with one of the "Provider Role, Add/Update" or "Provider Role, Credential" roles. This role controls which provider types the user is permitted to add/update or create and the other roles contain the actual permissions.

<input type="checkbox"/>	<input type="checkbox"/>	State Provider CPAU, Credential	No Permissions. This role must be assigned along with one of the "Provider Role, Add/Update" or "Provider Role, Credential" roles. This role controls which provider types the user is permitted to add/update or create and the other roles contain the actual permissions.
<input type="checkbox"/>	<input type="checkbox"/>	State Provider Role, Add/Update¹	<ul style="list-style-type: none"> • View: Provider License, Service Element • Create/Delete/View/Update: Party, Provider, Provider Contacts, Provider Extended, Provider Panel, Provider Service Location • View/Create: PSW Weekly Hours
<input type="checkbox"/>	<input type="checkbox"/>	State Provider Role, Credential¹	<ul style="list-style-type: none"> • View: PSW Weekly Hours • Create/Delete/View/Update: Provider Panel • Create/Delete/View/Review/Submit/Update/Accept/Reject: Provider License
<input type="checkbox"/>	<input type="checkbox"/>	State Provider Role, Update Only¹	<ul style="list-style-type: none"> • View: Provider License, Service Element, PSW Weekly Hours • Delete/View/Update: Party, Provider, Provider Contacts, Provider Extended, Provider Panel, Provider Service Location
<input type="checkbox"/>	<input type="checkbox"/>	State Provider Caps Manager	<ul style="list-style-type: none"> • View: Provider License, Service Element • Create/Delete/View/Update: Party, Provider, Provider Contacts, Provider Extended, Provider Panel, Provider Service Location, PSW Weekly Hours
<input type="checkbox"/>	<input type="checkbox"/>	State Foster Care Rate Authorizer	<ul style="list-style-type: none"> • View: Individual, DD Eligibility Enrollment • Update/View: DD Eligibility Enrollment Foster Care
<input type="checkbox"/>	<input type="checkbox"/>	State Foster Care Processor	<ul style="list-style-type: none"> • View: Individual, Party • Update/View: DD Eligibility Enrollment • Accept/Reject/Update/View: DD Eligibility Enrollment Foster Care

¹ This role must be assigned along with one of the Provider "Add/Update" or "Credential" roles. This role contains the actual permissions, the other roles control which provider types the user is permitted to add/update or create.

<input type="checkbox"/>	<input type="checkbox"/>	State CLA Manager	<ul style="list-style-type: none"> • View: Claim, Individual, Service Element • Create/Delete/Update/View: Client Liability Account • Run: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State Client Update	<ul style="list-style-type: none"> • Create/Update/View: Individual • Run: Individual Discrepancy
<input type="checkbox"/>	<input type="checkbox"/>	State Client ISP Manager	<ul style="list-style-type: none"> • Create/Delete/Update/View: Individual Support Plan
<input type="checkbox"/>	<input type="checkbox"/>	State Elig Enrollment Processor - Super User	<ul style="list-style-type: none"> • Accept/Reject/Review/Update/View: DD Eligibility Enrollment
<input type="checkbox"/>	<input type="checkbox"/>	State Eligibility Enrollment D&E Processor	<ul style="list-style-type: none"> • Accept/Reject/Review/Update/View: DD Eligibility Enrollment
<input type="checkbox"/>	<input type="checkbox"/>	State Eligibility Enrollment Processor (TAU)	<ul style="list-style-type: none"> • Accept/Reject/Review/Update/View: DD Eligibility Enrollment
<input type="checkbox"/>	<input type="checkbox"/>	State CPA Creator	<ul style="list-style-type: none"> • View: Individual Eligibility, Client Liability Account, Contract, DD Eligibility, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Create/View: Individual • Create/Delete/Submit/Update/View/Void: Client Prior Authorizations • Update: Client Prior Auth Rate • Run: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary,

			Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State CPA Approver	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, DD Eligibility, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Create/View: Individual • Update: Client Prior Auth Rate • Accept/Reject/View: Client Prior Authorizations • Run: 90 Day Referral Report, Available Monthly Balance, Brokerage Authorization, Individual Enrollment, CM Available Monthly Balance, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State CPA (PA) Approver	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, DD Eligibility, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Create/View: Individual • Accept/Reject/View: Client Prior Authorizations • Run: 90 Day Referral Report, Available Monthly Balance, Brokerage Authorization Report, Individual Enrollment, CM Available Monthly Balance, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State CPA Override Manager	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, DD Eligibility, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Create/View: Individual • Accept/Reject/Override/View: Client Prior Authorizations • Run: 90 Day Referral, Available Monthly Balance, Brokerage Authorization, Individual Enrollment, CM Available Monthly Balance, CPA Unclaimed Balance,

			Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State CPA SE53 Override Manager	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, DD Eligibility, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Create/View: Individual • Accept/Reject/Override/View: Client Prior Authorizations • Run: 90 Day Referral Report, Available Monthly Balance, Brokerage Authorization, Individual Enrollment, CM Available Monthly Balance, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State CM/PA CPA Manager	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, DD Eligibility, Encounter, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Create/View: Individual • Create/Delete/Submit/Update/View/Void/Withdraw: Client Prior Authorizations • Update: Client Prior Auth Rate • Run: CM Enrollment, CM Fiscal, CM Participation, CM Provider Financial Statement, FFS Full General Fund Payments
<input type="checkbox"/>	<input type="checkbox"/>	State CPA SACU Manager	<ul style="list-style-type: none"> • View: Eligibility, CIIS Eligibility, Individual information, Contracts, Level of Care, Provider, Rate, Service Element, • Create: Individual Information, Client Prior Authorization • Delete/Submit/Update/Void: Client Prior Authorization • Run: Client Enrollment, CPA Unclaimed Balance, Payment Detail, Payment PLA Detail, Remittance Advice, Suspended Claim

<input type="checkbox"/>	<input type="checkbox"/>	State POC Manager	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, DD Eligibility, Provider, Provider License, Provider Service Location, Rate, Service Element, Service Eligibility, SIS Assessment • Create/View: Individual • Create/Delete/Update/View: Plan of Care • Create/Delete/Submit/Update/View/Void/Withdraw: Service Authorization • Run: Client Service Authorization
<input type="checkbox"/>	<input type="checkbox"/>	State POC Approver	<ul style="list-style-type: none"> • View: Individual Eligibility, Client Prior Auth, Contract, DD Eligibility, Plan of Care, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Update: Client Prior Auth Rate • Create/View: Individual • Submit/Update/View/Void/Withdraw: Service Authorization • Run: 90 Day Referral, Available Monthly Balance, Brokerage Authorization, Individual Enrollment, CM Available Monthly Balance, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State POC Override Manager	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, DD Eligibility, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Create/View: Individual • View/Update: Plan of Care • Override/Submit/Update/View: Service Authorization
<input type="checkbox"/>	<input type="checkbox"/>	State POC Override Manager Limited	<ul style="list-style-type: none"> • Create: Individual Information • Override/Submit/Withdraw: Service Authorization • View: Eligibility, Individual information, Contract, EVV Exception, Level of Care, Plan of Care, Plan of Care Add On, Provider Information, PSW Weekly Hours, Rate, Service Authorization, Service Element, Service Group Change Page

