

These are standard roles assigned to your agency staff(s). Other roles can be added to the individual staff roles below.

- **WITS Staff Admin(s)** for your agency is assigned to be your primary contact for Unlocking Account, Reset Password, and add role(s) to staff.
- **SSRS REPORT Access:** Submit request to [doh.adad.witshelp@doh.hawaii.gov](mailto:doh.adad.witshelp@doh.hawaii.gov) to grant access for user(s) to SSRS Reports.

## TREATMENT ROLES

Staff Administrator  Supervisor	Standard Clinical User	Billing / Invoicing
Admission (Full Access)	Authorization (Full Access)	Admission (Full Access)
Authorization (Full Access)	Client Diagnosis (Full Access)	Authorization (Full Access)
Clinical Supervisor	Clinical (Full Access)	Agency Billing
Clinical (Full Access)	Create Bulk Group Notes	Clinical Supervisor
Release to Billing	Group Notes (Full Access)	Clinical (Full Access)
*Staff Administrator	Release to Billing	Create Agency Claim Batch
View Consented Client	View Consented Clients	Discharge Full Access
Contract Management	TxPlan (Full Access)	Release to Billing
TxPlan (Full Access)		Contract Management
SSRS Agency Reader		
Discharge (Full Access)		
Case Re-Open		

## PREVENTION ROLES

Data Steward / Staff Administrator	Standard Clinical User	Billing / Invoicing
Admission (Full Access)	Admission (Full Access)	Agency Billing
Agency Administrator	Clinical (Full Access)	Agency Invoicing (Full Access)
Agency Reporting	*Clinical Supervisor	Invoice Attestation
Case Reopen	Group Notes (Full Access)	Can Grant/ Revoke Agency Billing
Clinical Supervisor	Prevention (Full Access)	Create Agency Claim Batch
Clinical (Full Access)	Prevention Plan (Full Access)	Release to Billing
Group Notes		
Intake (Full Access)		
Intake Close		
Prevention (Full Access)		
Prevention Plan (Full Access)		
Staff Administrator		