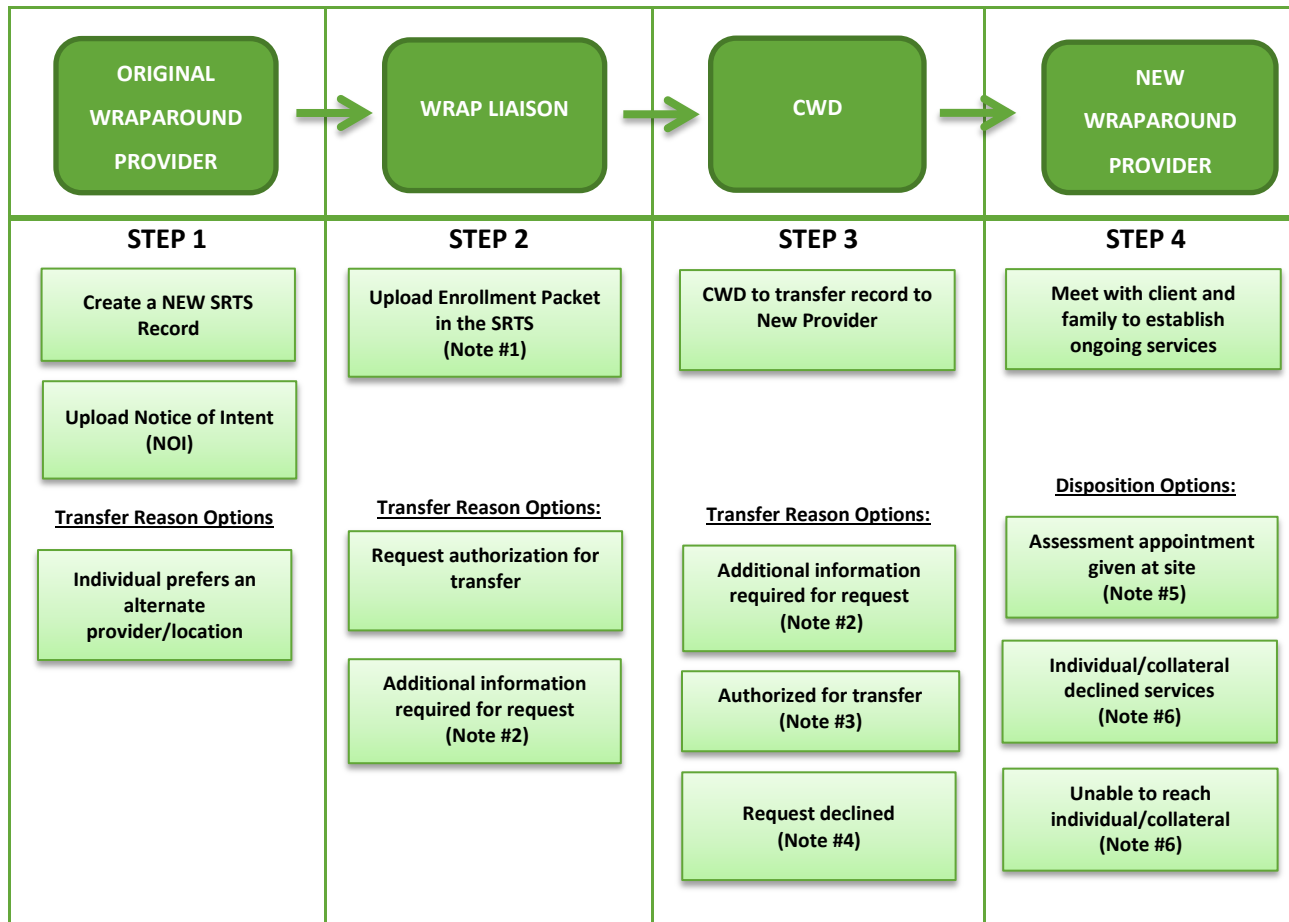


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

CHILD WELFARE DIVISION (CWD) ADMINISTRATION WRAPAROUND SRTS WORKFLOW

TRANSFER FROM WRAPAROUND PROVIDER TO WRAPAROUND PROVIDER IN SAME SERVICE AREA



Note #1: Liaison to collaborate with referring party to obtain all necessary documents for a WRAP packet and include the disposition form.

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 with the transfer reason of "Additional information required for Wraparound request."

Note #3: CWD will forward the SRTS email notification alert to the Liaison to confirm that the transfer has been authorized. Wraparound Liaison to contact existing and new provider to set up a conference call.

Note #4: If a request for transfer is declined, liaison will transfer the record back to the provider for continued services.

Note #5: Assessment is the enrollment date.