<input type="checkbox"/>	<input type="checkbox"/>	State POC Super User	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, DD Eligibility, Level of Care, Provider, Provider License, Provider Service Location, PSW Weekly Hours, Rate, Service Element, Service Eligibility, SIS Assessment • Create/View: Individual • Create/Delete/View/Update: Provider Panel • Create/Delete/View/Submit/Update/Void: Claim, Service Delivered Billing Entry • Create/Delete/View/Split/Update: Plan of Care • Create/Delete/View/Split/Submit/Update/Void/Withdraw: Service Authorization • Update: Plan of Care Units, Service Auth Rate, Service Auth Units • Override: Client Prior Auth, Plan of Care, Service Authorization
<input type="checkbox"/>	<input type="checkbox"/>	State POC Add On Approver	<ul style="list-style-type: none"> • View: CIIS Eligibility, Individual, Individual Eligibility, Contract, DD Eligibility, Level of Care, Plan of Care, Plan of Care Add On, Provider License, Provider Service Location, PSW Weekly Hours, Rate, Service Authorization, Service Element, Service Eligibility, SIS Assessment • Create/Update: Plan of Care • Create/Review/Update: Plan of Care Add On
<input type="checkbox"/>	<input type="checkbox"/>	State ONA Viewer	<ul style="list-style-type: none"> • View: Claim, Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, Contract, DD Eligibility, Encounter, Level of Care, Level of Care Review, Oregon Needs Assessment, ONA RIT, Plan of Care, Program Code, Provider, Provider Prior Auth, Provider Service Location, Rate, Service Element, Service Eligibility
<input type="checkbox"/>	<input type="checkbox"/>	State ONA Assessor	<ul style="list-style-type: none"> • View: Claim, Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, Contract, DD Eligibility, Encounter, Level of Care, Level of Care Review, Plan of Care, Program Code, Provider, Provider

			<p>Prior Auth, Provider Service Location, Rate, Service Element, Service Eligibility</p> <ul style="list-style-type: none"> • Create/Delete/View/Submit/Update/Void: Oregon Needs Assessment • Create/View: Oregon Needs Assessment RIT
<input type="checkbox"/>	<input type="checkbox"/>	State ONA SC/PA	<ul style="list-style-type: none"> • View: Claim, Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, Contract, DD Eligibility, Encounter, Level of Care, Level of Care Review, Plan of Care, Program Code, Provider, Provider Prior Auth, Provider Service Location, Rate, Service Element, Service Eligibility • Create/Copy/View: Oregon Needs Assessment • Create/View: Oregon Needs Assessment RIT
<input type="checkbox"/>	<input type="checkbox"/>	State ONA Overrider	<ul style="list-style-type: none"> • View: Claim, Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, Contract, DD Eligibility, Encounter, Level of Care, Level of Care Review, Plan of Care, Program Code, Provider, Provider Prior Auth, Provider Service Location, Rate, Service Element, Service Eligibility • Create/Delete/View/Submit/Update/Void/Accept/Reject/Override: Oregon Needs Assessment
<input type="checkbox"/>	<input type="checkbox"/>	State ONA Print Role	<ul style="list-style-type: none"> • View: BA Item, BA Worksheet, Claim, Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, Contract, DD Eligibility, Encounter, Level of Care, Level of Care Review, Oregon Needs Assessment, Plan of Care, PAL, Program Code, Provider, Provider Prior Auth, Provider Service Location, PSW Weekly Hours, Rate, Service Element, Service Eligibility, SEPA Approval Unit, SEPA Line Item
<input type="checkbox"/>	<input type="checkbox"/>	State SIS Assessment Specialist²	<p>Should not be assigned with State SIS Assessment Manager, State SIS Assessment Viewer, or State Service Desk roles.</p> <ul style="list-style-type: none"> • View: Individual, Service Element, User Role • Update/View: Assessment Appointment

² Do not assign unless approved by the ReBAR Manager.

