

Provider Role Summary Sheet

Role	Role Description
Provider Point Person	The Provider Point Person Role is assigned to users who have the primary responsibility of reporting, investigating and completing an incident report. This role allows the user to enter and submit the first section of the HCSIS Incident Report and complete the final section of the Incident Report prior to submitting it to the Provider Incident Management Representative for final review. In the instances where the county is the initial reporter of the incident the county will assume the responsibility of the point person. In addition to being the user responsible for managing the reporting of incidents at the provider level, this user also enters temporary demographic records into HCSIS.
Provider Incident Management Representative	The Provider Incident Management Representative Role is assigned to users who have the primary responsibility of reviewing and finalizing an incident report for County review within the specified time limit. This person also identifies incident trends and methods of prevention for any significant incidents. This role is able to perform all the same activities as the Provider Point Person Role and in addition is able to finalize the final section of the Incident Report and conduct analysis on the incident data stored in HCSIS.
Provider Reviewer	The Provider Reviewer Role is assigned to users who need to review the incident reports. The user is able to review the reports in read only format and is not able to make any changes to the information in the reports.
Business Partner Administrator	The Business Partner Administrator role is assigned to the user who is responsible for managing the day-to-day technical aspects of the HCSIS application for all provider users. This includes assigning provider-level user roles and IDs for the Learning Management System (LMS) and HCSIS, resolving login issues and resetting user passwords.

County Role Summary Sheet

Role	Role Description
County Point Person	The County Point Person role is assigned to users who have the primary responsibility of reporting, investigating and completing an Incident Report, if the report was not first created by the provider. This role allows the user to enter and submit the first section of the HCSIS Incident Report and complete the final section of the Incident Report prior to submitting it to the County Incident Manager for final review.
County Incident Manager	The County Incident Manager role is assigned to users who have the primary responsibility of reviewing, approving or disapproving incident reports and recommending corrective action for incidents. The user also reviews incident data by individual child and program in order to identify children at risk, identify programs with unsafe incident trends, etc. This role is able to perform all the same activities as the County Point Person role and in addition is able to finalize the final section of the Incident Report and conduct additional analysis on the incident data stored in HCSIS.
County Reviewer	The County Reviewer role is assigned to users who need to review the Incident Reports. The user is able to review the reports in read only format and is not able to make any changes to the information in the reports.
Data Clearance and Addition	The Data Clearance and Addition role is assigned to users who are responsible for entering and clearing demographic data in HCSIS. This allows the user to regularly add new child information to HCSIS and then immediately perform clearance to make sure the demographic record is assigned a unique MCI#. This role is also responsible for clearing temporary demographics into HCSIS. When providers enter a temporary demographic record, this role allows a user at the County level to access the record and clear it in HCSIS. Note: If the user "ONLY" has this role, they will not be able to enter incident reports or access existing incident reports in HCSIS.
Business Partner Administrator	The Business Partner Administrator role is assigned to the user who is responsible for managing the day-to-day technical aspects of the HCSIS application for all county users. This includes assigning County-level user roles and IDs for the Learning Management System (LMS) and HCSIS, resolving login issues, and resetting user passwords.