USTEPS

Division of Services for People with Disabilities

Form 0-4
10/17/2024

Non-DSPD State Employee
USTEPS Access Request Form

Utah Department of Health & Human Services

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

Applicant's State Department: _____ Division/Agency: _____

Applicant's Job Title: _____ Work Telephone #: _____

Applicant's Office Address: _____

Applicant's Email Address: _____

STATEMENT OF UNDERSTANDING

I understand access to USTEPS and/or UPI is for my exclusive use as a state 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: [ ]

Requested USTEPS Functionality

USTEPS

[ ] USTEPS (Restricted Access)   [ ] USTEPS (Enhanced Access)

UPI

[ ] UPI Access   [ ] UPI Financial   [ ] UPI Incident Reporting

[ ] UPI Incident Reporting Admin

Approval Signatures

Applicant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Name (print): _____

The supervisor is responsible for notifying the Division of Services for People with Disabilities in writing of any changes to the applicant's roles or employment status.

After completing the form, email it to: USTEPS@utah.gov

For Office Use Only

_____	_____	_____
Authorizing DSPD Name	Authorizing DSPD Signature	Signature Date

USTEPS	UPI	UPI Financial	UPI Incident Reporting
[ ] ROLE_NON_DSPD	[ ] Role_UPI	[ ] Role_Financial	[ ] Role_IR_Read_Only
[ ] ROLE_NON_DSPD_ENHANCED	[ ] Role_USTEPS_UPI	[ ] Role_1056_Approval	[ ] Role_IR_Admin_Read
	[ ] Role_DSPD_UPI		[ ] Role_IR_Investigation

UPI IR Admin

[ ] Role_IR_Read_Only	[ ] Role_IR_Closure	[ ] Role_IR_Admin_Team [OL]	[ ] Role_IR_SC_Follow_Up [OL]
[ ] Role_IR_Admin_Read	[ ] Role_IR_Investigation	[ ] Role_IR_Create [OL]	[ ] Role_IR_Investiagion_Admin

USTEPS Team: _____ Activation Date: _____

USTEPS Team: _____ Inactivation Date: _____