			<ul style="list-style-type: none"> • Run: Assessment Assignment
<input type="checkbox"/>	<input type="checkbox"/>	State SIS Assessment Manager²	<p>Should not be assigned with State SIS Assessment Assigner or State SIS Assessment Specialist roles.</p> <ul style="list-style-type: none"> • View: Individual, Service Element • Review/Update/View: SIS Assessment
<input type="checkbox"/>	<input type="checkbox"/>	State SIS Assessment Assigner²	<p>Should not be assigned with State SIS Assessment Manager, State SIS Assessment Viewer, or State Service Desk roles.</p> <ul style="list-style-type: none"> • View: Individual, Service Element, User Role • Review/View: SIS Assessment • Create/Update/View: Assessment Appointment • Run: Assessment Assignment
Financial and Contracting			
<input type="checkbox"/>	<input type="checkbox"/>	State Contract Manager	<ul style="list-style-type: none"> • View: Service Element • Update/View: Contract, Local Authority • Update: Party
<input type="checkbox"/>	<input type="checkbox"/>	State PAL Creator	<ul style="list-style-type: none"> • View: Budget Allocation Item, Contract, Service Element, SEPA Line Item • Create/Delete/Update/View: Program Area Limitation
<input type="checkbox"/>	<input type="checkbox"/>	State PAL Updater	<ul style="list-style-type: none"> • View: Contract, Service Element • Update/View: Program Area Limitation
<input type="checkbox"/>	<input type="checkbox"/>	State BA Worksheet Creator	<ul style="list-style-type: none"> • View: Individual Eligibility, Contract, Program Code, Service Element • Create/Delete/Submit/Update/View: Budget Allocation Worksheet • Create/Delete/Update/View: Budget Allocation Item • Create/View: Individual • Run Reports: Budget Allocation Review, Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim

<input type="checkbox"/>	<input type="checkbox"/>	State SEPA Creator	<ul style="list-style-type: none"> • View: Budget Allocation Item, Contract, Program Area Limitation, Service Element • Create/Update/View: SEPA Line Item • Create/Delete/Update/View: SEPA Approval Unit • Run Reports: Budget Allocation Review, Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, SEPA Detail, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State SEPA Submitter	<ul style="list-style-type: none"> • View: Budget Allocation Item, Contract, Program Area Limitation, Service Element, SEPA Line Item • Submit/View/Void/Withdraw: SEPA Approval Unit • Run Reports: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, SEPA Detail, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State SEPA First Reviewer	<ul style="list-style-type: none"> • View: Budget Allocation Item, Contract, Program Area Limitation, Service Element, SEPA Line Item • First Review/View/Void/Withdraw: SEPA Approval Unit • Run Reports: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, SEPA Detail, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State SEPA Signer	<ul style="list-style-type: none"> • View: Budget Allocation Item, Contract, Program Area Limitation, Service Element, SEPA Line Item • Second Review/View/Void/Withdraw: SEPA Approval Unit • Run Reports: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, SEPA Detail, Suspended Claims
<input type="checkbox"/>	<input type="checkbox"/>	State SEPA Manager	<ul style="list-style-type: none"> • View: Budget Allocation Item, Contract, Program Area Limitation, Service Element, SEPA Line Item

			<ul style="list-style-type: none"> • Delete/First Review/Second Review/Update/View/Void/Withdraw: SEPA Approval Unit • Run Reports: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, SEPA Detail, Suspended Claims
<input type="checkbox"/>	<input type="checkbox"/>	State SEPA Acceptor	<p>For SEs: 44, 45, 49, 50, 51, 52, 53, 54, 56, 57, 58, 141, 142, 143, 147, 149, 150, 151, 156</p> <ul style="list-style-type: none"> • View: Budget Allocation Item, Contract, Program Area Limitation, Service Element, SEPA Line Item • Accept/Reject/Delete/First Review/Second Review/Submit/Update/View/Void/Withdraw: SEPA Approval Unit • Run Reports: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, SEPA Detail, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State SEPA Accepted Notification	<ul style="list-style-type: none"> • View: Budget Allocation Item, Contract, Program Area Limitation, Service Element, SEPA Approval Unit, SEPA Line Item
<input type="checkbox"/>	<input type="checkbox"/>	State FFS PPA Manager	<ul style="list-style-type: none"> • View: Contract, Provider, Provider Liability Account, Provider Service Location, Service Element, SEPA Approval Unit, SEPA Line Item • Create/Delete/First Review/Second Review/Submit/Update/View/Void/Withdraw: Provider Prior Authorization • Run Reports: Outstanding Provider Liability, SEPA Detail
<input type="checkbox"/>	<input type="checkbox"/>	State Allotment PPA Manager	<ul style="list-style-type: none"> • View: Contract, Encounter, Provider, Provider Liability Account, Provider Service Location, Service Element, SEPA Approval Unit, SEPA Line Item • Create/Delete/First Review/Second Review/Submit/Update/View/Void/Withdraw: Provider Prior Auth

