

The following document outlines the Roles in OMHIIS for each of the following systems (updated 4/6/2006):

- Central Client Registry
- POMS
- Central Provider Registry
- CART

Central Client Registry System Roles

Registrar:* - This role is responsible for adding new clients into the system and registering an episode of service for new and existing clients for intake/admission purposes restricted by the User's Facility Access List. This role can add alias name and SSN information on clients, edit any client demographic, insurance, and contact information. This user should be trained to thoroughly search the statewide client registry before adding new clients into the system in order to minimize duplicate client records in OMHIIS. This user should be responsible for overseeing or monitoring the data entry for admission and discharge dates in an episode of service, periodically running the active case reports in OMHIIS to verify accuracy, and maintaining up to date information for the latest contact information in the system on clients as they continue to be served. As the OMHIIS system advances in stages, this role would perform duties associated with electronic client scheduling at a facility.

Coder:* - User performs job duties related to coding and data entry. Edits to clinical information restricted to User's Facility Access List. This role will not have the ability to add clients, open an episode of service record on an existing client or edit any client demographic information. A user that only holds the "Coder" role must have the client already registered into the system with a contact/case record started for the facility they work at (preferable by the Facility Registrar) before they are able to do data entry. This role is designed for users that have a low need for access to the statewide database of client electronic information. As the OMHIIS system advances in stages, this user's ability to search the client database will be limited to active contacts/cases at their designated facility and performing routine data entry for service tickets.

Fiscal* - User performs job duties related to insurance and billing restricted by the User's Facility Access List. View only rights to client registry information. This role will not have the ability to add clients, open an episode of service record on an existing client or edit any client demographic information. User can add/edit insurance information. As the OMHIIS system advances in stages, this role would perform duties associated with electronic billing at a facility.

Provider:* - User performs job duties related to providing services to clients including: assessment, treatment, treatment planning, and diagnosing. Edits to clinical information restricted to User's Facility Access List. This role can add alias name and SSN information on clients. This role cannot edit any client demographic information or start an episode of service at a facility for a client (preferable, this data entry should be done by the Facility Registrar). This role is designed for users that have a high need to know

status for clinical information and treatment history across service settings related to clients that are actively being treated at the User's Facility Access List.

Health Information Management:* - User performs job duties related to oversight and monitoring the validity of electronic information based on documentation in client files. This user works closely with facility registrars to identify duplicate client and episode of service records in OMHIIS and collaborates with other facility Medical Record Personnel across service settings to collapse duplicated client records in OMHIIS and informs the responsible personnel which client and episode of service records need removal from the system and or data cleaning due to erroneous information.

SPOE* - User performs job duties related to registering clients into the OMHIIS system to facilitate tracking for single point of entry into an OMH mental health hospital. User has access to reports on the number of clients on the SPOE waiting list for a hospital bed and any data entry forms associated with tracking SPOE related information. This role requires the authorization of an Area Manager/System of Care Director.

SPOE VIEW ONLY* - User performs job duties related to registering clients into the OMHIIS system at an OMH mental health hospital and requires access to view SPOE waiting list reports and data collected on clients that is related to SPOE in order to proceed with the admissions process at a given hospital. This role is the accompanying role to Registrar for admissions personnel at an OMH in patient hospital.

DATA QUALITY OFFICER** - User has the ability to collapse duplicated client records in the OMHIIS system and delete duplicated episodes of services for clients that erroneously were entered into the OMHIIS system. Typically, this person would also be in the role for Health Information Management at a facility. This role requires the authorization of the statewide Data Privacy Officer.

FACILITY MANAGER** - This role is exclusively reserved for personnel who are holding the job duties associated with managing a facility in OMH. This role requires the authorization of the respective OMH regional manager or high level of authority.

REGIONAL/DISTRICT MANAGER** - This role is exclusively reserved for personnel who are holding the job duties associated with managing a Region in OMH. This role requires the authorization of the respective OMH Area/System of Care Director or high level of authority.

AREA MANAGER/SYSTEM OF CARE DIRECTOR*** - This role is exclusively reserved for personnel who are holding the job duties associated with managing an Area (A, B, or C) in OMH. This role requires the authorization of the OMH Area director or high level of authority.

CONTRACTOR** - This role is exclusively reserved for personnel that are under contract with the Office of Mental Health and require the need to access/view protected health information on clients in the OMHIIS system. This role requires the authorization of the statewide Data Privacy Officer.

* A local facility, regional, or area OMHHS DPO can make the necessary changes in the authorization mgt. system for assignment in this role.

** Only the statewide DPO can make the necessary changes in the authorization mgt. system for assignment in this role.

POMS System Roles

POMS*** - User performs job duties related to administering POMS and recording POMS survey data collected on clients selected to participate in POMS. This role requires the authorization of the statewide POMS Data Privacy Officer.

*** Only the statewide POMS DPO can make the necessary changes in the authorization mgt. system for assignment in this role.

Central Provider Registry System Roles

Provider Registry View: – User has view only access to information in Provider Registry. This user may search for a provider, but may not add or edit information in the Registry.

Provider Registry Add/Edit: - User has rights to add a new Provider to the Registry as well as edit current Provider information.

CRART System Roles

CSM - Users Have Unrestricted Access (within Designated Region/District) and Limited Access to Non Designated Regions/Districts.

Clinician - Users Can (within Designated Region/District) Search CRIS Client Database, Register Clients, Begin New Episodes, Access to all Events 1-7, and Episode Notebook.

After Hours Screener - Users Can (within Designated Region/District) Search CRIS Client Database, Register Clients, Begin New Episodes, Access Events 1-3 (Screening, Interview, Assessment), and Episode Notebook.

Screener- Users Can (within Designated Region/District) Search CRIS Client Database, Register Clients, Begin New Episodes, Access Events 1-2 (Screening, Interview), and Episode Notebook.

Survey - Users Can (within Designated Region/District) Search CRIS Database by Episode Number Only, Access to Event 7 (P & I Survey), and Episode Notebook.