



USER MANUAL

USTEPS PROVIDER INTERFACE (UPI)

State of Utah

**Division of Services for People
with Disabilities**

*Consumer
Information:*

*Consumer Budgets
& Payments:*

*Provider Payment
History:*

1056's and 520's:

Incident Reporting:



Introduction:

The USTEPS Provider Interface (UPI) is an Internet based computer system designed for providers who contract with the Division of Services for People with Disabilities. UPI gives the provider access to some of DSPD's case management data about the people they serve. In general terms, the data involves information about the person, their Person Centered Support Plan (PCSP) budgets, the provider's payment history, the provider's 1056 and 520 reports, Incident Reporting and other administrative data.

Access to consumer data is controlled by the PCSP Budget. Providers designated on the budget as delivering service(s) to the person are given access to that information through UPI.

User Accounts:

Information displayed in UPI is protected and restricted based on who logs into the system and the level of user access they are permitted to have. Each contracted provider is required to choose which of their employees can access UPI. The company owner can make the decision himself or delegate the authority to another employee of their choice. If the owner chooses to delegate the authority to a "company representative", they must notify DSPD of that assignment by completing the form "0-9 UPI Company - Designee Approval".

Each person who is approved to log into UPI must complete the "0-8 UPI ACCESS Form" which authorizes DSPD to create a UPI user account for them. The person is also required to create a Utah ID account based on the email address specified on the Form 0-8.

Access to System Features:

UPI currently has two functional areas. One area concerns financial information about the people served by the provider. The other is Incident Reporting. Access to these areas is controlled by individual user roles specified by the Form 0-8.

Financial Information

Financial information about individual consumers:

- Consumer Budget (from the active PCSP)
- Consumer Budget (from the previous plan cycle)
- Consumer Form 1056

Financial information consolidated at the provider level:

- Provider Caseload Budget Report (displays consumer budget and payment data by service code)
- Provider Caseload Form 1056 (displays all 1056's for all consumers served by the provider)



- Provider Current PCSP Services (displays budget lines for all consumers served by the provider from their respective active plans)
- Payment History Search (allows for searching for any payment made to the provider)
- 520 Invoice Search (allows for searching / retrieving the 520 for a given month)

Incident Report Information

An Incident Report refers to the workflow of information gathered about a specific incident reported by the provider. The workflow includes the following:

- The Incident Notification
- The Incident Report
- Support Coordinator Follow Up
- Additional Follow Up Questions Answered by the Support Coordinator
- The Investigation Report
- Incident Closure



UPI Home Screen

The Home screen displays a list of all the consumers the provider currently serves or did serve in the recent past (i.e. consumers were served in the previous plan cycle and are no longer served in the current plan will appear on the caseload list for up to one year after the old plan closed).

In order to view information about a specific consumer, the user must click (anywhere) on the row of data in the table where the consumer is displayed

Home Sign Out Caseload Reports

Rick Birrell's home page

*Provider Name: Chrif - 756 - Primary

Search all fields:

(1 of 6) 1 2 3 4 5 6 50

Consumer Name	PID	Birth Date	SCE	Service Type
Agln0, Ty	070329331	01/01/1995	Ca Mauer	ID
Aguvy, Je	040222969	01/01/1992	Me Tayyb	ID
Alaaq, Br	070186360	01/01/1992	Ka Shagg	ID
Alber, Tr	060200130	01/01/1992	Al Rinqy	RC
Aldre, Be	070204382	01/01/1991	Am Robva	ID
Allra, Tr	060006053	01/01/1970	Al Zubre	ID
Andeh, Ja	040283886	01/01/1969	Ha Coozo	ID
Andre, An	030697953	01/01/1994	Cl Aber0	ID
Andre, Br	090298448	01/01/1995	Me Tayyb	ID
Andre, Co	080282577	01/01/1994	Er Fitgf	ID
Asal0, Ty	020015628	01/01/1983	Cl Aber0	ID
Baloh.. Hv	091044445	01/01/2010	Ta Dnuty	RC



Provider Menu

When the user places their mouse pointer over the “Caseload Reports” menu, the system will display a list of options that summarize the provider’s information based on their level of access. For example, if the user is authorized to see financial information in UPI, then they will see the “Provider Reports”, “Payment Search” and “520 Search” options. Likewise, if the user is authorized to see Incident Report data, then they will see the “Incident Report” option.