			<ul style="list-style-type: none"> • Run Reports: CM Enrollment, CM Fiscal, CM Participation, CM Provider Financial Statement, FFS Full General Fund Payments, Outstanding Provider Liability, PPA Unpaid Allotment, RFFS Claims Summary, RFFS Fiscal, RFFS Funding, RFFS Participation, RFFS Payment Detail, RFFS Provider Payment Summary
<input type="checkbox"/>	<input type="checkbox"/>	State Allotment PPA Approver (CAU)	<p>For SEs: 02, 44, 48, 49, 55, 58, 146, 147, 148, 149, 150, 151, 157</p> <ul style="list-style-type: none"> • View: Budget Allocation Item, Budget Allocation Worksheet, Contract, Encounter, Provider, Provider Liability Account, Provider Service Location, Service Element, SEPA Approval Unit, SEPA Line Item • Accept/Reject/Delete/Second Review/Submit/Update/View/Void/Withdraw: Provider Prior Authorization • Run Reports: CM Enrollment, CM Fiscal, CM Participation, CM Provider Financial Statement, FFS Full General Fund Payments, Outstanding Provider Liability
<input type="checkbox"/>	<input type="checkbox"/>	State Allotment PPA Approver (Acctg)	<p>For Service Elements (SEs): 53, 56, 57, 156</p> <ul style="list-style-type: none"> • View: Budget Allocation Item, Budget Allocation Worksheet, Contract, Encounter, Provider, Provider Liability Account, Provider Service Location, Service Element, SEPA Approval Unit, SEPA Line Item • Accept/Reject/Delete/Second Review/Submit/Update/View/Void/Withdraw: Provider Prior Authorizations • Run: CM Enrollment, CM Fiscal, CM Participation, CM Provider Financial Statement, FFS Full General Fund Payments, Outstanding Provider Liability
<input type="checkbox"/>	<input type="checkbox"/>	State Out of Cycle Processor	<ul style="list-style-type: none"> • View/Update: Out of Cycle
<input type="checkbox"/>	<input type="checkbox"/>	State Claims Manager	<ul style="list-style-type: none"> • View: Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, Contract, Provider, Provider Liability Account, Provider Service Location, Service Element

			<ul style="list-style-type: none"> • Create/Submit/Update/View/Void: Claim, Travel Time • Review/Update: Claim Exception • Run: Individual Enrollment, CPA Unclaimed Balance, Outstanding Provider Liability, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State Claims Override	<ul style="list-style-type: none"> • View: Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, Contract, Provider Liability Account, Provider, Provider Service Location, Service Element • Create/Reclass/Submit/Update/View/Void: Claim • Create/Delete/Override/Submit/Update/View/Void: Travel Time • Create/View: Client Prior Auth • Review/Update: Claim Exception • Update: Client Prior Auth Rate • Run: Individual Enrollment, CPA Unclaimed Balance, Outstanding Provider Liability, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State CM/PA Encounter Manager	<ul style="list-style-type: none"> • View: Individual, Client Prior Auth, DD Eligibility, Provider, Provider Service Location, Rate, Service Element, Service Eligibility • Create/Delete/Review/Submit/Update/View/Void: Encounter (RFFS Claims) • Run: CM Enrollment, CM Fiscal, CM Participation, CM Provider Financial Statement, FFS Full General Fund Payments
<input type="checkbox"/>	<input type="checkbox"/>	State Allotment Claims Manager	<ul style="list-style-type: none"> • View: Claim Exception, Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, Contract, Provider, Provider Service Location, Service Element • Create/Submit/Update/View/Void: Claim

