

Introductions:

FEI:	Jennifer Conrad
	Lee Keitz
	Marion Sarhy
	Becky Kinney
	Sarah Moore
Salt Lake County:	Cory Westergard
San Diego:	Alice McClennan
Hawaii:	Scott Jun
	Steve Okano
Idaho:	Jamie Teeter

Please note: Action items (some for FEI, some for the WUG) appear in *bold italics*.

New Business:

1. Enhancement #5219: Client Profile: Auto populate the client profile from the search criteria
 - a. This was moved out of the Time Sensitive section of the forum. It is not ready to be implemented if approved.
 - b. All validation rules would be the same upon saving the client profile.
 - c. Question was asked regarding what happens if you only enter one of the three listed search criteria. Marion indicated that any of the values would auto-populate.
 - d. One objection is indicated at this time.
2. Enhancement #5422: Encounter Notes: Enhance display of Goals and Objectives
 - a. Question was asked regarding how they would look at the list of completed goals and objectives. They would have to go to the Treatment Plan to see those.
 - b. Cory mentioned their revised Treatment Plan, where the ASAM and changes to it are incorporated into every Encounter.
 - c. Idaho indicated that they were ok with the goals and objectives being tied to ASAM after it was created. They would not want to see the completed/resolved goals and objectives on the Encounter list.
 - d. Cory asked Jamie (ID) what will happen when the updated Treatment Plan hasn't been signed off on and they are creating a service. Jamie indicated that this would require them to sign off on the Treatment Plan before completing the service record.

Additional Comments & Questions:

- FEI reminded attendees that WITS only supports Internet Explorer. There have been several support calls coming in about this, where users are having issues that are tracked to using a browser other than IE. This is an easy thing to check on at the agency or the state/county level.
- SSRS reports: a suggestion was made at a prior meeting that the option to email reports be disabled, so that only a link is included in the subscription email. This would require anyone with a subscription to be able to log into the SSRS site. However, this would mean that many users

(administrators, directors, etc.) who currently receive reports but do not have or otherwise need access to the SSRS site would have to then have access. This would create additional security concerns as a result, and this solution was therefore deemed infeasible.

- Alice in San Diego said they have a security concern because their providers can set up subscriptions. They are ok with managing the risk internally, but are concerned about their providers. Alice would be interested in finding out if they can keep their provider users from creating report subscriptions. **Ludwing will investigate this possibility for San Diego.**
- Jennifer indicated that this really should be dealt with on a customer-by-customer basis, since their concerns will be different.
- Cory asked if there is a way we could encrypt the emails. This might be possible- it could be looked at on a case by case basis as well.
- A question was posed re: the Client Referral screen. The Concatenated facility/program in Referred By is too long, or the field is too short.
 - **FEI will investigate potential solutions, particularly because real estate is limited on this screen.**
- The question was posed regarding whether or not the consent information could be included in the consented activity list screen. Participants agreed that this would be helpful.
- Alice in San Diego asked if anyone does Medicare billing out of WITS. Salt Lake says they could with their system, but they don't because of the problems getting to be an approved provider. There was some discussion regarding how to determine what Medicare covered services might be. The Medicare site was given: <http://www.medicare.gov/Coverage/Home.asp>
- Cory mentioned that hitting "Enter" on the keyboard should trigger the "Go" button on the Staff search screen, as it does in other places. **Jennifer said that Maryland designed this screen, so they may pay for a fix if this is determined to be a bug based on their original design. She will look into it.**
 - This is not a bug based on Maryland's original design- they specifically programmed it the way it is. This would therefore be an enhancement, if anyone is interested.

