

Permissions Overview

Description: In this topic, the user will learn about the different permissions in DCI. Permissions allow users to perform a single task or a small grouping of tasks.

Role Required: Super User

Permission Required: Permissions Admin

Fiscal Intermediaries (FI)

For FIs, permissions fall into 3 categories:

- **Global:** Global permissions give the user the ability to complete the task across the entire instance. Global permissions can be issued on their own or in addition to roles.
- **Least Privilege:** Least Privilege permissions restrict the user to complete the task with the cost center(s) of the user's existing role. This permission type can only be granted in addition to a role.
- **Miscellaneous:** Miscellaneous permissions are not cost center specific and represent higher level system configurations. This permission type can be issued on its own or in addition to roles.

Global Permissions (FI)

- **Authorizations Admin Access (Authorizations Module):** Add, view, and edit funding accounts across the system
- **Case Worker Admin:** Add, view, and edit case worker profiles across the system
- **Client Admin:** Add, view, and edit client and guardian profiles across the system
- **Cost Center Admin:** Add, view, and edit cost center across the system
- **Day Program Admin:** Add, view, and edit day program across the system
- **Employee Admin:** Add, view, and edit employee profiles across the system
- **Funding Source Admin:** Add, view, and edit funding sources and service codes across the system
- **Group Service Admin:** Add, view, and edit group services across the system
- **Import Admin (Import Module):** Import data across the system
- **Other Payment Admin:** Manage other payment entries i.e. reimbursements and vendor payments
- **Parenting Program Admin:** Add, view, and edit parenting program across the system
- **Residential Program Admin:** Add, view, and edit residential program across the system
- **Vendor Admin:** Add, view, and edit vendor module
- **Permissions Admin:** Add or remove permissions from any employee profile across the system. Access the details page of any employee profile across the system.
- **Role Admin:** Add or remove roles from any employee profile across the system. Access a list of all employee profiles across the system.

Least Privilege Permissions (FI)

- **Client Admin:** Add client and guardian profiles across the system. View and edit client and guardian profiles only within the cost center of the user's role, if the user's role has access to client and guardian profiles.
- **Employee Admin:** Add employee profiles across the system. View and edit employee profiles within the cost center of the user's role, if the user's role has access to employee profiles.
- **Case Worker Admin:** Add case worker profiles across the system. View and edit case worker profiles only within the cost center of the user's role, if the user's role has access to case worker profiles.
- **Day Program Admin:** Add day programs across the system. View and edit day programs within the cost center of the user's role, if the user's role has access to day programs.
- **Group Service Admin:** Add group services across the system. View and edit group services within the cost center of the user's role, if the user's role has access to group services.
- **Parenting Program Admin:** Add parenting programs across the system. View and edit parenting programs within the cost center of the user's role, if the user's role has access to parenting programs.
- **Residential Program Admin:** Add residential programs across the system. View and edit residential programs within the cost center of the user's role, if the user's role has access to residential programs.
- **Role Admin:** Add or remove roles for employee profiles within the cost center of the user's role. User's role must have access to employee profiles.
- **Permission Admin:** Add or remove permissions for employee profiles within the cost center of the user's role. User's role must have access to employee profiles.

Miscellaneous Permissions (FI)

- **Support User:** Allow access to help desk forms
- **Training Admin:** Add, edit, or remove profile certifications and templates
- **Custom Field Admin:** Add, edit, or remove custom fields
- **News Post Admin:** Add, edit, or remove news posts, including splash screens
- **Holiday Schedule Admin:** Add or edit holiday schedules
- **Notes Sub Type Admin:** Add or edit note sub types

Service Providers (SP)

Permissions (SP)

- **Case Worker Admin:** Add, view, and edit case worker profiles across the system
- **Client Admin:** Add, view, and edit client and guardian profiles across the system

- Cost Center Admin: Add, view, and edit cost center across the system
- Day Program Admin: Add, view, and edit day program across the system
- Support User: Allow access to help desk forms
- Employee Admin: Add, view, and edit employee profiles across the system
- Funding Source Admin: Add, view, and edit funding sources and service codes across the system
- Holiday Schedule Admin: Add or edit holiday schedules
- Permission Admin: Add or remove permissions from any employee profile across the system. Access the details page of any employee profile across the system.
- Residential Program Admin: Add, view, and edit residential program across the system.
- Role Admin: Add or remove roles from any employee profile across the system. Access a list of all employee profiles across the system.
- Group Service Admin: Add, view, and edit group services across the system.
- Parenting Program Admin: Add, view, and edit parenting program across the system.
- Import Admin (Import Module): Import data across the system
- Training Admin: Add, edit, or remove profile certifications and templates
- Authorizations Admin Access (Authorizations Module): Add, view, and edit funding accounts across the system
- Plan of Care Admin: Add, edit, or remove plan of care
- Notes Sub Type Admin: Add or edit note sub types
- Custom Field Admin: Add, edit, or remove custom fields
- News Post Admin: Add, edit, or remove news posts, including splash screens

Related articles

- [Permissions Overview](#)
- [Roles Overview](#)
- [Manage Super Users](#)
- [February 2021 Release Notes](#)
- [Permissions - Manage Permissions Add or Remove](#)