

TAKECHARGETEXAS ROLES AND PERMISSIONS HELP TEXT

CARE Program

ADMINISTRATIVE AGENCY		
<i>Administrative Agency (AA) contracted by DSHS to manage and distribute funding to service providers. Staff can access all service area provider data. This user does not provide direct client services.</i>		
Role	Description	TCT Screen Access
Administrative Agency Data Manager	Data Manager at an Administrative Agency responsible for providing data support to local orgs. using TCT for service delivery. DM has Read/Write access to most TCT screens. This role can only be requested and approved by AA staff.	Admin Controls, Client Dashboard (Cases), Client Eligibility, Contracts, Imports, Reports, Task Board
Administrative Agency Fiscal Staff	This user has Read/Write access Contract screens and limited access to some Reports. Read access to Client Services, Shared Providers, and Eligibility screens.	Client Eligibility, Contracts, Reports,
Administrative Agency Program Staff	This user is program staff at the administrative agency (e.g., program manager, monitoring staff). They have Read/Write access to Contracts, and Reports. The user has Read access to Client Case and Eligibility screens.	Client Dashboard (Cases), Client Eligibility, Contracts, Imports, Reports, Task Board
AGENCY SERVICE PROVIDER		
<i>Agency/Provider staff that work at a local organization or clinic to provide HIV-related support and medical services. This is an external role and these workers do not work for DSHS. Does not include AA or THMP roles.</i>		
Role	Description	TCT Screen Access
AGENCY ADMIN STAFF	An administrative position at a provider and does not provide direct client services. This user has Read/Write access to Contracts, Imports, and most Reports. The user has limited Read access to Client Eligibility. This user cannot access any client medical screens.	Client Eligibility, Contracts, Imports, Reports
AGENCY FISCAL STAFF	Does not provide direct client services. This user has Read/Write access to the Contract screens and has limited access to Reports.	Contracts, Reports
AGENCY CLIENT SERVICES STAFF	AGENCY CLIENT SERVICES STAFF provides direct client services (e.g., case management, eligibility worker, etc.,). This role is not a supervisor or manager; may assist clients with Care and/or THMP applications. Read/Write access to client Case and Eligibility screens. Note: Data Entry staff can select this role to enter client-level data and services. Read/Write access to Case and Eligibility so that they can update client records (ADAP/THMP applications use role).	Client Dashboard (Cases), Client Eligibility, Reports, Task Board
AGENCY CLIENT SERVICES SUPERVISOR/MANAGER	A SUPERVISOR/MANAGER of Client Services Staff. This user may provide direct client services, but it is not required. SUPERVISOR/MANAGER has Read/Write access to Client Case and Eligibility screens; Read/Write access to most reports and Read access to the Contracts screens.	Client Dashboard (Cases), Client Eligibility, Task Board Reports
AGENCY MEDICAL PROVIDERS (Read Only)	This role has Read Only access to most screens. This user may provide direct medical care to clients and will generally not use TCT. Note: Select this role if you need your medical provider to appear in the 'Staff' dropdown for service entry.	Client Dashboard (Cases), Client Eligibility, Task Board
DSHS Data Team	DSHS Staff Only	
DSHS Program Staff	DSHS Staff Only	
DSHS Other	DSHS Staff Only	
Import	DSHS Staff Only	

ADAP/THMP Program

ADAP/THMP STAFF		
<i>The State of Texas' HIV Medication Program (THMP) staff roles. External agency workers should only request access to 'Doctor,' 'Participating Pharmacy Staff,' and 'Community ADAP Enrollment Worker (AEW).'</i>		
Role	Description	TCT Screen Access
ADAP Data ManAdmin	ADAP/THMP Admin system permissions. DSHS staff only	
ADAP EW (PSI PHPSII)	DSHS Central Office Eligibility Worker. Internal use only. External users/non-DSHS staff should not request this role.	
ADAP EW PSIII	DSHS Central Office Regional Coordinator/ Second Reviewer. Internal use only. External users/non-DSHS staff should not request this role.	
ADAP Order Processor	DSHS Medication Order Processor. Internal use only. External users/non-DSHS staff should not request this role.	
DSHS Warehouse Staff	DSHS Program Specialist, DSHS Pharmacy Tech, DSHS Pharmacist. Internal use only. External users/non-DSHS staff should not request this role.	
Doctor (External Users)	The user provides the HIV Medical Certification. External medical providers can request this role. This user will have Read/Write access to client case notes, and medical case screens. This user has Read access to client eligibility screens.	Client Dashboard (Cases) (Case Screens), Client Eligibility, Task Board
Participating Pharmacy Staff (External Users)	Inventory Specialist, Pharmacy Tech, Pharmacist. Only Participating Pharmacy Staff can make medication orders in the Pharmacy Portal.	Client Dashboard (Cases) (Case Screens), Client Eligibility, Task Board
Community ADAP Enrollment Worker (AEW) (External User)	This user assists clients with ADAP/THMP eligibility applications at the agency level. AEWs have Read/Write access to all client case and eligibility screens including manual hold. This user can access the STAR report.	Client Dashboard (Cases) (Case Screens), Client Eligibility, Reports, Task Board

HOPWA PROGRAM

HOPWA CASE MANAGER		
<i>External agency worker that supports HOPWA services at their agency.</i>		
Role Name	Description	TCT Screen Access
HOPWA CASE MANAGER	This user provides direct client services (e.g., case management, eligibility worker, etc.) Note: Data Entry staff can select this role to enter client-level data and services. This user is not a supervisor or manager. Client Services staff have Read/Write access to most client Case and Eligibility screens. STAR report.	Client Dashboard (Cases), Client Eligibility, Task Board, Reports

DSHS STAFF ONLY

Role Name	Description	TCT Screen Access
Prevention Contractor Staff	Internal Use Only. External users/non-DSHS staff should not request this role.	
DSHS Staff	DSHS Staff Only. External users/non-DSHS staff should not request this role.	
HRAR Admin	DSHS staff only. Highest level of permissions. External users/non-DSHS staff should not request this role.	