



Indiana Department of Child Services
DCS MaGIK Gateway
KidTraks Vendor Portal Security Roles Summary

Updated: May 5, 2021

Below is a high-level summary of the DCS KidTraks Vendor Portal security roles.

Security Role	Security Role Description (Acronym List)
Vendor Admin	Security administration, within each Vendor, is managed by authorized individual(s) granted “Vendor Admin” security rights. A “Vendor Admin” may only be established through the “DCS Help Desk.” A User with “Vendor Admin” security rights can manage User Profiles and assign security to the Vendor’s Users. This security role may grant “I-Rate Access” to individual Users with the security role “fiscal user.”
User Admin	<p>The “User Admin” role has the same security actions as all of the Vendor Security Roles below, with the exception of “Family Mentor.” Included within this role, the User may delete Case and Referral Attachments. The “User Admin” role has the ability to the same security actions, <u>with noted exceptions</u>:</p> <ul style="list-style-type: none"> • Clinical Admin <u>without</u> <ul style="list-style-type: none"> ⊗ Create Person ⊗ Create Case – From Person ⊗ Add NYTD Document • Treatment Coordinator <u>without</u> <ul style="list-style-type: none"> ⊗ Assessment ⊗ Enter Service Log ⊗ Assign Family Mentor ⊗ START/FAD Survey ⊗ START Weekly Report <p>Note: If the “Vendor Profile → Preferences” checkbox for “Receive Warrant Summary Notifications Electronically” has been marked, Warrant Denial Notifications are sent electronically to the email address of Users with the security role of “User Admin” or “Fiscal User.”</p>
Fiscal User	<p>The “Fiscal User” may access all Vendor Portal dropdown menus available for the specific vendor. The User has full functionality to e-Invoices, warrant and payment information, Service Referrals, Placement Referrals, NYTD Dashboard, Service Logs, contract opportunities, awards and information. This User may accept/reject recommended referrals and approve the NYTD OYS Service Log. Included within this role, the User may delete Case and Referral Attachments</p> <p>Note 1: I-Rate Access may be granted on an individual User basis for those with “Fiscal User” as its security role.</p> <p>Note 2: If the “Vendor Profile → Preferences” checkbox for “Receive Warrant Summary Notifications Electronically” has been marked, Warrant Denial Notifications are sent electronically to the email address of Users with the security role of “User Admin” or “Fiscal User.”</p>
Clinical Admin	The “Clinical Admin” has the same security rights as the “Clinical User.” In addition, this role can create people directly or from an existing case.
Clinical User	This role can create NYTD OYS Service Logs, NYTD Documents, and NYTD Reports. Basic information for the purposes of the NYTD Reports and Logs can also be maintained from the NYTD Dashboard. Additionally, this role may accept/reject recommended referrals.

Security Role	Security Role Description (Acronym List)
Treatment Coordinator	Vendor employee who will appoint “Family Mentor” to the START Referral. The employee will set-up appointments for the family and is responsible for scheduling drug screens and coordinating other services. This employee has the authority to appointment a “Family Mentor” to a START Referral. Access to Assessments, Service Logs, START/FAD Surveys, and Weekly Reports are included. Recommended Referrals may be accepted/rejected via this security role.
Family Mentor	Vendor employee who is a recovering substance abuse victim. The employee will take members/participants for treatment and log all these activities in the START Service Log, START Assessments, START Weekly Reports, and FAD Surveys.
FCT Supervisor	The “FCT Supervisor” has the same security as the “FCT Clinician” and “FCT Support.” The “FCT Supervisor” assigns the “FCT Clinician” and “FCT Support” staff to specific referrals. The security role can accept/reject recommended referrals. FCT Clinician Service Logs, FCT Support Service Logs, and FCT Support Staff Logs and documents are available to this role. Additionally, the User may enter FCT Phase Dates and upload FCT Fidelity Documents.
FCT Clinician	The “FCT Clinician” reports through the “FCT Supervisor.” Work is assigned to him/her by the “FCT Supervisor.” “FCT Clinicians” work with referrals through the various phases of the FCT process. FCT Phase Dates and uploading FCT Fidelity Document are also part of the role.
FCT Support	The “FCT Support” person assists both the “FCT Supervisor” and the “FCT Clinician.” Assignments are made by the “FCT Supervisor” to the “FCT Support” staff. The “FCT Support” staff assist with entering documentation corresponding to specific referrals and creating FCT Support Staff Service Logs.
Tier Therapist	A “Tier Therapist” can view the Tier Dashboard and create/edit Tier Therapist Survey Logs. This role can accept or reject incoming recommended referrals. This User does not manage the assignment of work to other Tier workers.
Tier Case Manager	A “Tier Case Manager” can view the Tier Dashboard and create/edit Tier Case Manager Service Logs. This role allows for the display of the Survey and Tier FAD Survey. The User can accept or reject incoming recommended referrals. Users with this security role do not manage the assignment of work to other Tier workers.
Tier Support	A User with a “Tier Support” security role can access the Tier Dashboard, can manage Tier Support Service Logs and Other Documents. A User with this security role does not have access to modify or delete work created by another User’s with a similar role. This role can accept or reject incoming recommended referrals. Users with this security role do not manage the assignment of work to other Tier workers.
Tier Supervisor	The “Tier Supervisor” role as the same abilities as the “Tier Therapist,” “Tier Case Manager,” “Tier Support.” The “Tier Supervisor” is granted the additional ability to access and edit the records associated with other Tier Users within their organization. The additional functionality allows the “Tier Supervisor” the flexibility to manage the work for the submissions pertaining to: NYTD OYS Service Logs, NYTD Service Logs, Tier Therapist Service Logs, Tier FAD Surveys, and other Tier documents. This role can accept or reject incoming recommended referrals. This security role does have the ability to assign work to Tier members, including: “Tier Case Managers,” “Tier Therapist” and “Tier Support.”
CPI/CPS Organization User	This security role is a User within an Organization (a.k.a. Vendor) requesting a CPI/CPS Background History Check on behalf of an individual working with or in contact with children. The User does not have access to other User security profiles.

Common Acronyms

CPI/CPS – Child Protective Index / Child Protection Services

DCS – Department of Child Services

FAD – Family Assessment Device

FCT – Family Centered Therapy

I-Rate – Individual Rate

KT - KidTraks

NYTD – National Youth in Transition Database

OYS – Older Youth Services

START – Sobriety Treatment and Recovery Teams

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