

System Notification

AssessmentPro Change on February 17 May Require User Role Update to Maintain Screen Access and Submissions

An AssessmentPro change is planned for the evening of Tuesday, February 17 that will require some users to update their user roles. Review details below to see if this change will affect you.



What's changing?

Starting Wednesday, February 18, the Master User capacity in AssessmentPro is sunsetting. **This means that system users with only the Access Coordinator role will lose the ability to access and submit Level I screens.**

A Level I submitter requires one of the approved clinical credentials. If you have the Access Coordinator Role, a second role must be added to your profile in AssessmentPro to maintain the access to submit a Level I.

If you have one of the approved clinical credentials, you must also add the clinical user role to your profile. Once the second role is added, our Helpdesk Admin will quickly review and approve your account. **Reminder: If you do not have one of the approved clinical credentials, you will only be able to have a non-clinical user role added to your profile.**

Note: Anyone who has previously selected a second role, such as Clinical User, will not see any changes to their access and will not need to take any action.

What's staying the same?

After this update, Access Coordinators will continue to have the responsibilities to:

- Assign new user roles in the system
 - Terminate system users within their facility who should no longer have access to protected health information.
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What actions are needed?

Users who only have the Access Coordinator role and want to maintain the ability to access and submit screens will need to select an additional user role in AssessmentPro.

Review the **AssessmentPro User Guide** below to walk through the **easy steps needed** to select an additional user role in your profile.

- [Download: Changing AssessmentPro System User Roles](#)

Contact the **LA PASRR program help desk** if you have additional questions about this change or need assistance updating your current user roles in AssessmentPro.

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