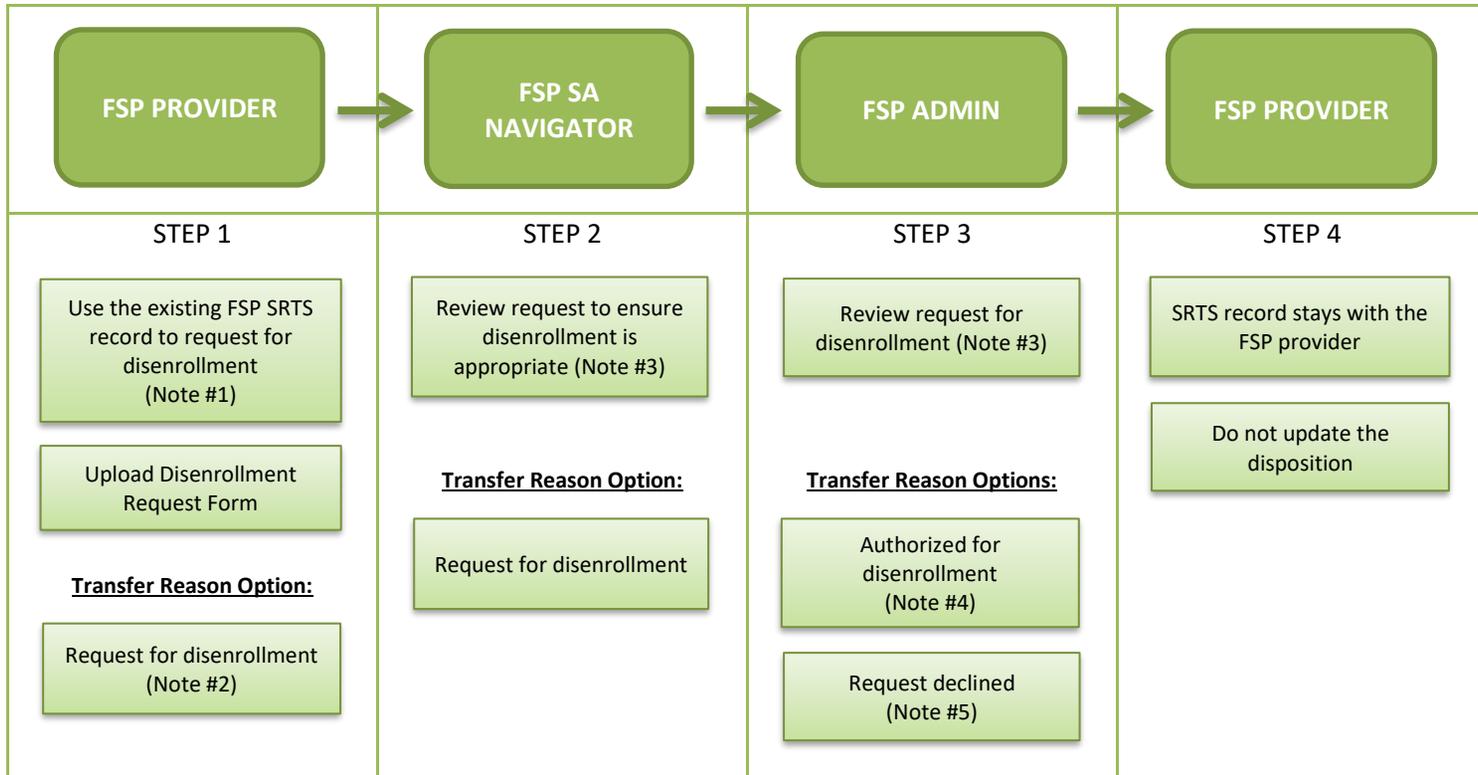
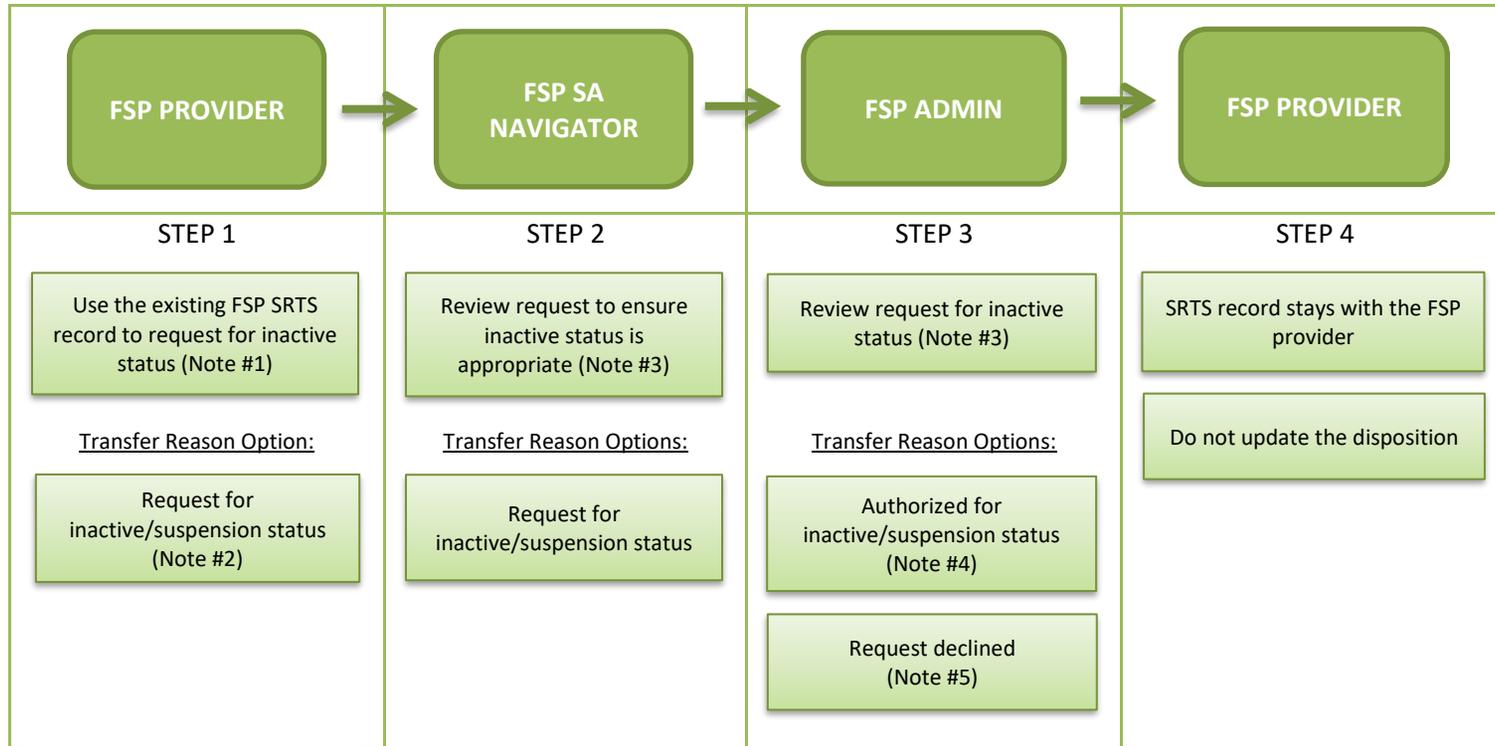