			<ul style="list-style-type: none"> • Run: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State Allotment Claims Override	<ul style="list-style-type: none"> • View: Individual, Individual Eligibility, Client Liability Account, Contract, Provider, Provider Liability Account, Provider Service Location, Service Element • Create/Submit/Update/View/Void: Claim • Update/View: Claim Exception • Create/View: Client Prior Auth • Update: Client Prior Auth Rate • Run: Individual Enrollment, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State POC Claims Manager/Override	<ul style="list-style-type: none"> • View: Claim, Individual, Contract, DD Eligibility, Level of Care, Provider, Provider Liability Account, Provider Service Location, PSW Weekly Hours, Rate, Service Auth, Service Element, Service Eligibility • Create/Delete/View/Submit/Update/Void/Accept/Reject/Override: Service Delivered Billing Entry
<input type="checkbox"/>	<input type="checkbox"/>	State Mass Claims Adjuster	<ul style="list-style-type: none"> • View: Claim Funding, Service Element • Update/View: Claim • Review: Claim Exception • Run: Claim Mass Adjustment
<input type="checkbox"/>	<input type="checkbox"/>	State Paper Claims Entry	<ul style="list-style-type: none"> • View: Individual, Client Liability Account, Client Prior Auth, DD Eligibility, Provider Service Location, Rate, Service Element, Service Eligibility • Create/Delete/Submit/Update/View/Void: Claim
<input type="checkbox"/>	<input type="checkbox"/>	State Rate Increase Runner	<ul style="list-style-type: none"> • View: Service Element • Submit: Rate Increase • Accept/Reject/Create/Submit/Update/View: Client Prior Auth

<input type="checkbox"/>	<input type="checkbox"/>	State Claims RFFS Runner	<ul style="list-style-type: none"> • Create/Submit: Encounter • Run: RFFS Claim Process
<input type="checkbox"/>	<input type="checkbox"/>	State RFFS Claims Override	<ul style="list-style-type: none"> • Reclass: Claim • Delete/Submit/Update/Void: Encounter • View: Claim, Individual Information, Eligibility, Level of Care, Provider, Service Element
<input type="checkbox"/>	<input type="checkbox"/>	State Payee Updater	<ul style="list-style-type: none"> • View: Provider, Provider Extended, Service Element • Create/Delete/Update/View: Payee
<input type="checkbox"/>	<input type="checkbox"/>	State Funding Formula Creator	<ul style="list-style-type: none"> • View: Contract, Service Element • Create/Delete/Update/View: Claim Funding, Funding Rule • Run: CM Fiscal, CM Funding, CM Participation, FFS Full General Fund Payments, SFMA Interface Detail, SFMA Interface Summary
<input type="checkbox"/>	<input type="checkbox"/>	State PLA Manager	<ul style="list-style-type: none"> • View: Claim, Provider, Service Element • Review/View: Encounter • Create/Delete/Update/View: Provider Liability Account • Run: CM Enrollment, CM Fiscal, CM Participation, CM Provider Financial Statement, CPA Unclaimed Balance, FFS Full General Fund Payments, Outstanding Provider Liability, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, Suspended Claim
View Only Roles			
<input type="checkbox"/>	<input type="checkbox"/>	State Viewer Only	<ul style="list-style-type: none"> • View: All modules in eXPRS • Run: All reports in eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	State eXPRS Audit Viewer	<ul style="list-style-type: none"> • View: Most modules in eXPRS • Run: Most Reports in eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	State Provider Viewer	<ul style="list-style-type: none"> • View: Party, Provider, Provider Extended, Provider Service Location, Service Element

