utah department of
human services
Division of Services for People with Disabilities

DSPD STATE EMPLOYEE USTEPS ACCESS REQUEST FORM

Individual User Name: _____

(Please Print)   *First Name*   *Middle Initial*   *Last Name*

User Telephone: (____) _____   **User Utah ID Email:** _____

Employee EIN: _____   **Employee Job Title:** _____   **Employee Office:** _____

STATEMENT OF UNDERSTANDING

I understand access to USTEPS is for my exclusive use as a DSPD employee of the State of Utah. I understand this access is controlled by my password. I accept responsibility for maintaining the secrecy of my password and for protecting the confidentiality of the information in USTEPS in accordance with the State of Utah Department of Human Services **Appropriate Use of Information Technology Resources*** and the Code of Conduct with the Department of Human Services and the Division of Services for People with Disabilities. I understand any breach of this policy may result in corrective action. I am responsible for notifying the Division of Services for People with Disabilities (DSPD) in writing of changes made to the user email address or my employment status with DSPD.

(*Reference: http://www.hspolicy.utah.gov/ 6-Technology, 6-4 Appropriate IT use & 6-4A Addendum to Appropriate IT use.)   **Initial:** [____]

User Signature: _____   **Date:** _____

Employee Supervisor Signature: _____   **Date:** _____

Employee Supervisor Name: (please print) _____

Requested USTEPS Functionality *(check all that apply)*

QIDP ☐	Intake ☐	DSPD Employee ☐	SIS ☐	FMAP ☐	Budget Coordinator ☐	ABISC ☐	UPI ☐

RFS Super User ☐   Request for Services (RFS) ☐

RFS Initial Committee   group ☐ admin ☐

RFS Physical Disabilities   group ☐ admin ☐

RFS Committee   group ☐ admin ☐

Provider Approval Creation ☐   Electronic Documents ☐   Advan. Search (Create PID) ☐   SSN (exposing SSN) ☐   System Administrator ☐

Team Leader ☐   PD Eligibility (PD Nurse) ☐   Payment Tech 520 ☐   Payment Tech Emergency ☐   UPI - Financial ☐

UPI-Approve 1056 ☐   UPI-IR (state employee) ☐   UPI-IR (admin team only) ☐   UPI-IR (admin read only) ☐   UPI-Request for Service ☐

Email completed form to usteps@utah.gov or Fax to USTEPS @ (801) 538-4279 - Subject Line: USTEPS Access

-- For Office Use Only --

ADMINISTRATIVE APPROVAL

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

☐ **QIDP**   Signature: _____   Date: _____

☐ **SIS**   Signature: _____   Date: _____

☐ **ABISC**   Signature: _____   Date: _____

QIDP	ABISC	Provider Approval Creation	Payment Tech 520	UPI-IR (admin team only)
☐ Role_QMRP	☐ Role_ABISC	☐ Role_Provider_Approval	☐ Role_Pay_Approval_2	☐ Role_IR_Closure
☐ Role_Elig_MRRC	☐ Role_Elig_ABI	**Electronic Documents**	☐ Role_Pay_Create	☐ Role_IR_Investigation
☐ Role_Pay_Approval_1	**RFS Super User**	☐ Role_Archive	**Payment Tech Emergency**	☐ Role_IR_ Create
☐ Role_Incident_Report	☐ Role_RFS_SU	**Advan. Search (Create PID)**	☐ Role_Pay_Emergency	☐ Role_SC_Follow_Up
☐ Role_IR_Investigation	**Request for Services-RFS**	☐ Role_Advanced_Search		☐ Role_IR_Admin_Team
☐ Role_IR_Create	☐ Role_RFS	**SSN (exposing SSN)**	**UPI**	☐ Role_IR_Admin_Read
☐ Role_SC_Follow_Up	**RFS Initial Committee (g)**	☐ Role_SSN	☐ Role_USTEPS_UPI	**UPI-IR (admin read only)**
☐ Role_IR_Read_Only	☐ Role_RPS_Init	**System Administrator**	☐ Role_DSPD_UPI	☐ Role_IR_Investigation
Intake	**RFS Initial Committee (a)**	☐ Role_Admin	**UPI Financial**	☐ Role_IR_Create
☐ Role_Intake	☐ Role_RPS_Init_Assign	☐ Role_UPI_Admin	☐ Role_Financial	☐ Role_SC_Follow_Up
DSPD Employee	**RFS Phys. Disabilities (g)**	**Team Leader**	**UPI-Approve 1056**	☐ Role_IR_Read_Only
☐ Role_CW	☐ Role_RFS_PD	☐ Role_Supervisor	☐ Role_1056_Approval	☐ Role_IR_Admin_Read
SIS	**RFS Phys. Disabilities (a)**	**PD Eligibility (PD Nurse)**	**UPI IR (state employee)**	**UPI-Request for Services**
☐ Role_SIS	☐ Role_RFS_PD_Assign	☐ Role_ QMRP	☐ Role_IR_Read_Only	☐ Role_RFS
FMAP	**RFS Committee (g)**	☐ Role_Elig_PD		
☐ Role_FMAP	☐ Role_RFS_Comm			
Budget Coordinator	**RFS Committee (a)**			
☐ Role_Budget_Coord	☐ Role_RFS_Comm_Assign			

ROLES Reviewed: _____   Roles Reviewed for appropriateness   Date   Validation (initial & date)

USTEPS Team: _____   Activation   Date   Validation (initial & date)

USTEPS Team: _____   Inactivation   Date   Validation (initial & date)