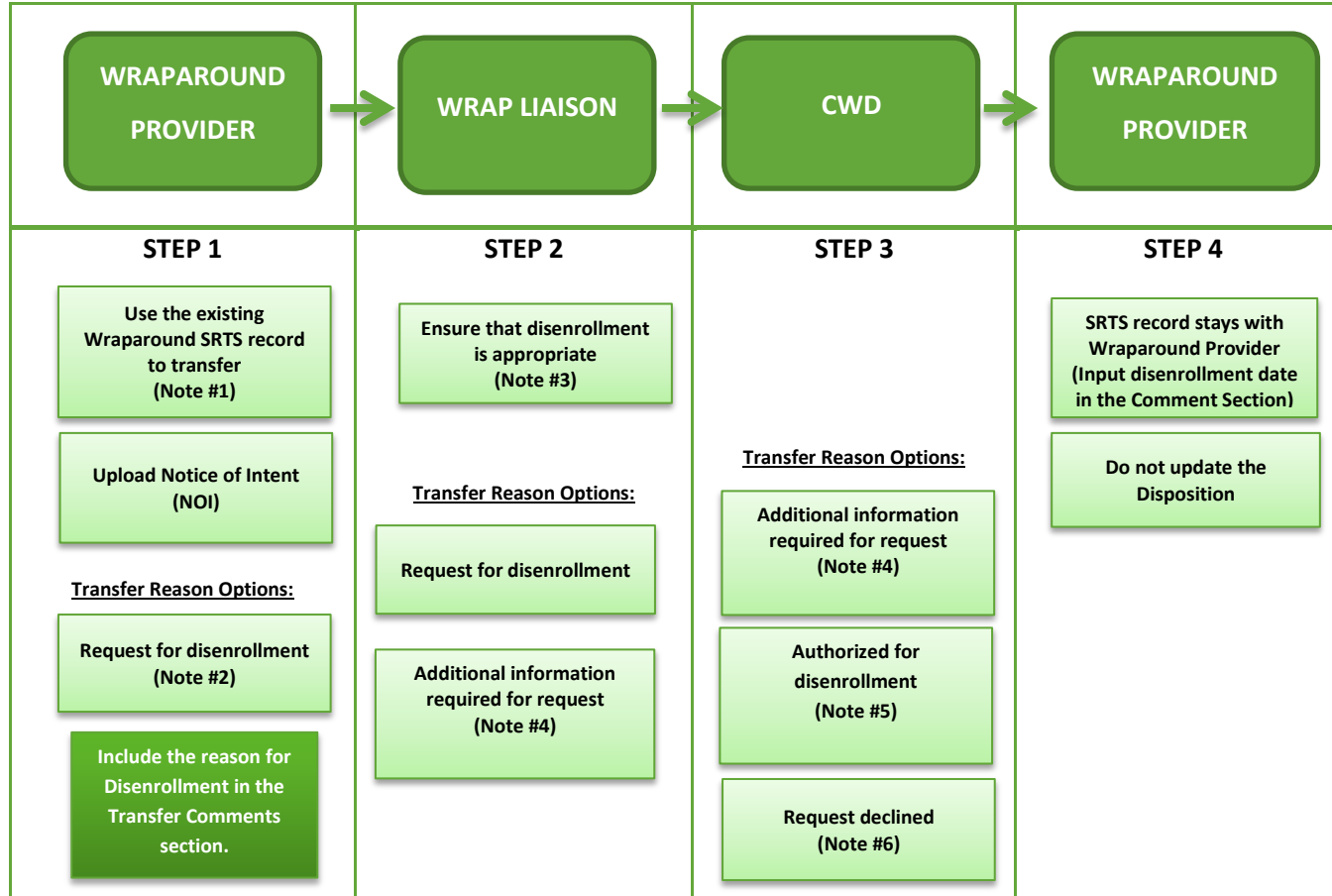


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

**CHILD WELFARE DIVISION (CWD) ADMINISTRATION WRAPAROUND SRTS WORKFLOW**

**DISENROLLMENT/GRADUATION**



**Note #1:** Only enter Disenrollment records in the SRTS if the client was authorized in the SRTS. If authorized on paper, continue Disenrollment on paper.

**Note #2:** Wraparound Provider to continue to provide services until disenrollment is authorized.

**Note #3:** Liaison to ensure that appropriate termination and the “Disenrollment Survey” has been completed.

**Note #4:** If the Liaison needs additional information to determine approval for the request, they will transfer the record back to the Wraparound Provider with the transfer reason of “Additional information required for Wraparound request.”

