USER ROLE MATIX

Washington State Department of CHILDREN, YOUTH & FAMILIES

This User Role crosswalk is a high-level overview of the roles available in ACORN for system users. EI administrative users will assign roles to users based on system functions needed to perform the duties associated with their role in the EI program. Some users may have a single role, while others may require multiple roles in the EI-Hub. The "User Role" and "Program Roles" are recommendations to aid you in identifying your appropriate ACORN role(s) based on your job duties. Administrative users will be able to re-assign roles in the EI-Hub.

USER ROLE	DESCRIPTION	ACCESS LEVEL	PROGRAM ROLE
LEAD FRC (SUPERUSER)	• Supervisory role • May act as intake Coordinator, Assigns child to FRC, Act as an FRC • Responsible for Referral Management, inter-agency transfers, reporting creating new user accounts	• Full access/Service area level • Add users and service provider organizations • Can grant permissions within own agency • May proxy as anyone in own agency	**Lead Family Resource Coordinators**
PROVIDER AGENCY ADMINITRATOR (SUPERUSER)	Completes all EI-Hub provider functions & oversees agency rendering providers	• Full access/Service area level • Create/manage agency users/providers • Access child info • May proxy as anyone in the agency • May grant permissions within one's own agency	**Provider Agency Administrators**
FAMILY RESOURCE COORDINATOR (FRC)	Tasks directly associated with delivery of EI Service Coordination.	• Full access to one's own caselaod • Update child and family information • Assign Evaluation team, FRC's • Create and submit IFSP • Enter transition information	**Family Resource Coordinators**
SERVICE PROVIDER	Performs tasks directly associated with delivery of EI services.	• Access to one's own caseload • Child record access dependent upon team designation and child record permission • Proxy permission as granted by provider organization only	**Service Providers**
DATA-ENTRY	Tasks to enter & maintain child records (i.e. Referral)	• Agency-level access • Read-only access (if not added to the child's team) •	**Intake Staff/Data Entry Staff at Centralized Access Point**

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AGENCY MANAGER	• Functions to maintain day to day activities required for operation of provider/provider agencies	• Agency-level access • May proxy as anyone in the agency • Can grant permissions within one's own agency • Child record access dependent upon team designation and child record permission	**Agency Managers**
LIASION	• Develops relationships with early learning programs, including Early Head Star. • Develops a successful Part B referral process to meet the needs of children and families • Run reports	• Statewide Access • Read-only access to child's record	School District Liaisons
SPECIAL EDUCATION CONTACT	• Are school district partners • Facilitates the child's transition to a Part B transition • Provides service within a school district	• School district access • Can view child's recorded services & IFSP if as potentially eligible for Part B via web portal grid. • May only view with Parental c	Special Education Contact