Still Pending Action Items:

- **Cory requested that an additional column be added to the Roles spreadsheet show who can assign each role. FEI agreed that this could be provided.**
 1. This is attached on the following pages. Please note that the "Staff Administrator" role must be assigned in order to assign any other role.
- **A request was made to post on the WUG which states have a WITS installation, who has what, and the contact person. FEI will do this soon.**
- **Request from HI to restrict the forum, the minutes, and to not have it open to the general public. FEI will work on this.**
 1. Forum has been closed, so that you must have a login in order to view the site.
 2. Restricting access to the 'minutes' section of the FEI site is still pending.
- Scheduler search new feature: Administrator can search for all appointments. Staff that has access to only one agency can only create and search for one agency.
 1. **Cory: if a staff has access to only one facility in an agency, can they search appointments of other facilities of the Agency? FEI will investigate.**
- Hawaii is making some Group Notes changes: adding service description and business rules.
 1. **Steve will post the requirements on the forum.**

- Hawaii also has a feature on the claim item list and Steve would like to do it in Base Billing. The enhancement shows the total sum amount of claim items in the list. There is also another enhancement to search on adjudication date.
 1. *Steve will post the requirements on the forum.*

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Title	Section	Description	Located	Roles that can assign this role
aap_AdmissionDelete	behind the scenes	Allow the ability to delete Admission records under Client List/Activity List/Admission.	wits	Staff Administrator
aap_AdmissionFull	Job Function Roles	Full access to all options under Client List/Activity List/Admission.	wits	Staff Administrator
aap_AdmissionView	Job Function Roles	Read-Only access to all options under Client List/Activity List/Admission.	wits	Staff Administrator
aap_AgencyAccessFull	Job Function Roles	Full access to all agencies.	wits	WITS Administrator
aap_AgencyAdministrator	Role Attributes	This role should be assigned to the person in charge of setting up agencies (Agency Profile, Governance, Announcements, etc.), and creating facilities within the agencies. This role gives access to all sub-menus under the Agency List.	wits	Staff Administrator
aap_AgencyBilling	Job Function Roles	Full access to the Agency Billing screens under Agency/Billing.	billing	Agency Administrator
aap_AgencyReconciliation	Job Function Roles	Access to Agency/Agency Reconciliation section (without SSA Reconciliation screen).	Maryland	Staff Administrator
aap_AgencyReportExtraction	behind the scenes	Ability to monitor agency reporting on Agency/Reporting/Extraction.	wits	Staff Administrator
aap_AgencyReporting	Role Attributes	Agency Reporting	wits	Staff Administrator
aap_AgencyReportSubmission	behind the scenes	Ability to initiate agency reporting on Agency/Reporting/Submission.	wits	Staff Administrator
aap_APAdministratorFull	behind the scenes	Allows the State AP Administrator to view all community hospital stay records and process invoices against total estimated charges under System Administration/Community Hospital A/P.	wits	Staff Administrator
aap_APAdministratorView	behind the scenes	Allows the Agency Administrator to view community hospital stay records for their agency, as well as associated estimated charges and invoiced paid amounts System Administration/Community Hospital A/P.	wits	Staff Administrator
aap_AssessmentsDelete	behind the scenes	Ability to delete certain assessments (DENS	wits	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
		and ADAD) under Client List/Activity list/Assessments.		
aap_AssessmentsFull	Job Function Roles	Full access to all options under Client List/Activity List/Assessments.	wits	Staff Administrator
aap_AssessmentsView	Job Function Roles	Read-Only access to all options under Client List/Activity List/Assessments.	wits	Staff Administrator
aap_ATRAdministrator	behind the scenes	Full access to all ATR related functions in Agency and Client List.	wits	Staff Administrator
aap_ATRCaseManager	Role Attributes	ATR Case Manager can create client intake, GPRA, and refer client to another provider agency.	atronly	Staff Administrator
aap_ATRCaseManager	Role Attributes	ATR Case Manager can create client intake, GPRA, and refer client to another provider agency.	Tennessee	Staff Administrator
