

## **OACCESS SECURITY GROUPS EXAMPLES SORTED BY COMMON JOB FUNCTIONS**

Department of Human Services (DHS) Information systems contain confidential data and security rights are assigned to APD, AAA's, and AAA sub-contractors based upon the user position responsibilities. Below are examples of security groups typical to common employee roles. These are suggestions only. If you need assistance in deciding or if after the user has been assigned security groups, he/she experience error messages when attempting to open particular OACCESS screens - please contact your Data Sub-Administrator (listed on the bottom of the IUP form.)

### **DEFAULT GROUPS TO ADD TO ALL USER PROFILES**

#### **USER BASE**

Allows user to maintain password.

#### **SSUCSRCH**

Client Find - webm, find DHS Mainframe function

#### **SW-REGISTRY INQUIRY**

Read rights to the Statewide HCW web-application for registry and referral.

#### **SW-NAPIS/OAA SVC UPDATE**

Provides user access to all AAA and SPD branches with read/write/update to client screens relative to administering the OAA/OPI programs.

### **FRONT DESK, SCREENER, INFORMATION & ASSISTANCE/REFERRAL**

*A security profile for staff who answer incoming calls; provide help to AAA visitors; provide information and assistance and/or information and referral; answer telephone inquiries or front desk inquiries and conduct screenings of potential clients commonly require:*

#### **SCREENING UPDATE**

Read/Write/Update screening information.

#### **OAA/OPI GENERAL UPDATE**

Read/Write/Update OAA and OPI type records.

#### **SW-REGISTRY INQUIRY**

Read rights to the Statewide HCW web-application for registry and referral.

## **CASE MANAGER & SUPERVISOR OF CASE MANAGER**

*A security profile for those managing a case load/client services commonly require:*

### **SSUHKINQ**

HCW inquiry screens

### **SSUHKOPI**

OPI HCW payment screens

### **SSUPROIQ**

Provider inquiry screens

### **SW-REGISTRY INQUIRY**

Read rights to the Statewide HCW web-application for registry and referral.

### **NAPIS/OAA UPDATE**

Read/Write/Update to Oregon ACCESS NAPIS/OAA screens (address, contact, nutrition risk/ADL, OAA service, case overview, OAA benefit) and batch data entry function.

### **OAA/OPI GENERAL UPDATE**

Read/Write/Update OAA and OPI type records.

### **OPI FINANCIAL UPDATE**

Read/Write financial information.

### **CAPS GENERAL UPDATE (Old CA/PS module)**

Read old CA/PS screens.

### **CAPS 2 UPDATE - OPI TYPE**

Read/Write/Update all CAPS2 screens

### **Supervisor only - CAPS 2 HR EXCEPTION T2**

Approve exception hours up to office limits

### **NARRATIVE UPDATE**

Read/Write/Narrative screens

### **Supervisor only - APS READ ONLY**

Read Adult Protective Service Screen (useful to ensure OPI worker safety if referred to see client)

## **SUPPORTIVE POSITION TO CASE MANAGERS**

*A security profile for those who assist with creating and maintaining client files commonly require.*

### **SSUHKINQ**

HCW inquiry screens

### **SSUHKOPI**

OPI HCW payment screens

### **SW-REGISTRY INQUIRY**

Read rights to the Statewide HCW web-application for registry and referral.

### **NAPIS/OAA UPDATE**

Read/Write/Update to Oregon ACCESS NAPIS/OAA screens (address, contact, nutrition risk/ADL, OAA service, case overview, OAA benefit) and batch data entry function.

### **OAA/OPI GENERAL UPDATE**

Read/Write/Update OAA and OPI type records.

### **OPI FINANCIAL UPDATE**

Allows rights to read and update financial information.

### **CLIENT BILLING**

Read/Write/Update/Delete OAA client suggested donation "invoice" and OPI Client billing.

### **CAPS2 UPDATE - OPI TYPE** (New CAPS module)

Read/Write/Update all CAPS2 screens

### **NARRATIVE UPDATE**

Read/Write/Narrative screens

### **SCREENING UPDATE**

Read/Write/Update screening information.

## **SUPPORTIVE POSITION - NAPIS DATA ENTRY**

*A security profile for those who enter OPI/OAA service data such as service units, client demographics and other information collected on the annual NAPIS Registration form, those who use the billing module, and OAA batch system commonly require the following groups. These groups are also suitable for those staff who administer agency contracts and will need to conduct general OACCESS housekeeping tasks to maintain AAA*

*agency information, OAA Provider information, all services provided by each provider and OAA locations where services are provided.*

### **OAA PROVIDER MAINTAIN**

Read/Write/Update OAA provider information, resource directory, and OAA sites.

### **NAPIS/OAA UPDATE**

Read/Write/Update to Oregon ACCESS NAPIS/OAA screens (address, contact, nutrition risk/ADL, OAA service, case overview, OAA benefit) and batch data entry function.

### **OAA/OPI GENERAL UPDATE**

Read/Write/Update OAA and OPI type records.

### **CLIENT BILLING**

Read/Write/Update/Delete OAA client suggested donation "invoice" and OPI Client billing.

### **State Program Report (SPR) DATA ENTRY STAFF**

*A security profile for those responsible for SPR "management" functions would commonly require the following. Add these groups to the above NAPIS Data Entry profile if responsibility for completing the management section and preparation of other SPR data is assigned.*

### **OAA PROVIDER MAINTAIN**

Read/Write/Update OAA provider information, resource directory, and OAA sites.

### **RAIN-NAPIS PREPARER**

Read SPR pages (data collected from OA) and Write in Management Information pages.

### **RAIN-NAPIS REPORT REVIEW**

Read SPR pages (data collected from OA) and data hand-entered into Management section. Allows user to maintain password

### **AAA DIRECTOR**

*There is no common security profile for a Director. The profile is driven by the various agency roles the Director fills. Common choices might be:*

### **RAIN-NAPIS PREPARER**

Read/Write SPR pages (data collected from OA not editable, Management Information pages are).

### **OAA PROVIDER MAINTAIN**

Read/Write/Update OAA provider information, resource directory, and OAA sites.