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
 SERVICE REQUEST TRACKING SYSTEM (SRTS)
 FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW
 DISENROLLMENT**



- Note #1:** Request for disenrollment in the SRTS only if the client was authorized in the SRTS. If the client was authorized on paper, request for disenrollment on paper. Ensure the disposition was entered to record client enrollment information and all OMA assessments are completed before requesting for disenrollment.
- Note #2:** Enter the reason for disenrollment in the transfer comments.
- Note #3:** If more information is needed or OMA assessments are incomplete, communicate with the requestor through e-mail or phone.
- Note #4:** FSP Admin forwards the SRTS confirmation e-mail to the FSP SA navigator and FSP provider to confirm that disenrollment was authorized.
- Note #5:** If the request for disenrollment is declined, FSP Admin transfers the record back to the FSP SA navigator with the transfer reason “Request declined” and enter the reason in the transfer comments. The FSP SA navigator will discuss linkage with FSP provider.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)
FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW
INACTIVE STATUS**



Note #1: Request for inactive status in the SRTS only if the client was authorized in the SRTS. If the client was authorized on paper, request for inactive status on paper. Ensure the disposition was entered to record why the client did not enroll in FSP services.

Note #2: Enter the reason for inactive status in the transfer comments.

Note #3: If more information is needed, communicate with the requestor through e-mail or phone.

Note #4: FSP Admin forwards the SRTS confirmation e-mail to the FSP SA navigator and FSP provider to confirm that inactive status was authorized.

Note #5: If the request for inactive status is declined, FSP Admin transfers the record back to the FSP SA navigator with the transfer reason "Request declined". The FSP SA navigator will discuss linkage with FSP provider.