



Date _____

Provider Name: _____

Individual's Name: _____

Individual's Email Address: _____

Phone Number: _____

(Each individual **MUST have a different email address from any other employee).**

Change Roles Add person Remove Person

Check which "Role Number" you want to assigned to the individual.

Role #	Role Title	Description	Process(es)
501 <input type="checkbox"/>	PP Admin	Provider Portal Admins can manager Provider Profiles, SR Contracts/Amendments, and VPK Contracts/Amendments.	1. Manage Provider Profiles 2. Manage SR Contracts (DEL-SR 20) / Amendments (DEL-SR 29) 3. Manage VPK Contracts (DEL-20; VPK 10, 11A, 11B)/Amendments 4. Manage Business Information 5. Manage Surveys/Grants
504 <input type="checkbox"/>	PP Document Manager	Document Managers can attach profile documents and manage the document library.	1. Manage Document Library
505 <input type="checkbox"/>	PP Attendance Manager	Attendance Managers can modify, review, and submit VPK and SR attendance rosters.	1. Manage SR Attendance 2. Manage VPK Attendance
506 <input type="checkbox"/>	PP VPK Fast Manager	VPK Fast Managers provide access to external services available to users. This may include integration with third-party applications, external databases, or APIs, allowing users to interact with external data sources or services seamlessly.	1. Manage External Services Users
508 <input type="checkbox"/>	PP Report View	Report Viewers can view provider-related reports.	1. View Reports
509 <input type="checkbox"/>	PP Reimbursement Manager	Reimbursement Managers can manage reimbursement details and rates.	1. Manage SR Reimbursement Rates 2. Manage Reimbursement Details 3. Manage Temporary Closures
510 <input type="checkbox"/>	PP Enrollment Manager	Enrollment Manager can manage VPK and SR Enrollments	1. Manage SR Enrollments 2. Manage VPK Enrollments 3. Ages & Stages (ASQ)
<input type="checkbox"/>	Provider QPS	QPS	

Director's Signature: _____ Date: _____