

CoSD LEMSIS Staff Positions in Licensing Portal and Corresponding Elite Permissions

CoSD LEMSIS Licensing Portal is integrated with Elite, so that positions set up on the Licensing Portal will be automatically assigned permissions in Elite. Below is a table of the available positions for each agency in the Licensing Portal, and the level of access the user will have in Elite.

Note: If one person is assigned to multiple roles, they will automatically be given the highest level of access of the assigned roles. For example, someone assigned to Primary Contact and Agency Supervisor will have access given to Agency Supervisors, since it is the highest level of access.

Licensing Portal				Elite	
Staff Position	Minimum Number	Maximum Number	Permissions in Licensing Portal	Permission Group	General Description of Permissions
LEMSIS Administrator	1	1	Agency applications, roster personnel	Agency Administrator	Administer agency level settings Review agency's PCRs Generate PCR Access to reporting on agency's PCRs
LEMSIS Administrator Back-Up	1	2	Agency applications, roster personnel		
Agency Supervisor	1	10	Roster personnel	Agency Supervisor	Review agency's PCRs Generate PCR Access to reporting on agency's PCRs
Medical Director	N/A	1	Can complete agency applications when applicable Can see agency applications	Agency Authorized Reviewer	Review agency's PCRs Access to reporting on agency's PCRs
Primary Contact	N/A	1	No agency-level permissions		
Disaster Coordinator	N/A	1	No agency-level permissions		
Operations Officer	N/A	1	Can complete agency applications when applicable Can see agency applications		
Primary QA Contacts	N/A	5	No agency-level permissions NOT displayed in Public Portal		
Infection Control Officer	N/A	1	No agency-level permissions		
Agency Reviewer - Other	N/A	10	No agency-level permissions		
Billing	N/A	1	No agency-level permissions	Agency Billing	Access to agency's PCRs for billing Access to reporting on agency's PCRs

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CoSD LEMSIS Staff Positions in Licensing Portal and Corresponding Elite Permissions, continued

Licensing Portal				Elite	
Staff Position	Minimum Number	Maximum Number	Permissions in Licensing Portal	Permission Group	General Description of Permissions
Fleet Manager	N/A	2	Agency applications, roster personnel, manage vehicle information	Agency Provider (the default permission group)	These Licensing Portal positions do not have specific permissions in Elite. Users will be added to the default permission group.
Personnel/HR Manager	N/A	2	Agency applications, roster personnel		
Skills Competency Verifier	N/A	N/A	There are no permissions associated with this position. This allows agencies to indicate approved skills verifiers for their rostered staff.		
Personnel NOT assigned to one of the above roles			Only access to their profile and applications	Agency Provider (the default permission group)	Generate PCR Reporting on own PCRs