aap_ATRProviderBilling	Role Attributes	This role gives provider billing privileges at agency level besides clinical functions.	atronly	Staff Administrator
aap_ATRProviderClinical	Role Attributes	This role can accept referral from a case manager agency then provider client services in the provider agency.	atronly	Staff Administrator
aap_AuditAdministrator	behind the scenes	This role may be given to users' who manage the ability to pre-populate audit tables with old data.	wits	Staff Administrator
aap_AuthorizationFull	Job Function Roles	Full access to Authorization (Voucher) on Client List/Activity List/Authorization (Voucher)	atr	Staff Administrator
aap_AuthorizationReopen	behind the scenes	The role enables the Reopen hyperlink on the Authorization Profile screen under Client List/Client Profile/Authorization and Agency/Billing/Authorization List. Without this role, a user cannot re-open a previously closed authorization.	wits	Staff Administrator
aap_AuthorizationRestricted	Job Function Roles	User has access to add/edit authorization	atr	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
		(voucher) but cannot change the number of units when adding a service to the authorization (voucher).		
aap_AuthorizationView	Job Function Roles	Read-Only access to Authorization (Voucher) on Client List/Activity List/Authorization (Voucher)	atr	Staff Administrator
aap_BillingTxEncounterList	Role Attributes	Allow user to access the Encounter List screen under Agency/Billing.	billing	Agency Billing, WITS Billing Administrator
aap_CALOMSExtract	Role Attributes	Allow user to extract the CALOMS data on System Administration/CalOMS screen.	caloms	Staff Administrator
aap_CaseReopen	Role Attributes	Allow the user to re-open a closed case on Client List/Activity List/Intake screen.	wits	Staff Administrator
aap_ClientConfidential	Job Function Roles	Access to the Client Confidential screen under Client List/Client Profile/Confidential.	wits	Staff Administrator
aap_ClientDiagnosis	Job Function Roles	Full access to the Diagnosis fields on Client Diagnosis screens under Client List/Activity List/Assessments/Diagnosis, Admission/Diagnosis, or Treatment/Tx Plan/Diagnosis.	wits	Staff Administrator
aap_ClientPaymentFull	Job Function Roles	Full access to all options under Payments.	billing	Staff Administrator
aap_ClientProfileAddRestricted	behind the scenes	All permissions of ClientProfile(Full Access) but without the ability to add new clients.	wits	Staff Administrator
aap_ClientProfileFull	Job Function Roles	Full access to all options under Client List/Client Profile.	wits	Staff Administrator
aap_ClientProfileView	Job Function Roles	Read-Only access to all options under Client List/Client Profile.	wits	Staff Administrator
aap_Clinical	behind the scenes	This role allows access to the Client List/Activity List screen, but not any individual activities.	wits	Staff Administrator
aap_ClinicalFull	Role Attributes	Full access to all clinical options under the Client List/Activity list.	wits	Staff Administrator
aap_ClinicalFullNoNonTreat	Role Attributes	Full access to all clinical options under the	wits	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
mentTeamAccess		Client List/Activity list except Non Treatment Team Access.		
aap_ClinicalSupervisor	Role Attributes	Full access to all clinical options under the Client List.	Hawaii	Staff Administrator
aap_ClinicalView	Role Attributes	Read-Only access to all clinical options under the Client List/Activity list.	wits	Staff Administrator
aap_CodeTableAdministrator	Role Attributes	This role should be given to the person in charge of managing all of the WITS code tables on System Administration/Code table screen. This role should only be given to a handful of people within the state, as the implication to code table changes is state wide.	wits	WITS Administrator
aap_ConsentFull	Job Function Roles	Full access to all options under Client List/Activity List/Consent.	wits	Staff Administrator
aap_ConsentView	Job Function Roles	Read-Only access to all options under Client List/Activity List/Consent.	wits	Staff Administrator
aap_ContractManagementFull	Role Attributes	Full access to all contracts screens under Agency/ATV Management	billing	Agency Billing, WITS Billing Administrator
aap_ContractManagementNoAdjustments	Job Function Roles	Full access to contract management under Agency/ATV Management but without access to adjustments of on ATV Management/ATV List/Authorization Period/Tiers/Adjust link.	billing	Agency Billing, WITS Billing Administrator
aap_ContractManagementView	Job Function Roles	Read-Only access to contracts screens under Agency/ATV Management	billing	Agency Billing, WITS Billing Administrator
