OQ®-A SECURITY MODEL

Before using OQ®-A, it is important to understand the basics of the security model - a two-tier security model comprised of Access Levels and Roles. A user's Access Level determines the pages, sub-pages, and actions available to them and information displayed within OQ®-A. A user's Role controls the rules permitting them to see a customized group of clients and excluding them from viewing others. Access Levels and User Roles are set by the organization's System Administrators in order to restrict information for security purposes. For example, a Clinician will have access to the Clients assigned to him/her, but will not have access to another Clinician's Clients.

User Access Levels

Access Levels are used to control the areas of OQ®-A to which a particular user has access. These access levels are as follows. Also, these are shown summarized in the table at the bottom of this section.

Standard User
Users that have been assigned the Standard User access level can see the Home, Administer Questionnaires, and Preferences pages. This comprises most of the day-to-day functionality for which OQ®-A will be used, and will generally be the most common access level assigned to a clinic's user community.

Standard Users do not have access to any of the management tabs for updating Client, Employee, or Clinic information. Also, the Reporting tab is not available for Standard User. Also, Standard users cannot delete administered questionnaires, and may not update administered questionnaires.

Administrative
In addition to being able to access all of the Standard User pages, the Administrative access level can also access the Reporting tab, and also manage client information stored within the OQ®-A by utilizing the Client Management sub-tab on the Management page.

Executive User
Intended primarily for reporting purposes, the Executive User access level can see the Home, Reporting, and Preferences tabs. It is recommended in most cases to use this access level in combination with the Corporate Role (see below).

System Administrator
System Administrators have access to all areas within OQ®-A. In addition to being able to see and use all of the pages and sub-pages available to the Administrative access level, the System Administrator can also manage employee and clinic information via the Employees and Clinics sub-pages on the Management page. The System Administrator therefore has the ability to manage the full range of information stored within the OQ®-A, and should be assigned to the minimum needed number of employees for security considerations.

Not Assigned
The Not Assigned access level is intended as a temporary placeholder for users that need to be entered into OQ®-A, but have not yet been assigned an access level within the system. When a Not Assigned user logs in, they see only a dialog box pop-up that reads: "You are not presently assigned access to the OQ®-A. Please contact your OQ®-A System Administrator."

Depending on their role, Not Assigned users still appear within the system and can have assignments made to them. For example, if a given user is Not Assigned and in the Clinician role, they can have clients assigned to them.

User Roles

In contrast to Access Levels, which can be thought of as enabling or disabling access to specific page and/or sub-pages, Roles are driven by the nature of the client lists to which a user has access. Note: A user must either be in the Clinician or Supervisor role in order to have Clients assigned to them.

Clerical

Clerical users can see and search against all the Clients in the system. As with other user roles, the specific pages and sub-pages to which they have access are determined by their Access Level.

Clinician

Assigning users the role of Clinician enables making that user available in Clinician-assignment lists to be assigned to one or more Clients. Users assigned the role of Clinician can only see and manage the Clients which have been specifically assigned to them. In this way, both security and information personalization for the clinician community are supported.

Supervisor

Assigning users the role of Clinician enables making that user available in Clinician-assignment lists to be assigned to one or more Clients. In addition, these users also appear in the Supervisor-assignment lists in the Employee Management tab for assignment to one or more employees (especially Clinicians, because much of the reporting is based on the Supervisor-Clinician relationship). Users assigned the role of Supervisor can see and manage the Clients which have been specifically assigned to them. In addition, they can also see and manage Clients which have been assigned to Clinicians that report to them. Therefore, client confidentiality is maximized.

Corporate

The Corporate role is intended primarily as a reporting access role for users with management responsibilities, but who will not be assigned specific clients. It is recommended in most cases to use this role in combination with the Executive User access level (see above)**.**

The following table breaks out common Role/Access level combinations and describes the abilities that they grant:

Role	Access Level	Agency	Clinic	Abilities
Clinician	Standard User	Selected Agency	Selected Clinic(s)	Assignment for most Clinicians at selected clinic(s). Can be assigned as the clinician to a client. Can view all information on clients that are assigned to them. Can administer/review questionnaires for clients assigned to them. Can review clinician/client reports for clients assigned to them. Not able to edit questionnaire data. Unable to view aggregate reports.

