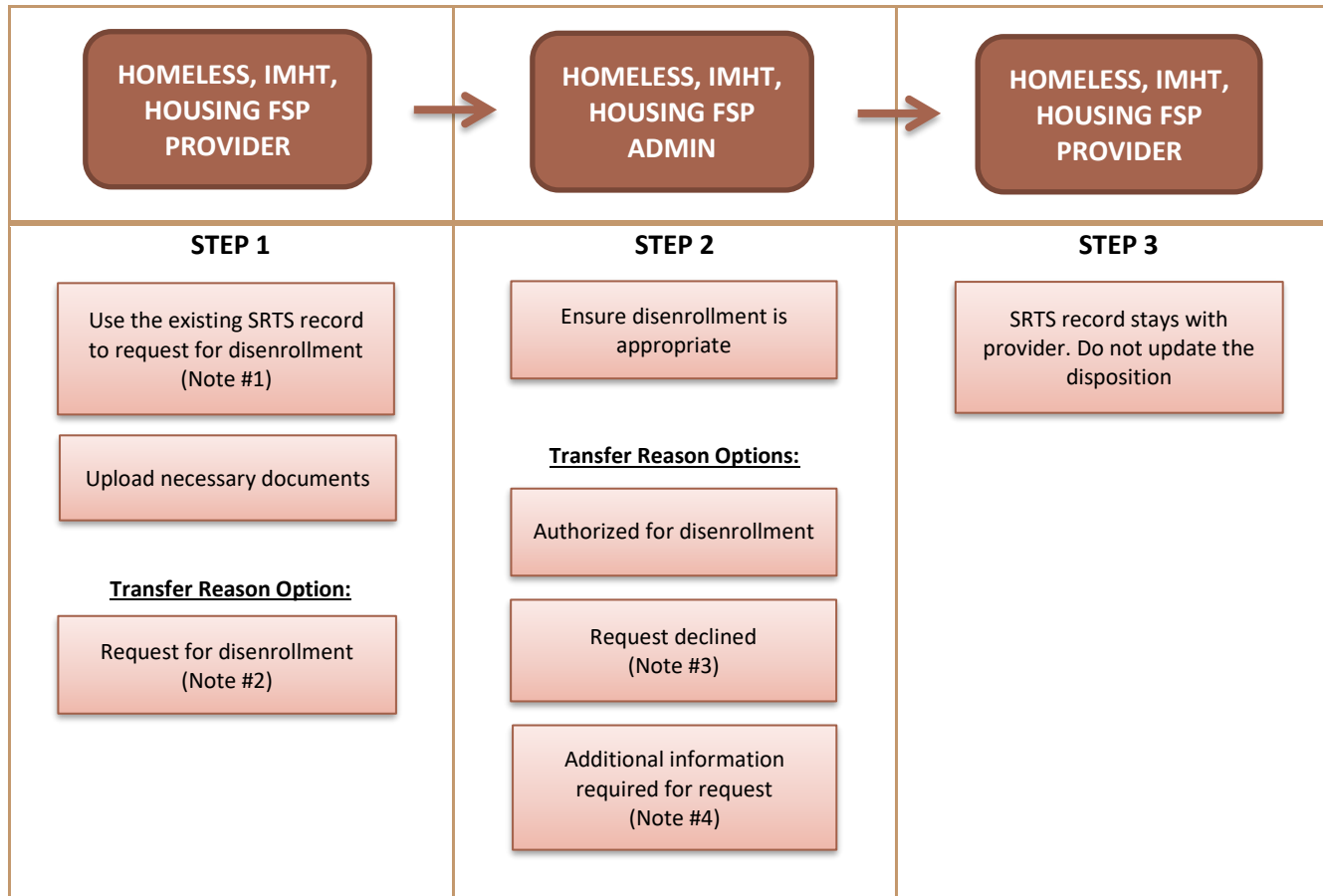


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

**HOMELESS FSP, IMHT FSP, AND HOUSING FSP ADMINISTRATION SRTS WORKFLOW
DISENROLLMENT**



Note #1: Request for disenrollment only if the client was authorized for services or authorized for transfer in the SRTS.

