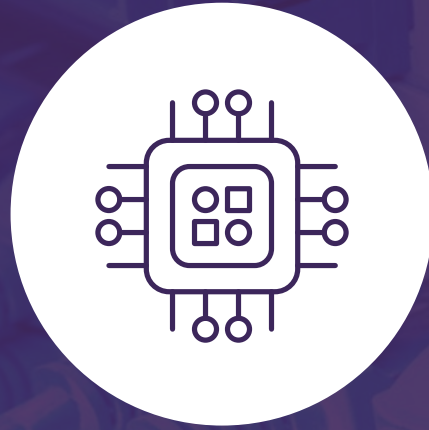




Roles and Responsibilities in the UAS

UAS-NY SPOA Roles

UAS-NY Role	Description
CANS-NY-25	LGUs and C-SPOA who will not conduct assessments. Limited access to aggregate reporting for CANS-NY and HCBS/LOC.
CANS-NY-40	C-SPOA who will conduct assessments. Must have CANS-NY Certification. Can access individual reports.
CANS-NY-45	Will conduct assessments and access individual and aggregate reports.

Role Permissions in the UAS-NY

Access to Client Data	CANS-NY-25	CANS-NY-40	CANS-NY-45
Edit or view a person's demographic information.	-	Edit	Edit
Edit or view provider records in the Provider Node.	-	Edit	Edit
Search Organization Case List using one field of data (e.g. last name).	-	-	✓
Conduct search of the Statewide Database.	-	✓	✓
Attest on behalf of your organization to access case file and add to Org Case List.	-	✓	✓
Can view attestation information for your organization.	-	✓	✓
Remove a case file from your Organization Case List.	-	✓	✓
Create a new case file record for a person not found in the Statewide Search.	-	✓	✓
Withdraw Authorization (Withdraws consent auth for ALL orgs and service domains.)	-	-	✓

Role Permissions in the UAS-NY

Conducting Assessments Online	CANS-NY-25	CANS-NY-40	CANS-NY-45
Initiate an HCBS/LOC Eligibility Determination assessment or reassessment.	-	✓	✓
Edit or view assessment information.	-	Edit	Edit
Conducting Assessments Offline			
Use the UAS-NY Offline Application.	-	✓	✓
Resolve or view assessment information.	-	Edit	Edit

Role Permissions in the UAS-NY

Sign/Finalizing Assessments	CANS-NY-25	CANS-NY-40	CANS-NY-45
Sign as a reviewed or consulting participant on an assessment.	-	-	✓
Delete an unfinalized assessment that the user has created.	-	✓	✓
Delete any unfinalized assessment in your Organization Case List.	-	-	✓
Add and modify Fair Hearing/State Review Request.	-	-	✓
Edit or view HCBS override data (Fair Hearing/State Review).	-	View	View
Edit or view HCBS Eligibility Extension data.	-	View	View

Report Access in the UAS-NY

Reports	CANS-NY-25	CANS-NY-40	CANS-NY-45
Aggregate	Limited	-	All
Individual	-	All	All

- UAS-NY access to reports is set up based on business need and is limited specifically by the need to access a child/youth's PHI/PII.
- The CANS-NY-25 role is limited to only some aggregate reports that are summary, but not aggregate reports that contain PHI/PII. This role has the most limited access to reports.
- The CANS-NY-40 role works directly with the PHI/PII while conducting assessments, and that role has access to Individual Reports.
- The CANS-NY-45 role has business need for both the Individual Reports and the Aggregate Reports. The CANS-NY-45 role is the most versatile.
- Each SPOA should have one role per organization that meets all their business needs. If you have questions regarding your assigned role, please contact your HCS ID Coordinator.