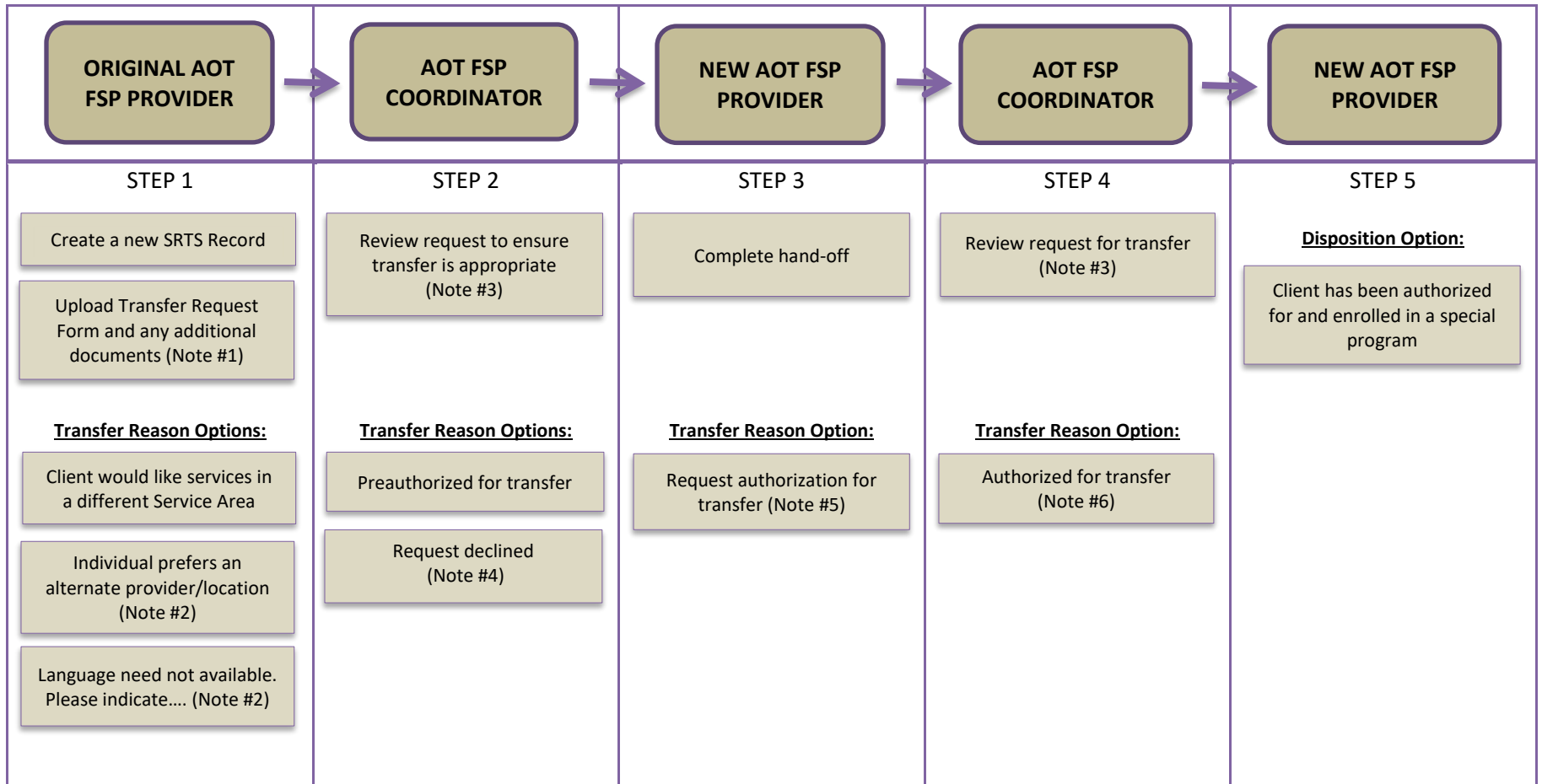


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)
ASSISTED OUTPATIENT TREATMENT (AOT) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW
TRANSFER FROM AOT FSP PROVIDER TO AOT FSP PROVIDER**



Note #1: Examples of additional documents include: AIA, CTP, Meds Log, current contact information, and summary.

Note #2: Pre-approval by the AOT FSP coordinator needs to be given prior to creating an SRTS to request for transfer for this reason.

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

Note #4: If the request is declined, AOT FSP coordinator transfers the record back to the requestor and discusses the request with the requestor.

Note #5: In the Transfer Date field, enter the requested date for enrollment and note it in the transfer comments.

Note #6: AOT FSP coordinator forwards the SRTS confirmation e-mail to the original and the new AOT FSP provider for their records as confirmation that the transfer was authorized.