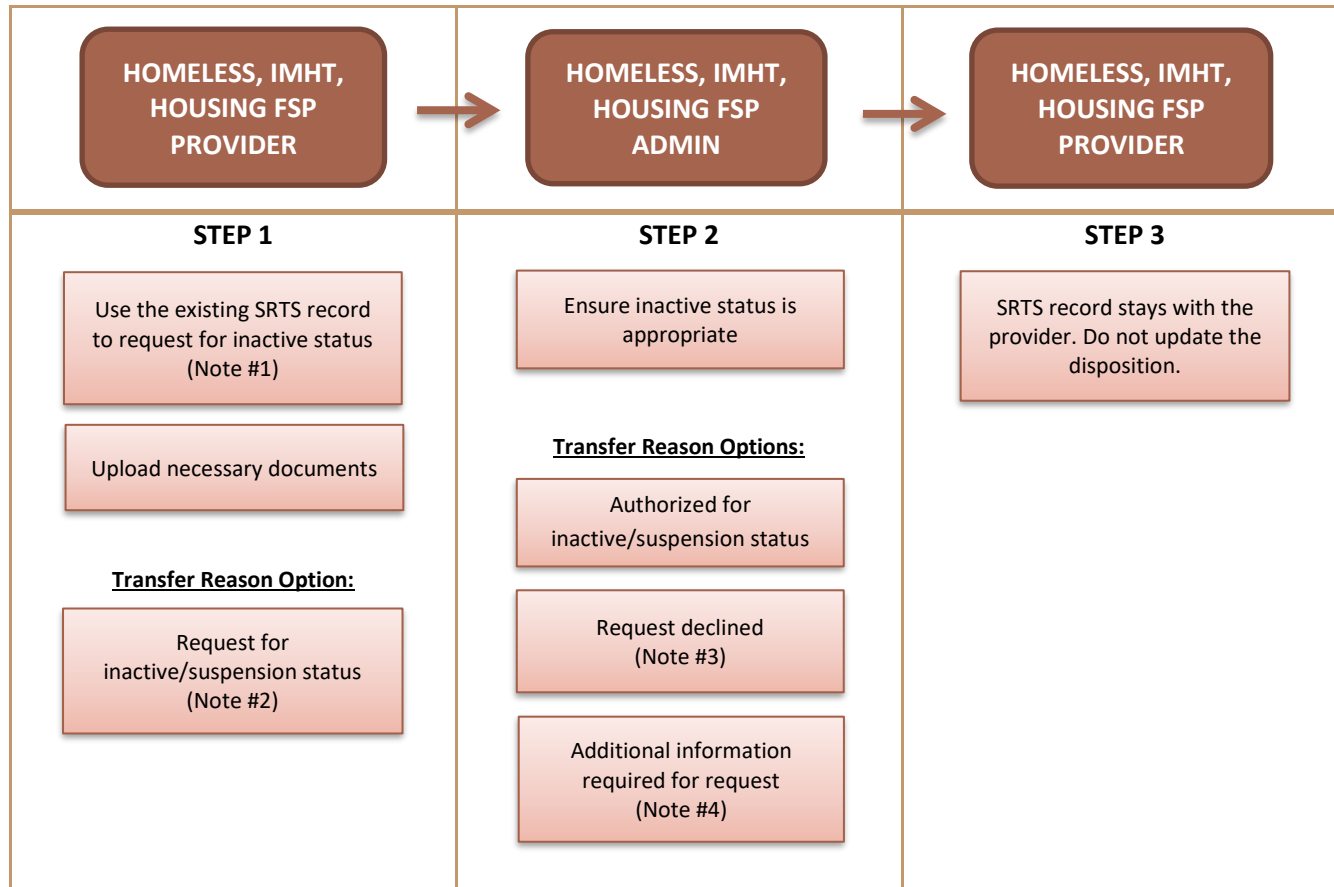
Note #2: Include the reason for disenrollment in the Transfer Comments section. Provider continues to provide services until disenrollment is authorized.

Note #3: If the request for disenrollment is declined, Homeless, IMHT or Housing FSP Admin transfers the record back to the FSP provider for continued services and the FSP provider enters a disposition with the appropriate reason to close the request.

Note #4: If additional information to determine approval for the request is needed, Homeless, IMHT or Housing FSP Admin transfers the record back to the provider with transfer reason “Additional information required for request”.

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

**HOMELESS FSP, IMHT FSP, AND HOUSING FSP ADMINISTRATION SRTS WORKFLOW
INACTIVE STATUS**



Note #1: Ensure a disposition has been entered to reflect the reason for inactive status prior to requesting for inactive status. Request for inactive status only if the client was authorized for services or authorized for transfer in the SRTS but did not receive services.

Note #2: Include the reason for inactive status in the Transfer Comments section.

Note #3: If the request for inactive status is declined, Homeless, IMHT or Housing FSP Admin transfers the record back to the FSP provider for continued services.

Note #4: If additional information is needed to determine approval for the request, Homeless, IMHT or Housing FSP Admin transfers the record back to the FSP provider with transfer reason “Additional information required for request”.