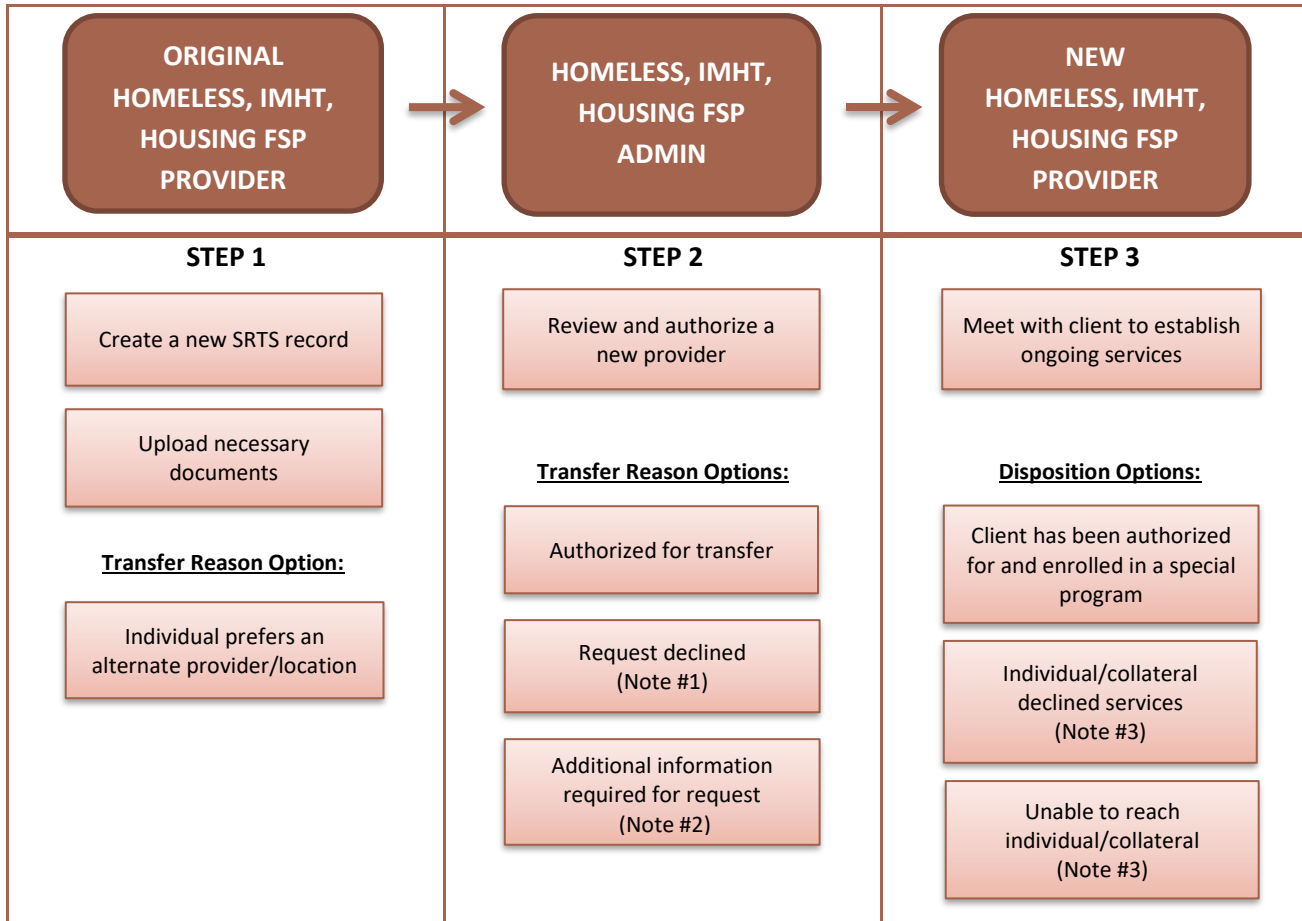
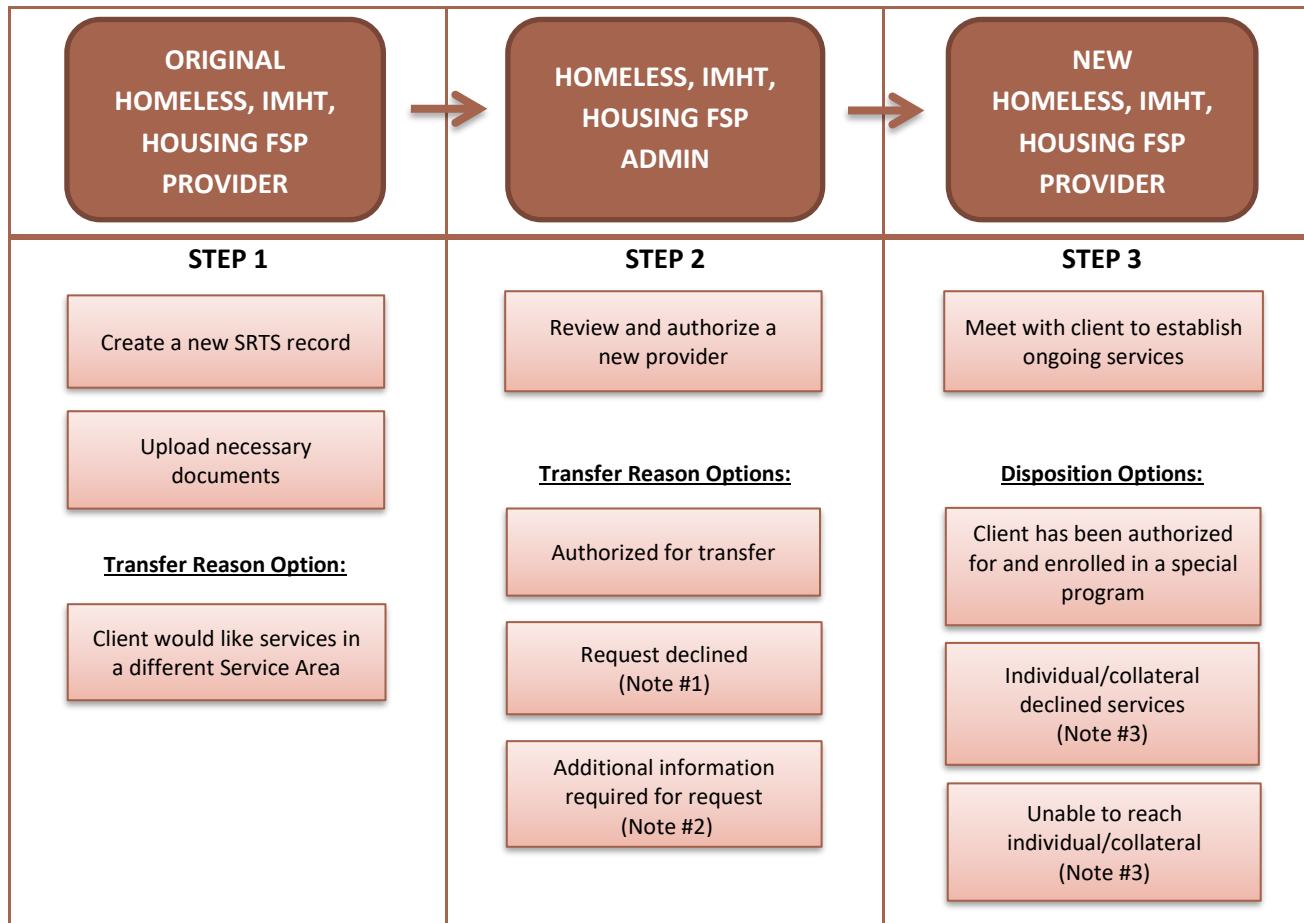