aap_Court	Job Function Roles	Full access to options under Court module.	court	Staff Administrator
aap_CreateClaimBatch	Role Attributes	Create Provider Claim Batches by Agency by the Create Batches link on the Agency/Billing/Claim Item List screen.	billing	Agency Billing, WITS Billing Administrator
aap_DispensaryInventoryFull	Role Attributes	Allows user to add and adjust Dispensary Inventory items on Dispensary/Manage	dispensary	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
		Inventory screen.		
aap_DischargeFull	Job Function Roles	Full access to all options under Client List/Activity List/Discharge.	wits	Staff Administrator
aap_DischargeView	Job Function Roles	Read-Only access to all options under Client List/Activity List/Discharge.	wits	Staff Administrator
aap_DispensaryDispenseMedicationsFull	Role Attributes	Allows user to dispense Dispensary inventory with a written client Dispensary order on the Dispensary/Administer Inventory screen.	dispensary	Staff Administrator
aap_DispensaryDispenseMedicationsView	Role Attributes	Allows user to view dispensed and ordered medications on the Dispensary/Administer Inventory screen.	dispensary	Staff Administrator
aap_DispensaryInventoryView	Role Attributes	Allows user to view Dispensary Inventory items on Dispensary/Manage Inventory screen	dispensary	Staff Administrator
aap_DispensaryOrderingFull	Role Attributes	Allows user to order dispensed medications for a particular client on Client List/Activity List/Treatment/Dispensary Ordering screen.	dispensary	Staff Administrator
aap_DispensaryOrderingView	Role Attributes	Allows user to view orders for dispensed medications for a particular client on Client List/Activity List/Treatment/Dispensary Ordering screen.	dispensary	Staff Administrator
aap_DjsNeedsAssessmentDelete	Role Attributes	Allows the user to delete DJS Needs Assessments under Client List/MCASP Needs Assessment.	Maryland	Staff Administrator
aap_DrugScreening	behind the scenes	Allow access to Agency/Drug Screening screens: Group (color) setup, screenings, payments, IOU, history, results, etc.	wits	Staff Administrator
aap_DrugTestCheckIn	Role Attributes	Ability to check-in clients for drug testing specimen collection on the Appointment Profile screen under Drug Testing Check In/Appointment Search.	dtms	Staff Administrator
aap_DrugTestClientAppointm	Job Function Roles	Ability to view and edit appointments for an	dtms	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
entsFull		individual client on the Appointment Profile screen under Drug Testing Check In/Appointment Search.		
aap_DrugTestClientAppointm entsPartial	Job Function Roles	Ability to view appointments for an individual client on the Appointment Profile screen under Drug Testing Check In/Appointment Search.	dtms	Staff Administrator
aap_DrugTestFacilityAppoint ments	Job Function Roles	Access to the Drug testing Check In/Appointment Search screen.	dtms	Staff Administrator
aap_DrugTestObserver	Role Attributes	Ability to enter chain of custody events for a drug testing specimen on the Appointment Profile screen under Drug Testing Check In/Appointment Search .	dtms	Staff Administrator
aap_DrugTestProfile	Job Function Roles	Ability to edit the drug test profile on Client List/Activity List/Drug testing/Profile screen.	dtms	Staff Administrator
aap_DrugTestResultFull	behind the scenes	Enable the Add and Delete links on the Drug Test Results screen under Client List/Activity List.	wits	Staff Administrator
aap_DTMSCLerk	Role Attributes	Gives user access to Drug Testing Lab application to build and submit batches	dtms	Staff Administrator
aap_DTMSLabFull	Role Attributes	Gives user full access to all areas of the Drug Testing Lab application	dtms	Staff Administrator
aap_DTMSLabWithoutScorin g	Role Attributes	Gives user access to Drug Testing Lab application without ability to change scores/results	dtms	Staff Administrator
aap_eCourtFull	Job Function Roles	Full access to all options under Client List/Activity list/eCourt.	ecourt	Staff Administrator
aap_eCourtView	Job Function Roles	Read-Only access to all options under Client List/Activity list/eCourt.	ecourt	Staff Administrator
aap_EncounterDelete	Job Function Roles	Enable user to delete the encounter under Client List/Activity List.	wits	Staff Administrator
aap_FacilityAdministrator	Role Attributes	This role should be assigned to the person in	wits	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
		charge of setting up facilities (Facility Profile, Operating Hours, Programs, etc.). This role gives access to all sub-menus under the Agency/Facility List.		
