



Admin – Approval Settings – FSC Job Aid

The *Approval Settings* screen allows managers to select, at a per worker level, which items require supervisory approval.

Approval Settings

Approval Settings

Provider

FAMILY RESOURCES

Facility

FAMILY RESOURCES - 1801 CENTRE AVE

Supervisor/Manager approval for case contacts?

	User Name	User Role
☒	Dan Chimes	CaseWorker
☐	Sarah Marker	CaseWorker
☐	Tracy Parmis	Supervisor

Supervisor/Manager approval for case plan?

	User Name	User Role
☒	Dan Chimes	CaseWorker
☐	Sarah Marker	CaseWorker
☐	Tracy Parmis	Supervisor

Supervisor/Manager approval for case assessment?

	User Name	User Role
☒	Dan Chimes	CaseWorker
☐	Sarah Marker	CaseWorker
☐	Tracy Parmis	Supervisor

Save

Navigation

- Using the static navigation tiles located at the top of every screen select **Admin > Approval Settings**





Approval Settings

1. Approval Settings:

The screenshot shows the 'Approval Settings' form. At the top, there are two dropdown menus: 'Provider' (set to 'FAMILY RESOURCES') and 'Facility' (set to 'FAMILY RESOURCES - 1801 CENTRE AVE'). Below these are three sections for selecting workers for approval, each with a table of 'User Name' and 'User Role'. The first section is for 'Supervisor/Manager approval for case contacts?', the second for 'Supervisor/Manager approval for case plan?', and the third for 'Supervisor/Manager approval for case assessment?'. Each section has a checkbox next to each worker's name. At the bottom right is a 'Save' button.

Supervisor/Manager approval for case contacts?	
	User Name
☒	Dan Chimes
☐	Sarah Marker
☐	Tracy Parmis

	User Name	User Role
☒	Dan Chimes	CaseWorker
☐	Sarah Marker	CaseWorker
☐	Tracy Parmis	Supervisor

Supervisor/Manager approval for case plan?	
	User Name
☒	Dan Chimes
☐	Sarah Marker
☐	Tracy Parmis

	User Name	User Role
☒	Dan Chimes	CaseWorker
☐	Sarah Marker	CaseWorker
☐	Tracy Parmis	Supervisor

Save

- Provider and Facility:** Select a Provider and Facility from the drop-downs in order to see the users from that facility.
- Supervisor/Manager approval for Case Contacts?:** To select specific workers, check the checkbox to the left of each worker who will be required to request approval on Case Contacts.
- Supervisor/Manager approval for case plan?:** To select specific workers, check the checkbox to the left of each worker who will be required to request approval on case plans.
- Supervisor/Manager approval for case assessment?:** To select specific workers, check the checkbox to the left of each worker who will be required to request approval on case assessments (FAST).
- Click **Save** to update the *Approval Settings*. These settings will be applied to the workers' accounts the next time the worker(s) log in to Synergy.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>