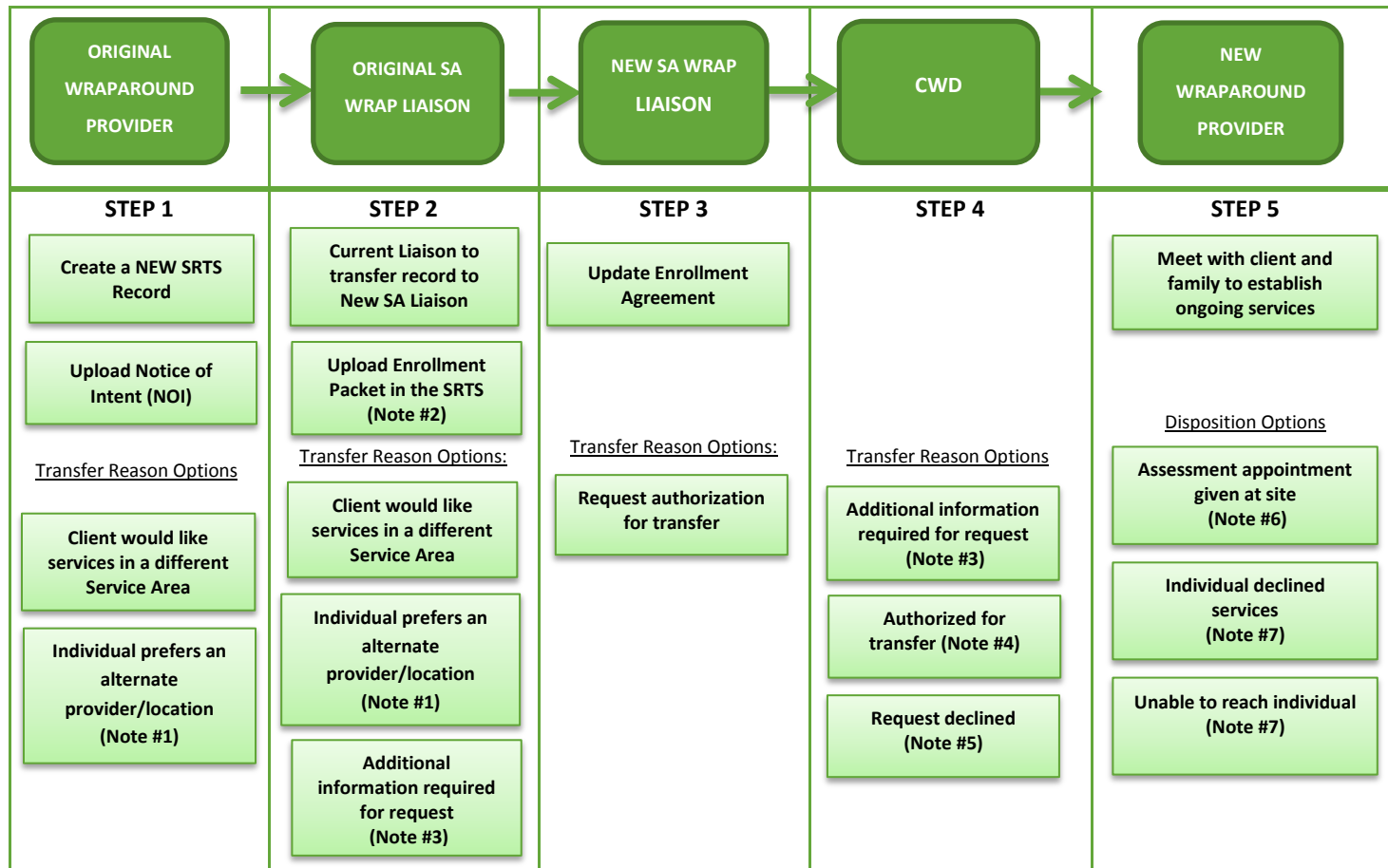
Note #6: A. If the client declines DMH services or the provider is unable to reach individual (discuss with Liaison), enter a disposition and discuss with Liaison. The Original Wraparound provider to start Disenrollment flowchart from the original authorized record.

B. Original Wraparound provider to inform CSW and provide supportive/mental health referrals as needed.

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

CHILD WELFARE DIVISION (CWD) ADMINISTRATION WRAPAROUND SRTS WORKFLOW

TRANSFER FROM WRAPAROUND PROVIDER TO WRAPAROUND PROVIDER IN A DIFFERENT SERVICE AREA



Note #1: This includes those children/families that are placed outside of Los Angeles (LA) County.

Note #2: Liaison to collaborate with referring party to obtain all necessary documents for a WRAP packet and include the disposition form.

Note #3: 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.” Wraparound Liaison to contact existing and new provider to set up a conference call.

Note #4: CWD will forward the SRTS email notification alert to the Liaison to confirm that the transfer has been authorized.

Note #5: Current Liaison to refer back to WRAP provider for continued services.

Note #6: Assessment is the Enrollment date.

Note #7: A. If the client declines MHS services or the provider is unable to reach individual (discuss with Liaison), enter a disposition and discuss with Liaison. The Original Wraparound provider to start Disenrollment flowchart from the original authorized record.

B. Original Wraparound provider to inform CSW and provide supportive/mental health referrals as needed.