

## Organizational Chart Form

### Description of Access

The Utah State Division of Services for People with Disabilities (DSPD) is pleased to offer the use of the USTEPS case management system to companies that contract for Support Coordination (SCE) services with DSPD. The access will allow company owners and supervisors to have access to the information of consumers who are served by their company. The access allowed will include both the ability to view information and edit information. However the USTEPS roles, such as QIDP, will be enforced for all users, regardless of supervisor level.

The access has the flexibility to accommodate one to four levels of access to supervisor and support coordinator caseloads. The access is hierarchical in the sense the level 1 supervisor, will have access to worker caseloads who report to the level 2-4 supervisors; level 2 will have access to levels 3-4, and so on. However, a level 2-4 supervisor will not have access to level 1, level 3 will not have access to level 2, and so on.

Each individual listed on this organizational structure must also have completed and submitted the 0-2 DHHS Contract Provider-Employee USTEPS Access Form.

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Company Requesting USTEPS Access: \_\_\_\_\_

Company Address: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Contract Number: \_\_\_\_\_

\*Company Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Requestor Name (print) \_\_\_\_\_ Title \_\_\_\_\_

*\* The person signing above will have the responsibility for notifying the Division of Services for People with Disabilities in writing of any changes to worker roles, organizational structure or employment status.*

Email to [USTEPS@utah.gov](mailto:USTEPS@utah.gov)

Private Support Coordinator Company  
Organizational Chart

Please note: Only one individual per line is allowed, and each person can only be listed once throughout the structure. See examples on next page.

**Level 1 Supervisor** (required) \_\_\_\_\_

- |                      |                       |
|----------------------|-----------------------|
| SC1 (optional) _____ | SC10 (optional) _____ |
| SC2 (optional) _____ | SC11 (optional) _____ |
| SC3 (optional) _____ | SC12 (optional) _____ |
| SC4 (optional) _____ | SC13 (optional) _____ |
| SC5 (optional) _____ | SC14 (optional) _____ |
| SC6 (optional) _____ | SC15 (optional) _____ |
| SC7 (optional) _____ | SC16 (optional) _____ |
| SC8 (optional) _____ | SC17 (optional) _____ |
| SC9 (optional) _____ | SC18 (optional) _____ |

**Level 2 Supervisor** (optional) \_\_\_\_\_

- |                      |                       |
|----------------------|-----------------------|
| SC1 (optional) _____ | SC10 (optional) _____ |
| SC2 (optional) _____ | SC11 (optional) _____ |
| SC3 (optional) _____ | SC12 (optional) _____ |
| SC4 (optional) _____ | SC13 (optional) _____ |
| SC5 (optional) _____ | SC14 (optional) _____ |
| SC6 (optional) _____ | SC15 (optional) _____ |
| SC7 (optional) _____ | SC16 (optional) _____ |
| SC8 (optional) _____ | SC17 (optional) _____ |
| SC9 (optional) _____ | SC18 (optional) _____ |

**Level 3 Supervisor** (optional) \_\_\_\_\_

- |                      |                       |
|----------------------|-----------------------|
| SC1 (optional) _____ | SC10 (optional) _____ |
| SC2 (optional) _____ | SC11 (optional) _____ |
| SC3 (optional) _____ | SC12 (optional) _____ |
| SC4 (optional) _____ | SC13 (optional) _____ |
| SC5 (optional) _____ | SC14 (optional) _____ |
| SC6 (optional) _____ | SC15 (optional) _____ |
| SC7 (optional) _____ | SC16 (optional) _____ |
| SC8 (optional) _____ | SC17 (optional) _____ |
| SC9 (optional) _____ | SC18 (optional) _____ |

**Level 4 Supervisor** (optional) \_\_\_\_\_

- |                      |                       |
|----------------------|-----------------------|
| SC1 (optional) _____ | SC10 (optional) _____ |
| SC2 (optional) _____ | SC11 (optional) _____ |
| SC3 (optional) _____ | SC12 (optional) _____ |
| SC4 (optional) _____ | SC13 (optional) _____ |
| SC5 (optional) _____ | SC14 (optional) _____ |
| SC6 (optional) _____ | SC15 (optional) _____ |
| SC7 (optional) _____ | SC16 (optional) _____ |
| SC8 (optional) _____ | SC17 (optional) _____ |
| SC9 (optional) _____ | SC18 (optional) _____ |

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**Example 1: This example shows a Company with multiple supervisors, but only one supervisor has direct report SCEs.**

**Level 1 Supervisor** (required) Robert Downing

SC1 (optional) \_\_\_\_\_ SC2 (optional) \_\_\_\_\_

**Level 2 Supervisor** (optional) Rick Birrell

SC1 (optional) Lana Kopecky

SC2 (optional) Jumpol Jaturapitpornsakul

SC3 (optional) Kavita Reddy

SC4 (optional) Ravi Darbhamulla

*\*\*In this example Robert and Rick can both see all SCE caseloads.*

**Example 2: This example shows a Company with multiple supervisors who both have direct report SCEs.**

**Level 1 Supervisor** (required) Robert Downing

SC1 (optional) Kavita Reddy SC4 (optional) \_\_\_\_\_

SC2 (optional) Ravi Darbhamulla SC5 (optional) \_\_\_\_\_

SC3 (optional) \_\_\_\_\_ SC6 (optional) \_\_\_\_\_

**Level 2 Supervisor** (optional) Rick Birrell

SC1 (optional) Lana Kopecky SC4 (optional) \_\_\_\_\_

SC2 (optional) Jumpol Jaturapitpornsakul SC5 (optional) \_\_\_\_\_

SC3 (optional) \_\_\_\_\_ SC6 (optional) \_\_\_\_\_

*\*\* In this example, Robert can see all SCE caseloads, whereas Rick cannot see Kavita or Ravi's caseload.*