

Form 0-1
7/31/2024

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