

Connect Nevada: Strengthening Youth, Empowering Families

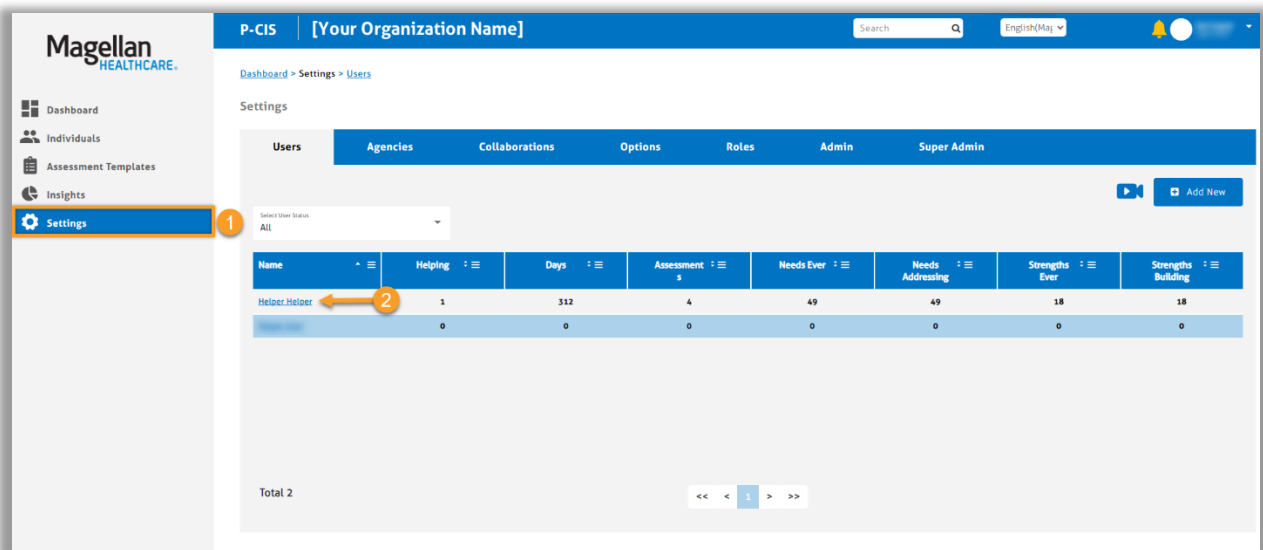
Outcomes and Assessments System – Editing User Roles for Providers

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.



The screenshot shows the Magellan Healthcare system interface. The left-hand panel has a 'Settings' module highlighted with a red circle and a '1'. The main content area shows the 'Users' list under the 'Settings' module. The 'Users' list has columns for Name, Helping, Days, Assessments, Needs Ever, Needs Addressing, Strengths Ever, and Strengths Building. The 'Helper_Holder' user is highlighted with a red arrow and a '2'.

Name	Helping	Days	Assessments	Needs Ever	Needs Addressing	Strengths Ever	Strengths Building
Helper_Holder	1	312	4	49	49	18	18
Helper_Holder	0	0	0	0	0	0	0

Total 2

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

Settings

Users Agencies Collaborations Options Roles Admin Super Admin

First Name * Daffy Middle Name Last Name * Duck

Position Title * Example Position Title Role * Helper RW Agency * Magellan Health - Nevada

Manager * Ro Test Address 1 Address 2

Country United States of America City State/Province/Region

Zip/Postal Code Phone 1 Phone 2

Email * daffyduck@example.com Reviewer * Ro Test Start Date * 12/1/2023

End Date User External Id

Resend Invitation Edit Helper Cancel

- 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.
- Once you have added the updated information, click the **Save** button.

Settings

Users Agencies Collaborations Options Roles Admin Super Admin

First Name * Daffy Middle Name Last Name * Duck

Position Title * Example Position Title Role * Helper RW Agency * Magellan Health - Nevada

Manager * Ro Test Address 1 Address 2

Country United States of America City State/Province/Region

Zip/Postal Code Phone 1 Phone 2

Email * daffyduck@example.com Reviewer * Ro Test Start Date * 12/1/2023


Resend Invitation Save Cancel

- 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

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
[blurred]	1	15	5	71	50	18	17
[blurred]	1	226	2	18	18	13	13
[blurred]	0	0	0	0	0	0	0
[blurred]	1	15	0	0	0	0	0
[blurred]	0	0	0	0	0	0	0

Total 6

<< < 1 > >>

✓ Successfully updated.