Connect Nevada: Strengthening Youth, Empowering Families
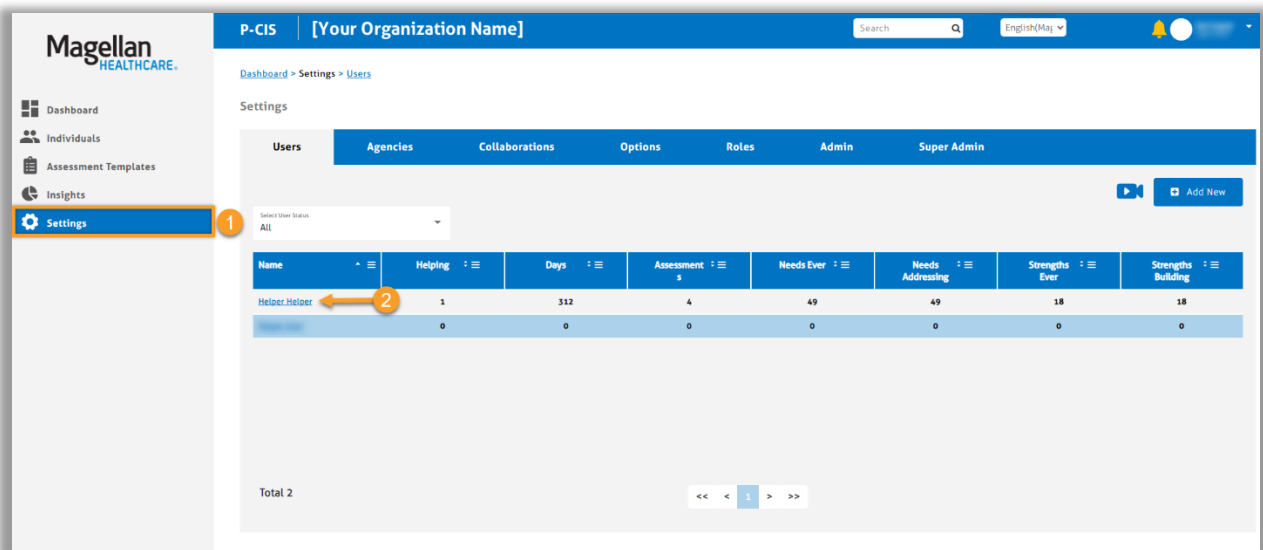
Outcomes and Assessments System – Editing User Roles for Providers

Overview

When staff members are added to the outcomes and assessments system (accessed via Availity Essentials), they are given a particular role that allows access to certain areas of the system as well as the ability to Read/Write or Read Only. Roles may need to be changed for staff members over time. This document outlines the steps necessary for Organization Administrators to access and edit a staff person's User role within the system. Please note that only Organization Administrators with Read Write privileges can edit User roles in the outcomes and assessments system.

Process

1. From within your Dashboard, click the **Settings** module on the left-hand panel.
2. Locate the user/staff member within your Users list and click their hyperlink name to navigate to their profile.

3. Click the **Edit Helper** button.

4. From the **Role** drop-down, select the new role for the user.
   NOTE: Please see the [Understanding Provider User Roles Job Aid](#) for more information about the different roles in the outcomes and assessments system and what activities each role can perform in the system.
5. Once you have added the updated information, click the **Save** button.

6. You will be redirected back to your Users list within the Settings module and will see a notification that says, "**Successfully updated.**"

Settings

| Users | Agencies | Collaborations | Options | Roles | Admin | Super Admin |

▶ | ➕ Add New

Select User Status
All ▾

Name ▲ ≡	Helping ⋮ ≡	Days ⋮ ≡	Assessments ⋮ ≡	Needs Ever ⋮ ≡	Needs Addressing ⋮ ≡	Strengths Ever ⋮ ≡	Strengths Building ⋮ ≡
Daffy Duck	0	0	0	0	0	0	0
	1	15	5	71	50	18	17
	1	226	2	18	18	13	13
	0	0	0	0	0	0	0
	1	15	0	0	0	0	0
	0	0	0	0	0	0	0

Total 6

<< < 1 > >>

✓ Successfully updated.

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