



Form 0-2 12/05/2024

Private Support Coordinator USTEPS Access Request Form

User Name: (Please Print) First Name Middle Name Last Name

User Address:

User Telephone: User Utah ID Email:

Company Name:

Contract Number: CAPS Provider ID:

Statement of Understanding

I understand access to USTEPS is for my exclusive use as a contractor/contractor employee of the State of Utah. 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 data in accordance with the policies and contract requirements issued by the Utah Department of Health and Human Services.

Initial: []

User Signature: Date:

Authorized Contract Owner Signature: Date:

Contract Owner Name (please print):

The contract owner is responsible for notifying the Division of Services for People with Disabilities in writing of changes made to the user's duties, company organization structure or employment status.

Requested User Functionality ("Support Coordination Only" and "Other Company Functions" are mutually exclusive):

Table with 3 rows and 3 columns for user functionality options: Support Coordination Only, Other Company Functions, and Additional Functions.

Email completed form to usteps@utah.gov

- For DSPD Staff Only -

Administrative Approval

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

- Checkboxes for QIDP, ABISC, UCANS, Company Admin, Service Broker, and SC w/Supervision, each with associated Signature and Date fields.



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- For USTEPS Admin Only -

Role Assignment

QIDP

- Role_QMRP
- Role_Pay_Approval_1
- Role_Incident_Report
- Role_IR_Read_Only
- Role_IR_SC_All_Inciden
- Role_IR_Investigation
- Role_IR_Create
- Role_SC_Follow_Up

ABISC

- Role_ABISC

UCANS

- Role_UCANS

Log Note Repository

- ROLE_LOG_REPO_ADM:

USTEPS Team:

Activation

Date

Validation (Initial & Date)

USTEPS Team:

Inactivation

Date

Validation (Initial & Date)