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

## ADULT SYSTEM OF CARE (ASOC) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW AUTHORIZATION – REFERRAL BEGINNING WITH CO-OCCURRING DISORDERS COURT PROGRAM (CODC)

COD COURT LINKAGE	FSP PROVIDER (SSG -PROJECT 180 Adult FSP)	ASOC FSP	FSP PROVIDER (SSG -PROJECT 180 Adult FSP)
STEP 1	STEP 2	STEP 3	STEP 4
Create SRTS record	Complete outreach & engagement	Review referral for eligibility criteria	Disposition Options: Assessment appointment
Upload Adult FSP referral	Transfer Reason Options:	Transfer Reason Options:	given at site
Transfer Reason Option:	Request for authorization	Authorized for services (Note #3)	Individual/collateral declined services (Note #5)
Preauthorized for services (Note #1)	If the provider will not pursue authorization, see Note #2	Additional information required for request (Note #4)	Unable to reach individual/collateral (Note #5)

- Note #1: Note "CODC" in the Transfer Comments.
- Note #2: Providers not pursuing FSP authorization must discuss the case with COD Court Linkage to determine whether a disposition should be entered to close the record or transferred to another agency for appropriate level of care.
- Note #3: ASOC FSP will forward the SRTS e-mail notification alert to COD Court Linkage to confirm the transfer has been authorized.
- Note #4: If additional information is needed to determine approval for FSP, call or send an e-mail to SSG Project 180 Adult FSP to request additional information.
- Note #5: If anything other than "Assessment appointment given at site" is selected as a disposition, notify COD Court Linkage and ASOC FSP and consider inactive status.