<input type="checkbox"/>	<input type="checkbox"/>	State Provider Viewer Extended	<ul style="list-style-type: none"> • View: Party, Provider, Provider Extended, Provider Service Location, Service Element
<input type="checkbox"/>	<input type="checkbox"/>	State PA Viewer	<ul style="list-style-type: none"> • View: Budget Allocation Item, Individual, Client Prior Auth, Contract, DD Eligibility, Local Authority, Payee, Plan of Care, Program Area Limitation, Provider, Provider Contacts, Provider Liability Account, Provider Prior Auth, Provider Service Location, Rate, Service Authorization, Service Delivered Billing Entry, Service Element, Service Eligibility, SEPA Approval Unit, SEPA Line Item, Travel Time • Review/View: SIS Assessment • Run: Available Monthly Balance, Biennium Provider Payment, CM Available Monthly Balance, CM Enrollment, CM Funding, Outstanding Provider Liability, PAL Monthly Allocation, PPA Unpaid Allotment, SEPA/CPA Reconciliation
<input type="checkbox"/>	<input type="checkbox"/>	State Claims Viewer	<ul style="list-style-type: none"> • View: Claim, Claim Funding, Individual Eligibility, Client Liability Account, Client Prior Auth, DD Eligibility, Encounter, Funding Rule, Provider, Provider Contacts, Provider Service Location, Rate, Service Element, Service Eligibility, Travel Time • Run: Individual Enrollment, CM Provider Financial Statement, CPA Unclaimed Balance, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, SE 54 Daily Claims, Suspended Claim
<input type="checkbox"/>	<input type="checkbox"/>	State Claims Batch Viewer	<ul style="list-style-type: none"> • View: Claim Batch Process, Claim, Individual, Provider, Service Delivered, Service Element.
<input type="checkbox"/>	<input type="checkbox"/>	State CM/PA Encounter Viewer	<ul style="list-style-type: none"> • View: Claim Funding, Individual, Individual Eligibility, Client Liability Account, Client Prior Auth, DD Eligibility, Funding Rule, Provider, Provider Contacts, Provider Service Location, Rate, Service Element, Service Eligibility • Review/View: Encounter (RFFS Claims)

			<ul style="list-style-type: none"> • Run: CM Enrollment, CM Fiscal, CM Participation, CM Provider Financial Statement, FFS Full General Fund Payments
<input type="checkbox"/>	<input type="checkbox"/>	State DDEEU Viewer	<ul style="list-style-type: none"> • View: Individual, Individual Eligibility, DD Eligibility, DD Elig Enrollment, DD Elig Enrollment Brokerage, DD Elig Enrollment Foster Care, Level of Care, Service Element, Service Eligibility
<input type="checkbox"/>	<input type="checkbox"/>	State Kids Foster Care Viewer	<ul style="list-style-type: none"> • View: Individual, DD Eligibility Enrollment, DD Eligibility Enrollment Foster Care
<input type="checkbox"/>	<input type="checkbox"/>	State Funding Viewer	<ul style="list-style-type: none"> • View: Funding Rule
<input type="checkbox"/>	<input type="checkbox"/>	State Provider Attachments View Only	<ul style="list-style-type: none"> • View: Provider Information, Provider Extended, Provider Panel, Provider License, Service Element • Run: Employer Relationships
<input type="checkbox"/>	<input type="checkbox"/>	State SIS Assessment Viewer	<p>Do not assign unless approved by the ReBAR Manager. Should not be assigned with State SIS Assessment Assigner or State SIS Assessment Specialist roles.</p> <ul style="list-style-type: none"> • View: Individual, Service Element • Review/View: SIS Assessment
<input type="checkbox"/>	<input type="checkbox"/>	State Report View Only	<ul style="list-style-type: none"> • View: Contract, Employer Relationships, Provider, Provider Service Location, PSW Weekly Hours • Run: All reports
<input type="checkbox"/>	<input type="checkbox"/>	State PC20 Report Viewer	<ul style="list-style-type: none"> • View: Party, Service Element • Run: PC20
<input type="checkbox"/>	<input type="checkbox"/>	State Data Reporting	<ul style="list-style-type: none"> • View: Service Element • Run: CM Participation, Participation Rate
<input type="checkbox"/>	<input type="checkbox"/>	State User Viewer	<ul style="list-style-type: none"> • View: Permission, Role Permission, Security Group, Security Role, User Account, User Permission, User Role • Run: All Permissions, All Roles, All Security Admin, Daily Security, Local User Accounts, Monthly Security

Signatures Required for All Roles

Manager: <i>(Print Name)</i>	Phone Number:	Ext.:
Manager Title:	Email Address:	
Manager Signature:	Date:	