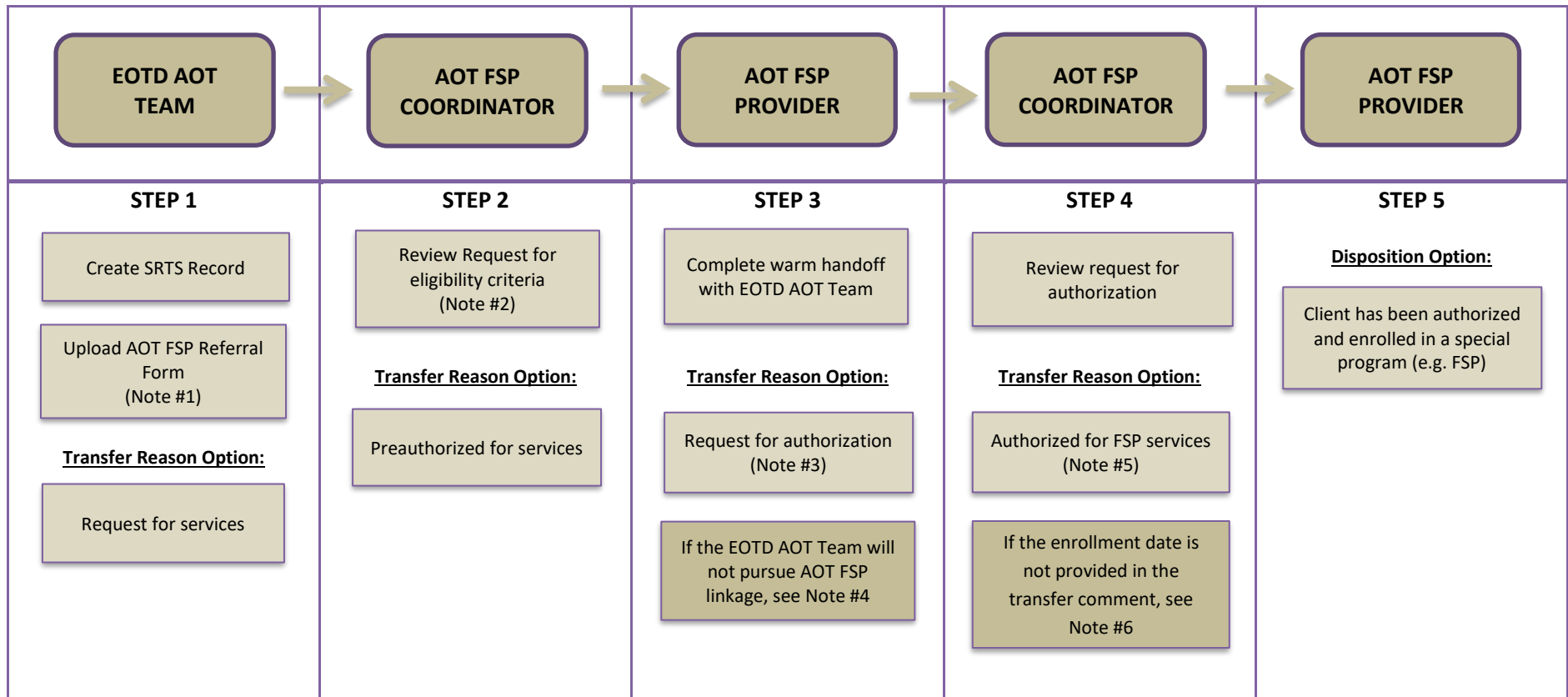


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

**ASSISTED OUTPATIENT TREATMENT (AOT) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW
AUTHORIZATION – REFERRAL BEGINNING WITH AOT TEAM**



- Note #1: Upload necessary documents (e.g., AOT referral form, initial investigation form, Medi-Cal verification, DMH administrative chart paper forms, client service history, progress/COS notes, etc.)
- Note #2: If more information is needed, communicate with the requestor through e-mail or phone.
- Note #3: Use the enrollment date for your Transfer Date and enter that date in the transfer comments.
- Note #4: If the EOTD AOT Team will not pursue AOT FSP linkage, the AOT FSP coordinator will discuss the case with the AOT FSP provider whether a disposition should be entered to close the record or transferred back to the AOT FSP coordinator to ensure linkage.
- Note #5: AOT FSP coordinator forwards the SRTS confirmation e-mail to the AOT FSP LE supervisor for their records as confirmation that the referral was authorized.
- Note #6: AOT FSP coordinator communicates with the AOT FSP provider through e-mail or phone to get the enrollment date prior to providing authorization.