UPI USTEPS Provider Interface
 utah department of human services

Home

Sign Out

Consumer

Caseload

Be Aldre 070204382 Male ID Am Robva

Consumer Main

Personal Information
 Name: Be Aldre
 Birth Date: 01/01/1991

Addresses
 Residence: 1674 address
 Mailing:

Phone Numbers
 Home: [801-538-4200](tel:801-538-4200)

Caseworker Information
 Caseworker Name: Am Robva
 Caseworker Phone: [435-680-6288](tel:435-680-6288)
 Caseworker Email: usteps@utah.gov

Contacts
 Social:

Relationship	Name	Phone Number
Mother	Be Aldre	801-538-4200
Father	Sc Aldre	801-538-4200

[Incident Report](#)
[Provider Reports](#)

[CAPS](#)
[Payment Search](#)
[520 Invoice](#)

Kind	Start Date	End Date	Plan Units	Monthly Max		
Chrlf	BC3	Q	10/01/2013	09/30/2014	210	24
Chrlf	DSG	D	10/01/2013	09/30/2014	73	23
Chrlf	ELS	Q	10/01/2013	09/30/2014	483	200
Chrlf	MTP	D	10/01/2013	09/30/2014	73	23
Chrlf	PBA	S	10/01/2013	09/30/2014	24	2
Chrlf	PM2	S	10/01/2013	09/30/2014	72	6
Chrlf	RHS	D	10/01/2013	09/30/2014	365	31
Intre	SCE	M	10/01/2013	09/30/2014	12	1

Professional:

Relationship	Name	Phone Number
Doctor	Ma Schyb	801-538-4200



Incident Reports

The main Incident Report Screen shows all incidents for the provider and displays the current status of each one in the incident report workflow.

Incident Reports

Report Columns(Select All To Display)

<input checked="" type="checkbox"/> Consumer	<input type="checkbox"/> PID	<input checked="" type="checkbox"/> Provider	<input type="checkbox"/> Other Provider	<input checked="" type="checkbox"/> Incident Level	<input checked="" type="checkbox"/> Notification
<input checked="" type="checkbox"/> Incident Date/Time	<input checked="" type="checkbox"/> Discovery Date/Time	<input checked="" type="checkbox"/> Assignee	<input checked="" type="checkbox"/> Report	<input checked="" type="checkbox"/> Follow Up	<input type="checkbox"/> Add Followup Status
<input checked="" type="checkbox"/> Add Followup Date	<input checked="" type="checkbox"/> Investigation	<input checked="" type="checkbox"/> Closed			

Select

(1 of 66)							
IR ID	Consumer	Provider	IR Level	IR Notice	IR Date/Time	IR Disc Date	Assignee
655	Ju Advva	Abiyv		2014/05/06 13:56:29	2014/04/01 00:00:00	2014/04/02 00:00:00	
654	Ju Advva	Abiyv		2014/05/06 13:51:40	2014/04/01 00:00:00	2014/04/02 00:00:00	
653	Ph Bisub	TKJ,	Critical Level 1	2014/04/16 15:01:25	2014/04/01 00:00:00	2014/04/02 00:00:00	Dirk Murd
652	Ju Advva	MORCU		2014/04/16	2014/04/01	2014/04/02	



Provider Reports

This screen provides a list of reports that summarize / consolidate data for all consumers the provider serves.

1. Select the desired report from the list.
2. Click on the desired output format.
3. Click on the “Get Report” button.

Provider Reports

Download Report

- Provider Caseload Budget Report
- Provider Caseload Form 1056
- Provider Current PCSP Services

Download Format: EXCEL HTML PDF



Payment Search Screen

The Payment Search Screen allows the user to search for any range of payments based on a paid date or a service delivery date.

1. Enter the date range that covers either the paid date or the service delivery date.
2. Click on the “Search” button.

The output displayed in the table can be downloaded to the user’s computer by clicking on the Microsoft Excel, PDF or CSV icon.