Role	Access Level	Agency	Clinic	Abilities
Clinician	Administrative	Selected Agency	Selected Clinic(s)	Assignment for few Clinicians at selected clinic(s). Can be assigned as the clinician to a client. Can view all information on all clients at the selected clinic(s). Can administer/review questionnaires for all clients at the selected clinic(s). Can review clinician/client reports for all clients at the selected clinic(s). Can add/edit client information. Can edit questionnaire data for all clients at the selected clinic(s). Can view aggregate reports for the selected clinic(s).
Supervisor	Standard User	Selected Agency	Selected Clinic(s)	Assignment for most Supervisors at selected clinic(s). Can be assigned as the clinician to a client. Can have clinicians assigned to them. Can view all information on clients that are assigned to them or their clinicians. Can administer/review questionnaires for clients assigned to them or their clinicians. Can review clinician/client reports for clients assigned to them or their clinicians. Not able to edit questionnaire data. Unable to view aggregate reports.
Supervisor	Administrative	Selected Agency	Selected Clinic(s)	Assignment for few Supervisors at selected clinic(s). Can be assigned as the clinician to a client. Can have clinicians assigned to them. Can view all information on all clients in the selected clinic(s). Can administer/review questionnaires for all clients in the selected clinic(s). Can review clinician/client reports for all clients in the selected clinic(s). Can add/edit client information. Can edit questionnaire data for all clients in the selected clinic(s). Can view aggregate reports for the selected clinic(s).

Role	Access Level	Agency	Clinic	Abilities
Clerical	Administrative	Selected Agency	Selected Clinic(s)	Assignment for most administrative staff at selected clinic(s). Can add/edit all client information at the selected clinic(s). Can administer/review questionnaires for all clients at the selected clinic(s). Can review clinician/client reports for all clients at the selected clinic(s). Can view aggregate reports for the selected clinic(s). Can edit questionnaire data for all clients in the selected clinic(s).
Corporate	Executive	Selected Agency	Selected Clinic(s)	Assignment for most clinical managers. Can view information on all clients at the selected clinic(s). Can administer/review questionnaires for all clients at the selected clinic(s). Can review clinician/client reports for all clients at the selected clinic(s). Can view aggregate reports for the selected clinic(s).
Corporate	Executive	Selected Agency	All Clinics in the Selected Agency	Assignment for most Agency Executives. Can view information on all clients at the selected clinic(s). Can administer/review questionnaires for all clients at the selected clinic(s). Can review clinician/client reports for all clients at the selected clinic(s). Can view aggregate reports for the selected clinic(s).
Corporate	Executive	Entire State	N/A	Assignment for most state level managers. Can view information on all clients in the entire system. Can review questionnaires for all clients in the entire system. Can review clinician/client reports for all clients in the entire system. Can view aggregate reports for all clinics in the entire system.

The following table lists the options for system administrators at multiple levels of the system:

Agency	Clinic	Abilities

State Level	N/A	OQ Measures' administrator has full permissions throughout the system and performs the following for the State and its agencies. • View/add/edit all clinics for the entire system • View all reports for the entire system • Add/edit Agencies • Add/edit settings of care • Add/edit diagnosis
Selected Agency	All Clinics in the selected agency	Agency Administrator with full permissions throughout the entire agency. • View/edit all client records for the agency • View/edit all employee records for the agency • View all reports for the agency
Selected Agency	Multi-clinic	Administrator with full permissions over a group of clinics in an agency. • View/edit all client records for the selected clinics • View/edit all employee records for the selected clinics • View all reports for the selected clinics
Selected Agency	Single Clinic	Administrator with full permissions over a single clinic only. • View/edit all client records for the selected clinic • View/edit all employee records for the selected clinic • View all reports for the selected clinic