

User Roles and Permissions – State Kids

This document outlines all roles available to State Kids programs, organized by the major types of work that staff may need to complete. It describes what each role allows a user to do, which will help staff identify which roles best match their specific job duties. This is especially helpful for areas with multiple permission levels, such as Viewer, Preparer, and Manager roles.

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State Kids - Organizational Level

What do you need to do?	Role	Permissions
Work with Provider Records	State Kids Svcs Provider Panel Viewer	View: Provider Panel, Limited provider information Run: Provider Status, CHC/PEAA Expire Reports
	State Kids Svcs Provider Panel Manager	All State Kids Svcs Provider Panel Viewer permissions, and also - Add/Update/Remove: Provider Panel

		View: Provider information Run: Provider/Site Expire Reports
	State Kids Svcs Provider EVV Exceptions Manager	Add/Update/Remove: PSW EVV Exceptions
Work in the Plan of Care	State Kids Svcs POC Viewer	View: Plans of Care, Plan Lines, Service Prior Authorizations, Service Delivered Billing Entries, Claims, Individual, Provider Information Run: Plan of Care Reports
	State Kids Svcs POC Manager	<i>All State Kids Svcs POC Viewer permissions, and also -</i> Create/Delete/Update/Submit/Withdraw/Void: Plan of Care Plan Lines & Service Prior Authorizations
	State Kids Svcs POC Super User	<i>Requires POC Super User training; limited to 3 staff per CME. All State Kids Svcs POC Manager permissions, and also -</i> Split: Plan of Care Plan Lines and Service Prior Authorizations Create/Delete/Update/Submit/Void: Service Delivered Billing Entries, Claims
Work with Service Delivered Billing Entries and Claims	State Kids Svcs POC Claims Reviewer	Accept/Reject: Pending Service Delivered Billing Entries View: Plan of Care, Plan Line, Service Prior Authorization, Claims information
	State Kids Svcs POC Claims Manager	<i>All State Kids Svcs POC Claims Reviewer permissions, and also -</i> Create/Delete/Update/Submit: Service Delivered Billing Entries View: Individual, Provider information Run: Plan of Care Reports

Work with CIIS Information	State CIIS Eligibility Processor	Create/Delete/Replace/View: CIIS Eligibility information in eXPRS
	State CIIS Level of Care Processor	Create/Delete/Replace/Update/View: CIIS Level of Care information in eXPRS
View Specific Information	State Kids Svcs View Only	View: CIIS/Kids Res and State Case Management Service information in eXPRS

State Kids – Case Management Provider (CIIS or Kids Res)

What do you need to do?	Role	Permissions
Work with Case Management Client Prior Authorizations (SE248)	State Kids Svcs CM CPA Preparer	Create/Delete/Edit: Draft Case Management (SE248) Client Prior Authorizations View: Individual and Case Management Service Information Run: Case Management Service & RFFS Payment Reports
	State Kids Svcs CM CPA Manager	<i>All State Kids Svcs CM CPA Preparer permissions, and also -</i> Submit/Void: Case Management (SE248) Client Prior Authorizations
	State Kids Svcs CM CPA Approver	<i>Management level role only; approves pending CPAs.</i> Approve: Pending Case Management (SE248) Client Prior Authorizations
Work with Rationed Fee-	State Kids Svcs CM Encounter Viewer	View: Case Management (SE248) RFFS Claims, Individual and Case Management Service Information Run: Case Management Service & RFFS Payment Reports

For-Service (RFFS) Claims	State Kids Svcs CM Encounter Manager	<i>All State Kids Svcs CM Encounter Viewer permissions, and also -</i> Create/Delete/Update/Submit/Void: Case Management (SE248) RFFS Claims
	State Kids Svcs CM Service Coordinator	No permissions. Adds name to dropdowns for Case Management (SE248) RFFS claims.
Work with Oregon Needs Assessments (ONA)	State Kids Svcs ONA Viewer	View: Oregon Needs Assessments, Individual, Plan of Care, Service Prior Authorization, Provider information
	State Kids Svcs ONA SC/PA	<i>Requires 3 ONA training certificates; User cannot also be assigned the State ONA CIIS Assessor role.</i> <i>All State Kids Svcs ONA Viewer permissions, and also -</i> Create/Update/Submit/View: Oregon Needs Assessments, RIT
	State ONA CIIS Assessor	<i>Requires in-person ODDS training; User cannot also be assigned the State Kids Svcs ONA SC/PA role.</i> <i>All State Kids Svcs ONA Viewer permissions, and also -</i> Create/Update/Submit/View/Reclass/Replace: Oregon Needs Assessments, RIT