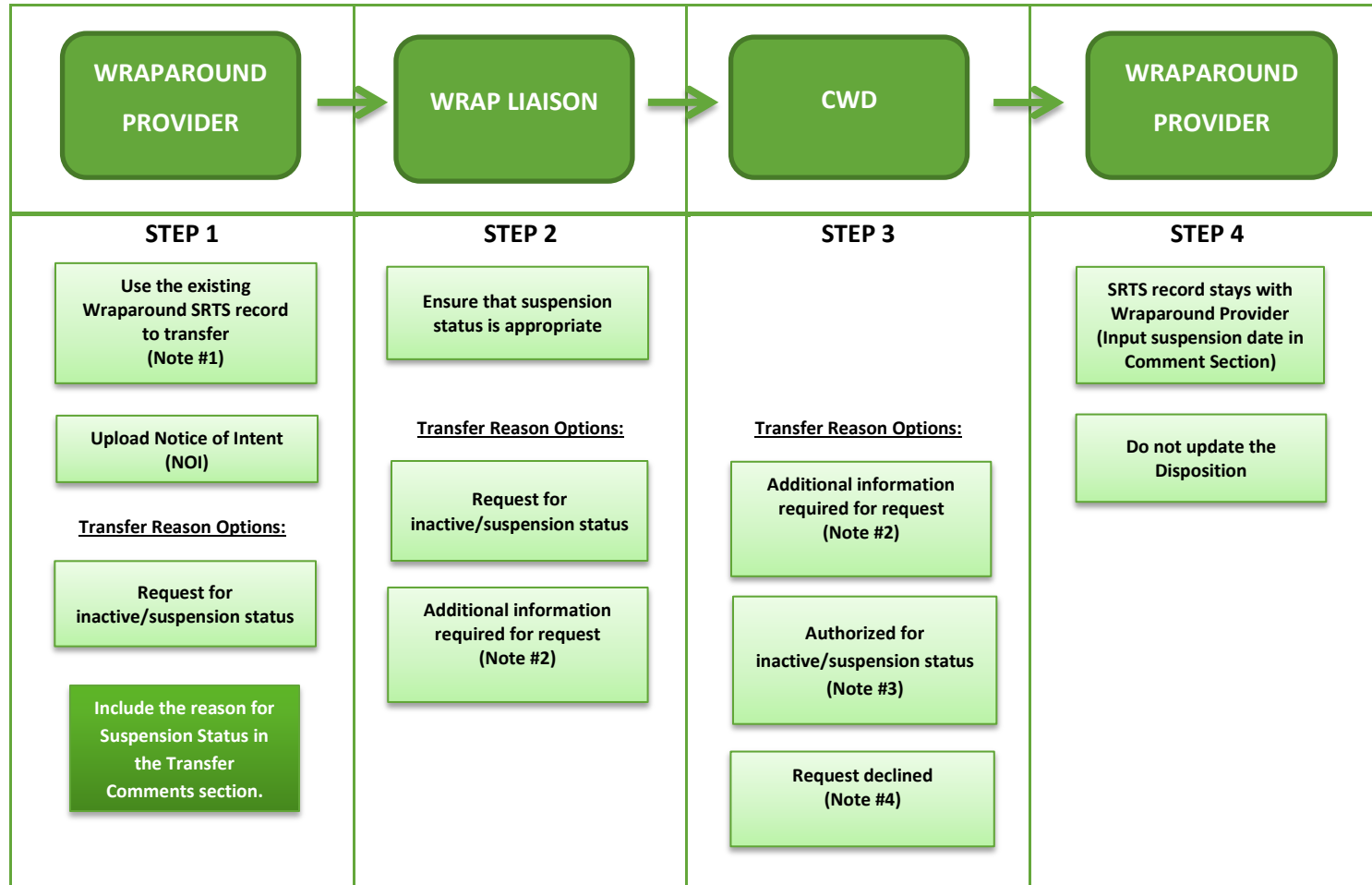
**Note #5:** CWD will forward SRTS confirmation email to Liaison for their records as confirmation that referral has been disenrolled.

**Note #6:** If a request for disenrollment is declined, CWD will transfer the record back to the Liaison with the transfer reason “Wraparound request declined.” The Liaison will discuss with the Wraparound provider.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

**CHILD WELFARE DIVISION (CWD) ADMINISTRATION WRAPAROUND SRTS WORKFLOW**

**SUSPENSION**



**Note #1:** Only enter Suspension records in the SRTS if the client was authorized in the SRTS. If authorized on paper, continue Suspension Status on paper.

**Note #2:** If the Liaison or CWD needs additional information to determine approval for the request, they will transfer the record back to the Wraparound Provider or Liaison with the transfer reason of "Additional information required for Wraparound request."

**Note #3:** CWD will forward SRTS confirmation email to the Liaison for their records as confirmation that referral has been suspended.

**Note #4:** If a request for suspension status is declined, Liaison will discuss with Wraparound provider.