

DSPD State Employee
USTEPS Access Request Form

User Name: _____
First Name Middle Initial Last Name

User Telephone: _____ User Utah ID Email: _____

Employee EIN: _____ Employee Job Title: _____

Statement of Understanding

I understand access to USTEPS and/or UPI is for my exclusive use as a DSPD 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 policies established by the Utah Department of Health and Human Services.

Initial:

User Signature: _____ Date: _____

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

Requested USTEPS Functionality (check all that apply)

DSPD Employee	QIDP	ABISC	Intake	Create PID	SSN	Elig (PD Nurse)	MySTEPS Admin	USTEPS Admin
RFS Super User	Request for Services	RFS Initial Committee group	assign	RFS Committee group	assign	RFS PD Committee group	assign	
Provider Approval	Imaged Docs (GRAMA)	Team Leader	UCANS	RFA Admin	FMAP	Budget Coordinator		
Payments 520	Payments EM	UPI	UPI 1056	UPI E-Pay	UPI Financial	UPI RFS	UPI IR (AD RO)	UPI IR (AD Team)

Email completed form to usteps@utah.gov

-- For Office Use Only --

ADMINISTRATIVE APPROVAL

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

- QIDP Signature: _____ Date: _____
- UCANS Signature: _____ Date: _____
- ABISC Signature: _____ Date: _____

User Role Assignments

DSPD Employee	PD Elig (PD Nurse)	RFS Initial Committee	FMAP	UPI IR (AD RO)
Role_CW	Role_QMRP	Role_RFS_Init	Role_FMAP	Role_IR_Investigation
QIDP	Role_Elig_PD	Role_RFS_Init_Assign	Budget Coordinator	Role_IR_Create
Role_QMRP	Role_Pay_Approval_1	RFS Committee	Role_Budget_Coord	Role_SC_Follow_Up
Role_Elig_MRRC	Role_Incident_Report	Role_RFS_Comm	Payments 520	Role_IR_Read_Only
Role_Pay_Approval_1	Role_IR_Investigation	Role_RFS_Comm_Assign	Role_Pay_Approval_2	Role_IR_Admin_Read
Role_Incident_Report	Role_IR_Create	RFS PD Committee	Role_Pay_Create	UPI IR (AD Team)
Role_IR_Investigation	Role_SC_Follow_Up	Role_RFS_PD	Payments EM	Role_IR_Closure
Role_IR_Create	Role_IR_Read_Only	Role_RFS_PD_Assign	Role_Pay_Emergency	Role_IR_Investigation
Role_SC_Follow_Up	MySTEPS Admin	Provider Approval	UPI	Role_IR_Create
Role_IR_Read_Only	Role_MySTEPS_Acc_Req	Role_Provider_Approval	Role_USTEPS_UPI	Role_SC_Follow_Up
ABISC	Role_MySTEPS_Admin	Imaged Docs (GRAMA)	Role_DSPD_UPI	Role_IR_Admin_Team
Role_ABISC	USTEPS Admin	Role_Archive	UPI 1056	Role_IR_Admin_Read
Role_Elig_ABI	Role_Admin	Team Leader	Role_1056_Approval	
Intake	Role_UPI_Admin	Role_Supervisor	UPI E-Pay	
Role_Intake	RFS Super User	UCANS	Role_E520_Approval	
Create PID	Role_RFS_SU	Role_UCANS	UPI Financial	
Role_Advanced_Search	Request for Services	RFA Admin	Role_Financial	
SSN	Role_RFS	Role_RFA	UPI RFS	
Role_SSN		Role_RFS		

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

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

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