**USTEPS**

Form 0-1
7/1/2023

# Division of Services for People with Disabilities
## DSPD State Employee
## USTEPS Access Request Form

Utah Department of **Health & Human** Services

**User Name:** _____
  *First Name*          *Middle Initial*          *Last Name*

**User Telephone:** _____    **User Utah ID Email:** _____

**Employee EIN:** _____    **Employee Job Title** _____

## Statement of Understanding

I understand access to USTEPS and/or UPI is for my exclusive use as a DSPD employee. I understand access is controlled by my personal ID / Password login credentials in accompaniment with the user roles marked on this form. I understand the login credentials are exclusively for my personal use. I agree to keep my login credentials secure and protected against use or exploitation by anyone else. I agree to secure and protect the confidentiality of USTEPS's/UPI's data in accordance with the polices established by the Utah Department of Health and Human Services.

Initial: [_____]

**User Signature:** _____    Date: _____

**Supervisor's Name:** _____

**Supervisor's Signature:** _____    Date: _____

## Requested USTEPS Functionality *(check all that apply)*

| DSPD Employee ☐ | QIDP ☐ | ABISC ☐ | Intake ☐ | Create PID ☐ | SSN ☐ | Elig (PD Nurse) ☐ | MySTEPS Admin ☐ |
|---|---|---|---|---|---|---|---|

USTEPS Admin ☐    Request for Services ☐    RFS Initial Committee — Group ☐ Assign ☐    RFS Committee — Group ☐ Assign ☐    RFS PD Committee — Group ☐ Assign ☐

RFS Super User ☐    Provider Approval ☐    Imaged Docs - GRAMA ☐    Team Leader ☐    UCANS ☐    RFA Admin ☐    FMAP ☐

Budget Coordinator ☐    Payments 520 ☐    Payments EM ☐    Closed Plan Request ☐    Unlock Closed Plans ☐

Worksheet: Caregiver Comp ☐

UPI ☐    UPI 1056 ☐    UPI E-Pay ☐    UPI Financial ☐    UPI RFS ☐    UPI IR (AD RO) ☐    UPI IR (AD Team) ☐

Email completed form to usteps@utah.gov

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### ADMINISTRATIVE APPROVAL

I have reviewed the above application request and approve access to the following USTEPS roles:

☐ **QIDP**    Signature: _____    Date: _____

☐ **UCANS**    Signature: _____    Date: _____

☐ **ABISC**    Signature: _____    Date: _____

### User Role Assignments

| DSPD Employee | PD Elig *(PD Nurse)* | RFS Committee | FMAP | UPI E-Pay |
|---|---|---|---|---|
| ☐ Role_CW | ☐ Role_QMRP | ☐ Role_RFS_Comm | ☐ Role_FMAP | ☐ Role_E520_Approval |
| **QIDP** | ☐ Role_Elig_PD | ☐ Role_RFS_Comm_Assign | **Budget Coordinator** | **UPI Financial** |
| ☐ Role_QMRP | ☐ Role_Pay_Approval_1 | **RFS PD Committee** | ☐ Role_Budget_Coord | ☐ Role_Financial |
| ☐ Role_Elig_MRRC | ☐ Role_Incident_Report | ☐ Role_RFS_PD | **Payments 520** | **UPI RFS** |
| ☐ Role_Pay_Approval_1 | ☐ Role_IR_Investigation | ☐ Role_RFS_PD_Assign | ☐ Role_Pay_Approval_2 | ☐ Role_RFS |
| ☐ Role_Incident_Report | ☐ Role_IR_Create | **RFS Super User** | ☐ Role_Pay_Create | **UPI IR *(AD RO)*** |
| ☐ Role_IR_Investigation | ☐ Role_SC_Follow_Up | ☐ Role_RFS_SU | **Payments EM** | ☐ Role_IR_Investigation |
| ☐ Role_IR_Create | ☐ Role_IR_Read_Only | **Provider Approval** | ☐ Role_Pay_Emergency | ☐ Role_IR_Create |
| ☐ Role_SC_Follow_Up | **MySTEPS Admin** | ☐ Role_Provider_Approval | **Closed Plan Request** | ☐ Role_SC_Follow_Up |
| ☐ Role_IR_Read_Only | ☐ Role_MySTEPS_Acc_Req | **Imaged Docs *(GRAMA)*** | ☐ Role_CPR | ☐ Role_IR_Read_Only |
| **ABISC** | ☐ Role_MySTEPS_Admin | ☐ Role_Archive | **Unlock Closed Plans** | ☐ Role_IR_Admin_Read |
| ☐ Role_ABISC | **USTEPS Admin** | **Team Leader** | ☐ ROLE_UNLOCK_PCSP | **UPI IR *(AD Team)*** |
| ☐ Role_Elig_ABI | ☐ Role_Admin | ☐ Role_Supervisor | **Worksheet: CCA** | ☐ Role_IR_Closure |
| **Intake** | ☐ Role_UPI_Admin | **UCANS** | ☐ ROLE_CCA_ADMIN | ☐ Role_IR_Investigation |
| ☐ Role_Intake | **Request for Services** | ☐ Role_UCANS | **UPI** | ☐ Role_IR_Create |
| **Create PID** | ☐ Role_RFS | **RFA Admin** | ☐ Role_USTEPS_UPI | ☐ Role_SC_Follow_Up |
| ☐ Role_Advanced_Search | **RFS Initial Committee** | ☐ Role_RFA | ☐ Role_DSPD_UPI | ☐ Role_IR_Admin_Team |
| **SSN** | ☐ Role_RFS_Init | | **UPI 1056** | ☐ Role_IR_Admin_Read |
| ☐ Role_SSN | ☐ Role_RFS_Init_Assign | | ☐ Role_1056_Approval | |

Roles Reviewed: _____
  *Roles Reviewed for appropriateness*    *Date*    *Validation (initial & date)*

USTEPS Team: _____
  *Activation*    *Date*    *Validation (initial & date)*

USTEPS Team: _____
  *Inactivation*    *Date*    *Validation (initial & date)*