aap_FacilityBillingFull	Role Attributes	Full access to the authorized facilities' claim item screens under Agency/billing.	Hawaii	Staff Administrator
aap_FacilityBillingView	Role Attributes	Read-Only access to authorized facilities' claim item screens under Agency/billing.	Hawaii	Staff Administrator
aap_FacilityClaimBatching	Role Attributes	Create Claim Batches by Facility by the Create Batches link on Agency/Billing/Claim Item List screen	billing	Staff Administrator
aap_Followup	Job Function Roles	Full access to Agency options under Agency, Client Profile and Follow up under Client List.	Iowa	Staff Administrator
aap_FollowupFull	Job Function Roles	Full access to all options under Client List/Activity List/Follow up.	Iowa	Staff Administrator
aap_FollowupView	Job Function Roles	Read-Only access to all options under Client List/Activity List/Follow up.	Iowa	Staff Administrator
aap_GPRAFull	behind the scenes	Full access to GPRA screen under Client List/Activity List.	wits	Staff Administrator
aap_GPRAView	behind the scenes	Read-Only access to GPRA screen under Client List/Activity List.	wits	Staff Administrator
aap_HumanResourcesFull	Job Function Roles	Full Access to Staff Profile, Staff Addresses, Staff Language, Staff Qualifications, Staff Account, and Staff Plan Profile under Agency/Staff List.	wits	Staff Administrator
aap_HumanResourcesView	Job Function Roles	Read-Only Access to Staff Profile, Staff Addresses, Staff Language, Staff Qualifications, Staff Account, and Staff Plan Profile under Agency/Staff List.	wits	Staff Administrator
aap_IntakeFull	Job Function Roles	Full access to all options under Client List/Activity List/Intake.	wits	Staff Administrator
aap_IntakeView	Job Function Roles	Read-Only access to all options under Client	wits	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
		List/Activity List/Intake.		
aap_lowaReporting	Job Function Roles	Limited access to options under Client. To allow agencies to enter Iowa Reporting data in the existing I-SMART system and view this data via reports.	Iowa	Staff Administrator
aap_Judge	Job Function Roles	Limited access to options under Court module. Unlike Court role, Judge role can not create client.	court	Staff Administrator
aap_NOMSAdministrator	Role Attributes	Provides access to the NOMS Extraction screen under System Administration.	wits	WITS Administrator
aap_NonTreatmentTeamAccess	Job Function Roles	This role allows access to cases without being a member of the client's treatment team. By default, you can only access case records if you are a member of the treatment team.	wits	Staff Administrator
aap_NotesDelete	Job Function Roles	User can delete the note on Client List/Activity list/Notes/Misc.Notes.	wits	Staff Administrator
aap_NotesFull	Job Function Roles	Full access to all options under Client List/Activity list/Notes.	wits	Staff Administrator
aap_NotesView	Job Function Roles	Read-Only access to all options under Client List/Activity list/Notes.	wits	Staff Administrator
aap_OutcomesFull	Job Function Roles	Full access to all options under Client List/Activity list/Outcomes.	wits	Staff Administrator
aap_OutcomesView	Job Function Roles	Read-Only access to all options under Client List/Activity list/Outcomes.	wits	Staff Administrator
aap_PaymentReviewer	Job Function Roles	Access to Provider Claim Submission and Provider Claim Submission Profile screens (only for staff member's linked contracts) under Agency/Payor Adjudication/Claim Submission, no access to Adjudicate Contract link on the Provider Claim Submission Profile screen.	Arizona	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
aap_PlacementScreeningFull	Job Function Roles	Full access to all options under under Client List/Activity List/Crisis and Placement	wits	Staff Administrator
aap_PlacementScreeningView	Job Function Roles	Read-Only access to all options under Client List/Activity List/Crisis and Placement.	wits	Staff Administrator
aap_RateView	Job Function Roles	Read-Only access to Agency Rate Profile on System Administration/Rates screen	billing	Agency Billing, WITS Billing Administrator
aap_RecordManagement	behind the scenes	Allow the transfer of an episode and all related data between clients, and the ability to delete a client.	wits	WITS Administrator
aap_ReferralsFull	Job Function Roles	Full access to all options under Client List/Activity list/Referrals.	wits	Staff Administrator
aap_ReferralsView	Job Function Roles	Read-Only access to all options under Client List/Activity list/Referrals.	wits	Staff Administrator
