



User Type Guide

This guide is to help you determine what role is appropriate for each user type. Below, please find descriptions and key considerations for each user type.

LEA Administrator 1: This permission is for those LEA-wide administrators who will rarely access ECATS. They will have access to system-wide reports and all students but will not have responsibility for/access to completing documents.

Key Considerations:

- All Schools Access
- Edit Message of the day
- Can search for all students in LEA
- View-only for EC data
- Can view intervention planning
- No service documentation entry responsibilities

LEA Administrator 2: This permission is for those LEA-wide administrators who are actively managing users or students in ECATS. LEA Administrator 2 is more EC in focus and has the ability to be an LEA rep on IEPs while also retaining permissions to review MTSS data.

Key Considerations:

- All Schools Access
- Edit Message of the day
- Can search for all students in LEA
- Create caseloads, serve as LEA Rep, and edit EC data
- Can view intervention planning
- Has rights to view service documentation

LEA Administrator 3: This permission is for those LEA-wide administrators who are actively managing users or students in ECATS. LEA Administrator 3 is more Gen Ed/MTSS focused, but retains permissions to view EC data.

Key Considerations:

- All Schools Access
- Edit Message of the day
- Can search for all students in LEA
- View-only for EC data
- Can view intervention planning and manage group information
- Has rights to view service documentation



School Administrator 1: This permission is for those school-specific administrators who manage and are responsible for the teaching and coordination activities at a specific school. School Administrator 1 is more Gen Ed/MTSS in focus but retains rights to view EC data.

Key Considerations:

- Access managed on a school-by-school basis
- Can search for all students assigned school(s)
- View-only for EC data
- Can view MTSS plan history and profile page
- No service documentation entry responsibilities

School Administrator 2: This permission is for those school-specific administrators who manage and are responsible for the teaching and coordination activities at a specific school. School Administrator 2 is more EC in focus, has the ability to serve as an LEA rep, can edit EC documentation when appropriate, but also retains access to Gen Ed/MTSS data.

Key Considerations:

- Access managed on a school-by-school basis
- Can search for all students assigned school(s)
- Can be an EC team member/LEA Rep
- Can view MTSS plan history and profile page
- No service documentation entry responsibilities

School Data Manager: This role will often align with the users at the school level who work as Powerschool data managers. Their responsibility is primarily for monitoring student data fidelity for a specific school. Can help manage caseloads for teachers.

Key Considerations:

- Access managed on a school-by-school basis
- Can search for all students assigned school(s)
- Can be an EC team member, build caseloads, and edit EC process data
- Can view MTSS plan history and profile page
- No service documentation entry responsibilities

LEA Data Manager: This role is for LEA level users who support technical issues and questions, often possessing EC and/or General Ed policy knowledge. It is not uncommon for these users to also train staff, review documentation, and address clerical issues. Will also often support federal report submissions and will have edit access to the EC process.



Key Considerations:

- All school access
- Access all group information
- Can build caseloads and edit EC process data
- Can view MTSS plan history and profile page
- No service documentation entry responsibilities

Service Provider 1: Role for related service providers who need access to record service logs on a school-by-school basis. Service Provider 1 will not have the ability to search the entire school and is often reserved for users filling roles such as therapy assistants.

Key Considerations:

- Access managed on a school-by-school basis
- Can search only those students for whom they are assigned to (group or EC team)
- Can be an EC team member and view EC data
- Can view MTSS plan history and profile page
- Can view service logs and edit Plan of Care workspace

Service Provider 2: Role for related service providers who need access to record service logs on students across the LEA. Service Provider 2 will have the ability to search the entire school, create their own caseloads, and edit EC data.

Key Considerations:

- All school access
- Can be an EC team member and/or case manager, build caseloads, and edit EC data
- Can view MTSS plan history and profile page
- Can view service logs and edit Plan of Care workspace

EC Administrator: This is the chief EC administrative role in the LEA. This user will have access to all schools, can edit EC data, run reports, manage data, and often fills the role of trainer, user account management (e.g. assigning user types), assign caseloads, and liaison regarding EC policy questions.

Key Considerations:

- All school access
- Can edit message of the day
- Can manage group associations
- Can be an EC team member and/or case manager, build caseloads, and edit EC data
- Can view MTSS plan history and profile page
- Can view service logs, enter/manage Medicaid parent consents, and edit Plan of Care data



General Education Administrator: This is the chief General Education Administrator role in the LEA. This user can manage MTSS groups, run reports, manage data, often fills the role of trainer, user account management (e.g. assigning user types), and liaison regarding policy and process.

Key Considerations:

- Access managed on a school-by-school basis
- Can search for all students in assigned school(s)
- Can edit message of the day
- Can be an EC team member and view EC data
- Can view MTSS plan history and profile page, and edit intervention plan information
- No service documentation entry responsibilities

EC Teacher 1: User role specific for EC teachers. This user is associated on a school-by-school basis, has access to edit EC data, view their caseload, view MTSS data based upon groups as assigned, but cannot build their own caseloads.

Key Considerations:

- Access managed on a school-by-school basis
- Can search only those students for whom they are assigned to (group or EC team)
- Can be an EC team member and/or case manager, and edit EC data
- Can view MTSS plan history and profile page, and edit intervention plan information
- No service documentation entry responsibilities

EC Teacher 2: User role specific for EC teachers. This user has access to edit EC data, search the entire school with which they are associated, view MTSS data as assigned, and build their own caseloads.

Key Considerations:

- Access managed on a school-by-school basis
- Can search all students in assigned school(s)
- Can be an EC team member and/or case manager, create caseloads, and edit EC data
- Can view MTSS plan history and profile page, and edit intervention plan information
- No service documentation entry responsibilities

General Education Teacher 1: User role specific for general education teachers. This user is associated on a school-by-school basis, has access to write intervention plans, view student data based upon group associations.



Key Considerations:

- Access managed on a school-by-school basis
- Can search only those students for whom they are assigned to (group or EC team)
- Can be an EC team member and view EC data
- Can view MTSS plan history and profile page, and edit intervention plan information
- No service documentation entry responsibilities

General Education Teacher 2: User role specific for general education teachers. This user is associated on a school-by-school basis, has access to write intervention plans, view student data based upon group associations as well as search the entire school.

Key Considerations:

- Access managed on a school-by-school basis
- Can search all students in assigned school(s)
- Can be an EC team member, create caseloads, and edit EC data
- Can view MTSS plan history and profile page, and edit intervention plan information
- No service documentation entry responsibilities

User Type Name	LEA Rep	Special Ed Rep	Gen Ed Rep	Interpreter of Results	Case Manager	Team Member
LEA Administrator 1	X	X				X
LEA Administrator 2	X	X			X	X
LEA Administrator 3						X
School Administrator 1						
School Administrator 2	X			X		X
School Data Manager						X
LEA Data Manager						
Service Provider 1						X
Service Provider 2		X			X	X
EC Administrator	X	X		X	X	X
General Education Administrator						X
EC Teacher 1	X	X		X	X	X
EC Teacher 2	X	X		X	X	X
General Education Teacher 1			X			X



General Education Teacher 2			X			X
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