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
 SERVICE REQUEST TRACKING SYSTEM (SRTS)  
 HOMELESS FSP, IMHT FSP, AND HOUSING FSP ADMINISTRATION SRTS WORKFLOW  
 TRANSFER FROM FSP PROVIDER TO FSP PROVIDER IN THE SAME SERVICE AREA**



- Note #1:** If the request for transfer is declined, Homeless, IMHT or Housing FSP Admin transfers the record back to the original FSP provider for continued services and the original FSP provider enters a disposition with the appropriate reason to close the request.
- Note #2:** If additional information to determine approval for the request is needed, Homeless, IMHT, or Housing FSP Admin transfers the record back to the original FSP provider with transfer reason “Additional information required for request”.
- Note #3:** If the client declines DMH services or the new FSP provider is unable to reach the client, discuss with Homeless, IMHT, or Housing FSP Admin and enter a disposition to close the request. The original FSP provider initiates disenrollment from the original authorized SRTS record.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
 SERVICE REQUEST TRACKING SYSTEM (SRTS)  
 HOMELESS FSP, IMHT FSP, AND HOUSING FSP ADMINISTRATION SRTS WORKFLOW  
 TRANSFER FROM FSP PROVIDER TO FSP PROVIDER IN A DIFFERENT SERVICE AREA**



**Note #1:** If the request for transfer is declined, Homeless, IMHT or Housing FSP Admin transfers the record back to the original FSP provider for continued services and the original FSP provider enters a disposition with the appropriate reason to close the request.

**Note #2:** If additional information to determine approval for the request is needed, Homeless, IMHT or Housing FSP Admin transfers the record back to the original provider with transfer reason “Additional information required for request”.

**Note #3:** If the client declines DMH services or the new FSP provider is unable to reach the client, discuss with Homeless, IMHT or Housing FSP Admin and enter a disposition to close the request. The original FSP provider initiates disenrollment from the original authorized SRTS record.