

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 A 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)

<input type="checkbox"/> QIDP	<input type="checkbox"/> Intake	<input type="checkbox"/> RFA Admin	<input type="checkbox"/> DSPD Employee	<input type="checkbox"/> UCANS	<input type="checkbox"/> FMAP	<input type="checkbox"/> Budget Coordinator	<input type="checkbox"/> ABISC	<input type="checkbox"/> UPI
<input type="checkbox"/> RFS Super User	<input type="checkbox"/> Request for Services (RFS)	<input type="checkbox"/> RFS Initial Committee group	<input type="checkbox"/> RFS Initial Committee admin	<input type="checkbox"/> RFS Physical Disabilities group	<input type="checkbox"/> RFS Physical Disabilities admin	<input type="checkbox"/> RFS Committee group	<input type="checkbox"/> RFS Committee admin	
<input type="checkbox"/> Provider Approval	<input type="checkbox"/> Electronic Documents	<input type="checkbox"/> Advan. Search (Create PID)	<input type="checkbox"/> SSN	<input type="checkbox"/> MySTEPS Access Request	<input type="checkbox"/> USTEPS Admin			
<input type="checkbox"/> Team Leader	<input type="checkbox"/> PD Eligibility (PD Nurse)	<input type="checkbox"/> Payment Tech 520	<input type="checkbox"/> Payment Tech Emergency	<input type="checkbox"/> UPI - Financial				
<input type="checkbox"/> UPI 1056	<input type="checkbox"/> UPI E-Pay	<input type="checkbox"/> UPI-IR (state employee)	<input type="checkbox"/> UPI-IR (admin team only)	<input type="checkbox"/> UPI-IR (admin read only)	<input type="checkbox"/> 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:

<input type="checkbox"/> QIDP	Signature: _____	Date: _____
<input type="checkbox"/> UCANS	Signature: _____	Date: _____
<input type="checkbox"/> ABISC	Signature: _____	Date: _____

QIDP	ABISC	Provider Approval Creation	Payment Tech 520	UPI IR (state employee)
<input type="checkbox"/> Role_QMRP	<input type="checkbox"/> Role_ABISC	<input type="checkbox"/> Role_Provider_Approval	<input type="checkbox"/> Role_Pay_Approval_2	<input type="checkbox"/> Role_IR_Read_Only
<input type="checkbox"/> Role_Elig_MRRC	<input type="checkbox"/> Role_Elig_ABI	<input type="checkbox"/> Electronic Documents	<input type="checkbox"/> Role_Pay_Create	<input type="checkbox"/> UPI-IR (admin team only)
<input type="checkbox"/> Role_Pay_Approval_1	<input type="checkbox"/> RFS Super User	<input type="checkbox"/> Role_Archive	<input type="checkbox"/> Payment Tech Emergency	<input type="checkbox"/> Role_IR_Closure
<input type="checkbox"/> Role_Incident_Report	<input type="checkbox"/> Role_RFS_SU	<input type="checkbox"/> Advan. Search (Create PID)	<input type="checkbox"/> Role_Pay_Emergency	<input type="checkbox"/> Role_IR_Investigation
<input type="checkbox"/> Role_IR_Investigation	<input type="checkbox"/> Request for Services-RFS	<input type="checkbox"/> Role_Advanced_Search	<input type="checkbox"/> MySTEPS Access Request	<input type="checkbox"/> Role_IR_Create
<input type="checkbox"/> Role_IR_Create	<input type="checkbox"/> Role_RFS	<input type="checkbox"/> SSN (exposing SSN)	<input type="checkbox"/> Role_MySTEPS_Acc_Req	<input type="checkbox"/> Role_SC_Follow_Up
<input type="checkbox"/> Role_SC_Follow_Up	<input type="checkbox"/> RFS Initial Committee (g)	<input type="checkbox"/> Role_SSN		<input type="checkbox"/> Role_IR_Admin_Team
<input type="checkbox"/> Role_IR_Read_Only	<input type="checkbox"/> Role_RFS_Init	<input type="checkbox"/> System Administrator		<input type="checkbox"/> Role_IR_Admin_Read
<input type="checkbox"/> Intake	<input type="checkbox"/> RFS Initial Committee (a)	<input type="checkbox"/> Role_Admin		<input type="checkbox"/> UPI-IR (admin read only)
<input type="checkbox"/> Role_Intake	<input type="checkbox"/> Role_RFS_Init_Assign	<input type="checkbox"/> Role_UPI_Admin		<input type="checkbox"/> Role_IR_Investigation
<input type="checkbox"/> DSPD Employee	<input type="checkbox"/> RFS Phys. Disabilities (g)	<input type="checkbox"/> Team Leader		<input type="checkbox"/> Role_IR_Create
<input type="checkbox"/> Role_CW	<input type="checkbox"/> Role_RFS_PD	<input type="checkbox"/> Role_Supervisor	<input type="checkbox"/> UPI	<input type="checkbox"/> Role_SC_Follow_Up
<input type="checkbox"/> UCANS	<input type="checkbox"/> RFS Phys. Disabilities (a)	<input type="checkbox"/> PD Eligibility (PD Nurse)	<input type="checkbox"/> Role_USTEPS_UPI	<input type="checkbox"/> Role_IR_Read_Only
<input type="checkbox"/> Role_UCANS	<input type="checkbox"/> Role_RFS_PD_Assign	<input type="checkbox"/> Role_QMRP	<input type="checkbox"/> Role_DSPD_UPI	<input type="checkbox"/> Role_IR_Admin_Read
<input type="checkbox"/> FMAP	<input type="checkbox"/> RFS Committee (g)	<input type="checkbox"/> Role_Elig_PD	<input type="checkbox"/> UPI Financial	<input type="checkbox"/> UPI-Request for Services
<input type="checkbox"/> Role_FMAP	<input type="checkbox"/> Role_RFS_Comm	<input type="checkbox"/> RFA Admin	<input type="checkbox"/> Role_Financial	<input type="checkbox"/> Role_RFS
<input type="checkbox"/> Budget Coordinator	<input type="checkbox"/> RFS Committee (a)	<input type="checkbox"/> Role_RFA	<input type="checkbox"/> UPI-Approve 1056	<input type="checkbox"/> UPI-Electronic Payments
<input type="checkbox"/> Role_Budget_Coord	<input type="checkbox"/> Role_RFS_Comm_Assign		<input type="checkbox"/> Role_1056_Approval	<input type="checkbox"/> Role_E520_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)