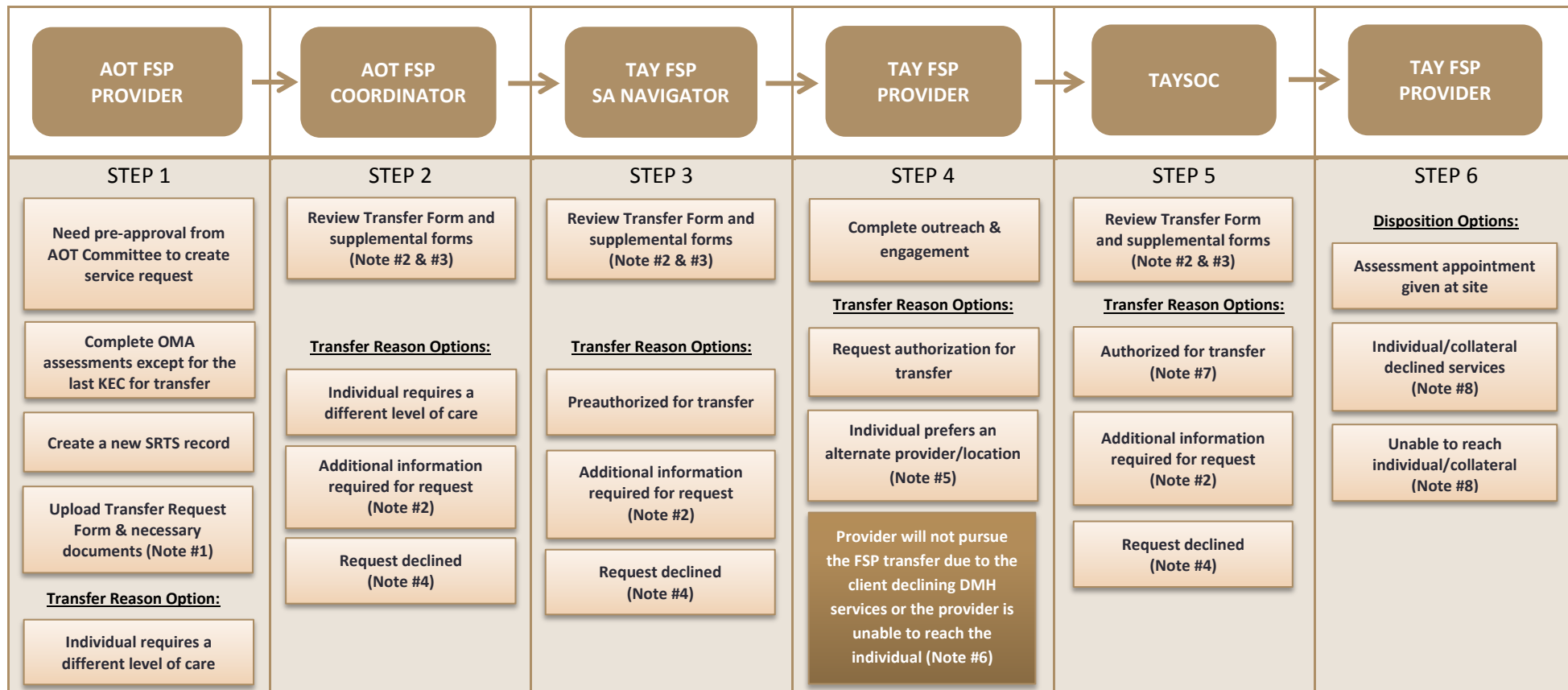


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

**ASSISTED OUTPATIENT TREATMENT (AOT) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW
TRANSFER FROM AOT FSP PROVIDER TO TAY FSP PROVIDER**



- Note #1:** AOT FSP provider uploads necessary documents, such as the original AOT FSP Referral Form, AIA, CCCP, Meds Log, current contact information, and summary.
- Note #2:** If AOT FSP Coordinator, TAY FSP SA Navigator or TAYSOC needs additional information to determine approval for the request, send an e-mail to request for additional information.
- Note #3:** AOT FSP Coordinator, TAY FSP SA Navigator or TAYSOC reviews OMA assessments and necessary documents. AOT FSP Coordinator, TAY FSP SA Navigator or TAYSOC informs the AOT FSP provider of the corrections to OMA data: Baseline, KECs, and 3Ms.
- Note #4:** If a request for transfer is declined, AOT FSP Coordinator, TAY FSP SA Navigator, and FSP provider discuss appropriate services/linkage.
- Note #5:** If the client prefers another provider, transfer the record back to the TAY FSP SA for linkage.
- Note #6:** The FSP provider not pursuing FSP authorization must discuss the case with the TAY FSP SA Navigator to determine whether a disposition should be entered to close the record or if the record should be transferred back to the TAY FSP SA Navigator to ensure linkage. The AOT FSP provider follows the workflow for disenrollment.
- Note #7:** TAYSOC forwards the SRTS e-mail notification alert to the TAY FSP SA Navigator, AOT FSP provider, and AOT FSP Coordinator to confirm the FSP transfer has been authorized.
- Note #8:** If the FSP provider selects a reason other than "Assessment appointment given at site" as a disposition, they must notify the TAY FSP SA Navigator. Consider requesting for disenrollment or inactive status.