“Export All Data” dumps all of the data pulled from the search criteria.

“Export Current Page Data” dumps only the data displayed on the current screen.

The screenshot displays the Payment Search interface. At the top, there is a search form with three input fields: "Paid Date Range" (two boxes separated by a hyphen), "Service Date Range" (two boxes separated by a hyphen), and "Warrant #" (one box). Below these fields is a "Search" button. Underneath the search form is a table header with columns: "Consumer", "PID", "Svc Code", "Provider", "Kind", "Start Date", "End Date", "Paid Date", and "C". The table content area displays "No records found". Below the table are two export buttons: "Export All Data" and "Export Current Page Data". Each button has icons for PDF, Excel, and CSV file formats.



The 520 Search Screen

The 520 Search Screen allows the user to search for the 520 invoices produced by the Department of Human Services for their company in a given month.

The “File Type” specifies the source file used in the search.

The start and end dates specify the month(s) for which the user wants to see the invoices.

1. Select the File Type.
2. Enter the Start Date for the desired month / range.
3. Enter the End Date for the desired month / range.
4. Click on the “Search” button.

After the search has been executed, the table will display the individual invoice file for the month(s) that fall within the search’s date parameters. Click on the “View” button located in the row of the table. The file will load as a PDF.

File Type

Start Date

End Date

	Provider Id	File Type	Document Type	File Name
<input type="button" value="View"/>	756	FILE_PSA_520	PDF	DSPD Invoice P756 2014-04.pdf



Selected Consumer Menu

After a consumer is selected from the Home screen, the system loads the person’s information on the Main Consumer Screen and makes the “Consumer” menu become available. The Consumer menu makes information available based on the person who is selected and displayed in the upper right-hand corner of the screen.

UPI USTEPS Provider Interface
 utah department of human services

Home

Sign Out

Consumer

Caseload

Be Aldre 070204382 Male ID Am Robva

Consumer Menu

Personal Information

Name: Be Aldre ID

Birth Date: 0

Addresses

Residence: 10

Mailing:

Phone Numbers

Home: [801-538-4200](tel:801-538-4200)

Caseworker Information

Caseworker Name: Am Robva

Caseworker Phone: [435-680-6288](tel:435-680-6288)

Caseworker Email: usteps@utah.gov

Contacts

Social:

Relationship	Name	Phone Number
Mother	Be Aldre	801-538-4200
Father	Sc Aldre	801-538-4200

Consumer Information
Consumer Reports

Consumer Main

Incident Report

Consumer Reports

Consumer Reports

Code	Kind	Start Date	End Date	Plan Units	Monthly Max	
Chrf	DSG	D	10/01/2013	09/30/2014	210	24
Chrf	ELS	Q	10/01/2013	09/30/2014	73	23
Chrf	ELS	Q	10/01/2013	09/30/2014	483	200
Chrf	MTP	D	10/01/2013	09/30/2014	73	23
Chrf	PBA	S	10/01/2013	09/30/2014	24	2
Chrf	PM2	S	10/01/2013	09/30/2014	72	6
Chrf	RHS	D	10/01/2013	09/30/2014	365	31
Intr	SCE	M	10/01/2013	09/30/2014	12	1

Professional:

Relationship	Name	Phone Number
Doctor	Ma Schyb	801-538-4200



Consumer Reports

The Consumer Reports Screen displays information about the specific consumer selected from the Home Screen.

1. Select the desired report.
2. Select the desired report output.
3. Click on the “Get Report” button.

Consumer Reports

Download Report:
Consumer Budget (Previous Plan)
Consumer Form 1056

Download Format: EXCEL HTML PDF



Incident Report

The Incident Report screen presented on the Consumer Menu only displays incident reports for the selected consumer.

Incident Reports

- Report Columns(Select All To Display)
- Consumer PID Provider Other Provider Incident Level
 - Incident Date/Time Discovery Date/Time Assignee Report Follow Up
 - Add Followup Date Investigation Closed

Select

New

IR ID	Consumer	Provider	IR Level	IR Notice	IR Date/Time	IR D