



Form 0-1
7/1/2023

DSPD State Employee USTEPS Access Request Form

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/UIP's data in accordance with the policies 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 <input type="checkbox"/>	QIDP <input type="checkbox"/>	ABISC <input type="checkbox"/>	Intake <input type="checkbox"/>	Create PID <input type="checkbox"/>	SSN <input type="checkbox"/>	Elig (PD Nurse) <input type="checkbox"/>	MySTEPS Admin <input type="checkbox"/>
USTEPS Admin <input type="checkbox"/>	Request for Services <input type="checkbox"/>	RFS Initial Committee Group <input type="checkbox"/> Assign <input type="checkbox"/>	RFS Committee Group <input type="checkbox"/> Assign <input type="checkbox"/>	RFS PD Committee Group <input type="checkbox"/> Assign <input type="checkbox"/>			
RFS Super User <input type="checkbox"/>	Provider Approval <input type="checkbox"/>	Imaged Docs - GRAMA <input type="checkbox"/>	Team Leader <input type="checkbox"/>	UCANS <input type="checkbox"/>	RFA Admin <input type="checkbox"/>	FMAP <input type="checkbox"/>	
Budget Coordinator <input type="checkbox"/>	Payments 520 <input type="checkbox"/>	Payments EM <input type="checkbox"/>	Closed Plan Request <input type="checkbox"/>	Unlock Closed Plans <input type="checkbox"/>			
UPI <input type="checkbox"/>	UPI 1056 <input type="checkbox"/>	UPI E-Pay <input type="checkbox"/>	UPI Financial <input type="checkbox"/>	UPI RFS <input type="checkbox"/>	UPI IR (AD RO) <input type="checkbox"/>	UPI IR (AD Team) <input type="checkbox"/>	

Email completed form to usteps@utah.gov

-- For Office Use Only --

ADMINISTRATIVE APPROVAL

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

<input type="checkbox"/> QIDP	Signature: _____	Date: _____
<input type="checkbox"/> UCANS	Signature: _____	Date: _____
<input type="checkbox"/> ABISC	Signature: _____	Date: _____

User Role Assignments

DSPD Employee <input type="checkbox"/> Role_CW QIDP <input type="checkbox"/> Role_QMRP <input type="checkbox"/> Role_Elig_MRRC <input type="checkbox"/> Role_Pay_Approval_1 <input type="checkbox"/> Role_Incident_Report <input type="checkbox"/> Role_IR_Investigation <input type="checkbox"/> Role_IR_Create <input type="checkbox"/> Role_SC_Follow_Up <input type="checkbox"/> Role_IR_Read_Only ABISC <input type="checkbox"/> Role_ABISC <input type="checkbox"/> Role_Elig_ABI Intake <input type="checkbox"/> Role_Intake Create PID <input type="checkbox"/> Role_Advanced_Search SSN <input type="checkbox"/> Role_SSN	PD Elig (PD Nurse) <input type="checkbox"/> Role_QMRP <input type="checkbox"/> Role_Elig_PD <input type="checkbox"/> Role_Pay_Approval_1 <input type="checkbox"/> Role_Incident_Report <input type="checkbox"/> Role_IR_Investigation <input type="checkbox"/> Role_IR_Create <input type="checkbox"/> Role_SC_Follow_Up <input type="checkbox"/> Role_IR_Read_Only MySTEPS Admin <input type="checkbox"/> Role_MySTEPS_Acc_Req <input type="checkbox"/> Role_MySTEPS_Admin USTEPS Admin <input type="checkbox"/> Role_Admin <input type="checkbox"/> Role_UPI_Admin Request for Services <input type="checkbox"/> Role_RFS RFS Initial Committee <input type="checkbox"/> Role_RFS_Init <input type="checkbox"/> Role_RFS_Init_Assign	RFS Committee <input type="checkbox"/> Role_RFS_Comm <input type="checkbox"/> Role_RFS_Comm_Assign RFS PD Committee <input type="checkbox"/> Role_RFS_PD <input type="checkbox"/> Role_RFS_PD_Assign RFS Super User <input type="checkbox"/> Role_RFS_SU Provider Approval <input type="checkbox"/> Role_Provider_Approval Imaged Docs (GRAMA) <input type="checkbox"/> Role_Archive Team Leader <input type="checkbox"/> Role_Supervisor UCANS <input type="checkbox"/> Role_UCANS RFA Admin <input type="checkbox"/> Role_RFA	FMAP <input type="checkbox"/> Role_FMAP Budget Coordinator <input type="checkbox"/> Role_Budget_Coord Payments 520 <input type="checkbox"/> Role_Pay_Approval_2 <input type="checkbox"/> Role_Pay_Create Payments EM <input type="checkbox"/> Role_Pay_Emergency Closed Plan Request <input type="checkbox"/> Role_CPR Unlock Closed Plans <input type="checkbox"/> Role_UNLOCK_PCSP UPI <input type="checkbox"/> Role_USTEPS_UPI <input type="checkbox"/> Role_DSPD_UPI UPI 1056 <input type="checkbox"/> Role_1056_Approval UPI E-Pay <input type="checkbox"/> Role_E520_Approval	UPI Financial <input type="checkbox"/> Role_Financial UPI RFS <input type="checkbox"/> Role_RFS UPI IR (AD RO) <input type="checkbox"/> Role_IR_Investigation <input type="checkbox"/> Role_IR_Create <input type="checkbox"/> Role_SC_Follow_Up <input type="checkbox"/> Role_IR_Read_Only <input type="checkbox"/> Role_IR_Admin_Read UPI IR (AD Team) <input type="checkbox"/> Role_IR_Closure <input type="checkbox"/> Role_IR_Investigation <input type="checkbox"/> Role_IR_Create <input type="checkbox"/> Role_SC_Follow_Up <input type="checkbox"/> Role_IR_Admin_Team <input type="checkbox"/> Role_IR_Admin_Read
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Roles Reviewed: _____	Roles Reviewed for appropriateness _____	Date _____	Validation (initial & date) _____
USTEPS Team: _____	Activation _____	Date _____	Validation (initial & date) _____
USTEPS Team: _____	Inactivation _____	Date _____	Validation (initial & date) _____