Internal or External	Type	Role	Summary of Activities	Assignment(s)	Data Access Level	SOR Access	RL Access	Shared Access	Role Managed by	Assignment Managed by
External	SOR and Licensing Roles	Service Provider Administrator	Responsible for user management within their organization (only if registered with LRA designation), for updating licensee profiles, submitting license applications, and managing residential licenses.	N/A Service Provider assignment by default	Service Provider access	N/A	**Modules:** License Application, License Management, License Renewal, Change Request, Director's Approval, Conditions, Inspections, Non-Compliance, Supporting Documents **Read and write access** to License Application, License Management, License Renewal, Change Request, Conditions, Director's Approval, Non-Compliance, Supporting Documents **Read-only access** to Inspections	**Modules:** Profile, Administration **Read and write access** to both modules if LRA designation **Read-only access** to Administration module if no LRA designation	Ministry Registration Authority Assessor (RAA) if requesting the LRA designation Service Provider Administrator with Local Registration Authority (LRA) designation if not requesting the LRA designation	N/A, user is not assigned
External	Licensing Roles	Site Designate	Responsible for managing and actioning residential licenses	Required site assignment	Assigned site access	N/A	**Modules:** License Application, License Management, License Renewal, Change Request, Director's Approval, Conditions, Inspections, Non-Compliance, Supporting Documents **Read and write access** to License Management, License Renewal, Change Request, Conditions, Non-Compliance, Director's Approval, Supporting Documents **Read-only access** to License Application and Inspection	**Modules:** Profile **Read-only access**	Service Provider Administrator with Local Registration Authority (LRA) designation	Service Provider Administrator with Local Registration Authority (LRA) designation
External	Licensing Roles	Registered User	Exclusively held by individuals seeking to apply for a license, where the agency does not hold a license or receive ministry funding. User creates a new service provider profile, and once a license application is approved, the user's role changes to Service Provider Administrator.	N/A Service Provider assignment by default	Service Provider access	N/A	**Modules:** License Application, Inspections, Non-Compliance **Read and write access** to License Application, Non-Compliance **Read-only access** to Inspections	**Modules:** Profile **Read and write access**	Registered User	N/A, user is not assigned
External	Licensing Roles	Monthly Reporting User	Responsible for the review and submission of monthly reports to the ministry	Required site assignment	Assigned site access	**Modules:** Serious Occurrence **Read-only access**	**Modules:** Monthly Reporting **Read and write access**	N/A	Service Provider Administrator with Local Registration Authority (LRA) designation	Service Provider Administrator with Local Registration Authority (LRA) designation
External	SOR Roles	SOR Initiator	Responsible for reporting SOs for assigned sites and generating canned reports	Required site assignment	Assigned site access	**Modules:** Serious Occurrence **Read and write access**	N/A	**Modules:** Profile, Reports **Read-only access**	Service Provider Administrator with Local Registration Authority (LRA) designation	Service Provider Administrator with Local Registration Authority (LRA) designation
External	SOR Roles	Case Manager	Responsible for viewing SORs submitted by OPRs where the society has placed a child. Exclusively held by staff at CASs	N/A Service Provider assignment by default	Access to SORs where placed individual is involved	**Modules:** Serious Occurrence **Read-only access**, with **write access** to remove SORs from dashboard and deem wrong CAS	N/A	**Modules:** Reports **Read-only access**	Service Provider Administrator with Local Registration Authority (LRA) designation	Service Provider Administrator with Local Registration Authority (LRA) designation