aap_ReleaseToBilling	Job Function Roles	Allows user to release encounters to Billing by the Release To Billing action link on the Encounter Profile screen.	billing	Staff Administrator
aap_SaisExtractionFull	Job Function Roles	The role has access to the SAIS Batch Errors screen under System Administration.	saisextraction	Staff Administrator
aap_ScheduleStaffFull	Job Function Roles	Ability to manage the schedules for all staff in user's agency from Home page.	wits	Staff Administrator
aap_ScreeningDelete	behind the scenes	Allow the ability to delete Screening records under Client list/Activity List/Screening.	wits	Staff Administrator
aap_ScreeningFull	Job Function Roles	Full access to all options under Client List/Activity list/Screening.	wits	Staff Administrator
aap_ScreeningView	Job Function Roles	Read-Only access to all options under Client List/Activity list/Screening.	wits	Staff Administrator
aap_ServiceFull	Job Function Roles	Full access to all System Administration/Service	wits	WITS Administrator, WITS Billing Administrator
aap_ServiceView	Job Function Roles	Read-Only access to System Administration/Service	wits	Staff Administrator
aap_SsaReconciliation	Job Function Roles	Access to SSA Reconciliation screen under Agency/Client Reconciliation.	Maryland	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
aap_StaffAdministrator	Role Attributes	This role should be assigned to the person in charge of administering staff within an agency. In order to create new staff records, and / or modify system access of existing ones, the Staff Administrator must also be a System Administrator (as indicated on the create login screen). This role gives access to all of the staff within an agency and all of the sub-menus under the Agency/Staff List menu.	wits	Staff Administrator
aap_StaffAdministratorRestricted	behind the scenes	Same access as Staff Administrator EXCEPT that only 'read-only' roles may be assigned on the System Access screen.	wits	Staff Administrator
aap_StaffManagementFull	Job Function Roles	Full Access to Staff Assignment and Staff System Access (on Account Information screen) under Agency/Staff List.	wits	Staff Administrator
aap_StaffManagementView	Job Function Roles	Read-Only Access to Staff Assignment and Staff System Access (on Account Information screen) under Agency/Staff List.	wits	Staff Administrator
aap_StateReporting	Role Attributes	Access to reports for all agencies in the Report module.	wits	WITS Administrator
aap_TxEncounterFull	Job Function Roles	Full access to all options under Client List/Activity List/Encounter.	wits	Staff Administrator
aap_TxEncounterView	Job Function Roles	Read-Only access to all options under Client List/Activity List/Encounter.	wits	Staff Administrator
aap_TxMedicationsFull	Job Function Roles	Full access to all options under Client List/Activity List/Treatment/Medications.	wits	Staff Administrator
aap_TxMedicationsView	Job Function Roles	Read-Only access to all options under Client List/Activity List/Treatment/Medications.	wits	Staff Administrator
aap_TxPlanFull	Job Function Roles	Full access to all options under Client List/Activity List/Treatment/TxPlan.	wits	Staff Administrator
aap_TxPlanView	Job Function Roles	Read-Only access to all options under Client	wits	Staff Administrator

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Title	Section	Description	Located	Roles that can assign this role
		List/Activity List/Treatment/TxPlan.		
aap_UniqueClientEligibility	Role Attributes	Access to Client List/Client Profile/Unique Client Eligibility screen.	wits	WITS Billing Administrator
aap_WaitListFull	Job Function Roles	Full access to all options under Client List/Activity List/WaitList.	wits	Staff Administrator
aap_WaitListView	Job Function Roles	Read-Only access to all options under Client List/Activity List/WaitList.	wits	Staff Administrator
aap_WITSAdministrator	Role Attributes	This is the supreme being within WITS. This is the only role that can create Agencies, and the only role that can grant the WITS Admin role to other users.	wits	WITS Administrator
aap_WITSBillingAdministrator	Role Attributes	Full access to the system wide billing screens including Agency/Billing, System Admin/Rate, Billing reports.	billing	WITS Administrator
aap_WITSOversightFullUser	behind the scenes	This role enables user to have full access to all assigned functions (on Agency List/Staff List/System access) in assigned agency.	wits	Staff Administrator
aap_WITSOversightUser	behind the scenes	This role enable user to access all assigned functions (on Agency List/Staff List/System access) in assigned agency in read only mode.	wits	Staff Administrator