Outcome Measures Application (OMA)

Transfers, Disenrollments, and Re-establishments

Transferring, disenrolling, and re-establishing clients in the OMA require only a few simple steps. In order to make a change in the client enrollment status, you must create a **Key Event Change (KEC)**, making changes only in the **Change in Administrative Information** section. The table below provides you with the necessary steps to make a change in the client enrollment status after filling in the Administrative Information with the client's information. Keep in mind that all of these actions require Countywide Authorization before a change can be made.

Action	Steps in Filling Out the **KEC, Change in Administrative Information** Section
Transferring a Client (Transferring a client from one provider site to another provider site when there is no break in FSP services)	1. Get **Countywide Authorization** to transfer and know the date of authorized transfer 2. Select **Standard KEC** 3. Enter **New Provider Number** 4. Enter **Date Provider Site ID Change** (on or after date of Authorization from Countywide) 5. Scroll to the bottom of the screen and click on **Is Complete**
Receiving a Client (2nd provider site receiving the client from the transferring agency)	1. Get **Countywide Authorization** to transfer and know the date of authorized transfer 2. Select **Standard KEC** 3. Enter **New Partnership Service Coordinator (Last Name)** 4. Enter **Date of Partnership Service Coordinator Change** (on or after date of Authorization from Countywide) 5. Scroll to the bottom of the screen and click on **Is Complete**
Discontinuing a Client (Client disenrolling completely from FSP services. Client will not be receiving FSP services anywhere in LA County.)	1. Get **Countywide Authorization** to disenroll and know the date of authorized disenrollment (Countywide Signature Date) 2. Select **Discontinuation KEC** 3. Enter **Date of Partnership Status Change** (on or after date of Authorization from Countywide) 4. Select the **Reason** for the Discontinuation (should match Reason on disenrollment request) 5. Scroll to the bottom of the screen and click on **Create KEC**
Re-establishing a Client (Client returning to FSP services within 365 days of disenrollment from FSP services)	1. Get **Countywide Authorization** to re-enroll and know the date of authorized re-enrollment 2. Select **Re-establishment KEC** 3. Enter **Date of Partnership Status Change** (on or after date of Authorization from Countywide) 4. Scroll to the bottom of the screen and click on **Create KEC**

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MENTAL HEALTH SERVICES ACT PROPOSITION 63 CALIFORNIA

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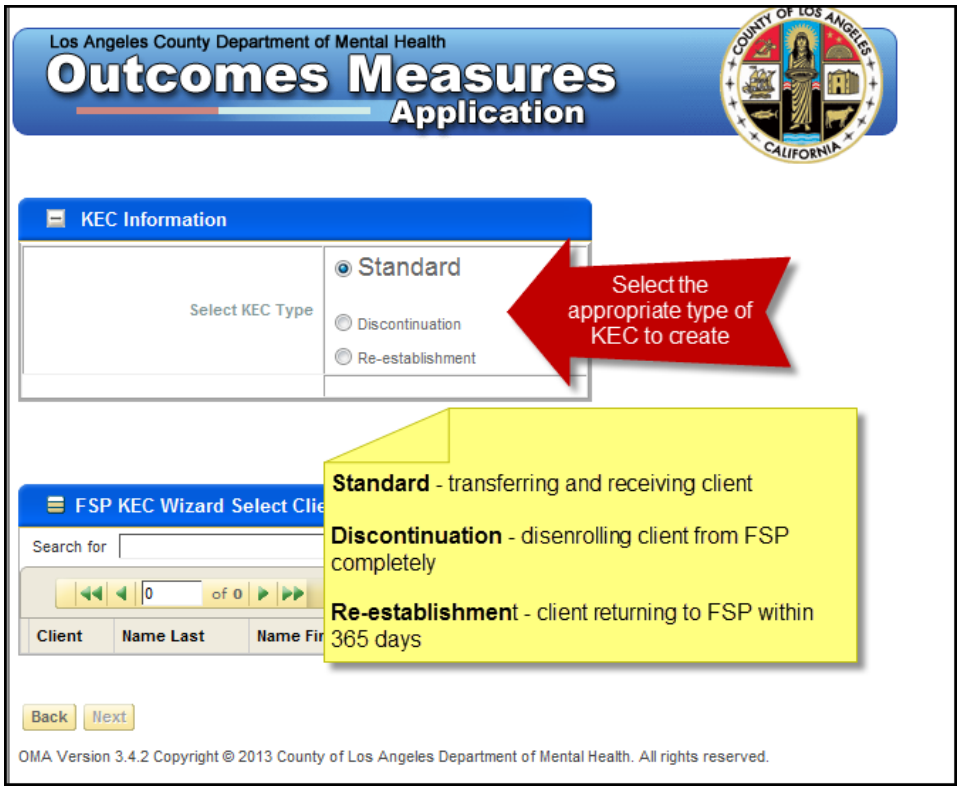
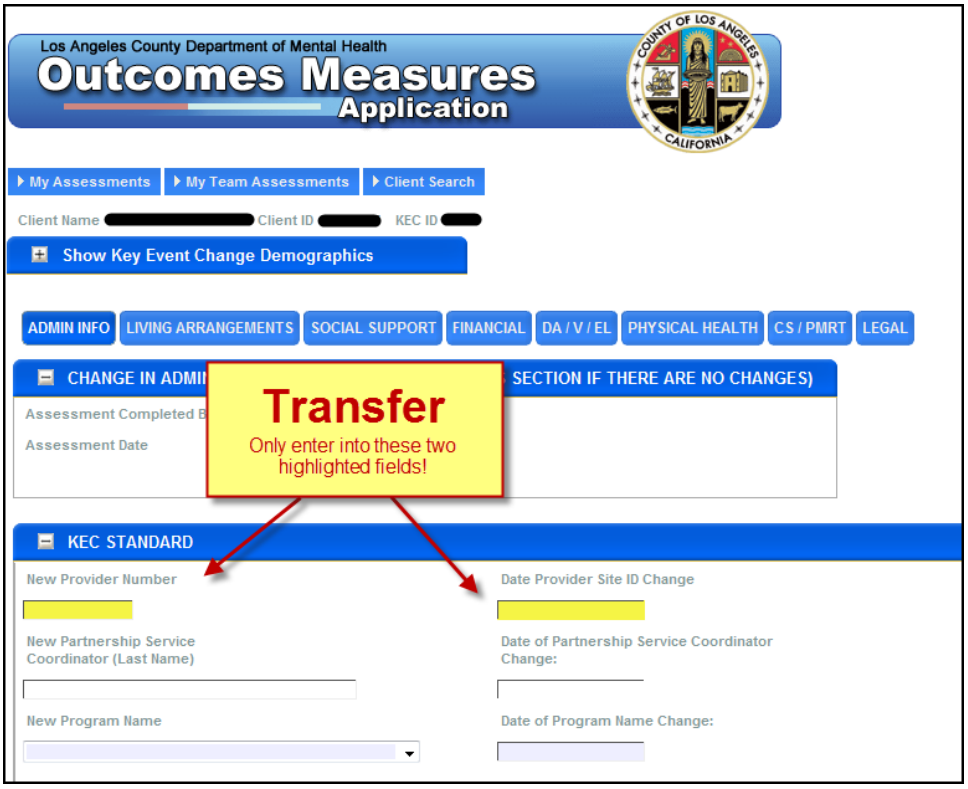
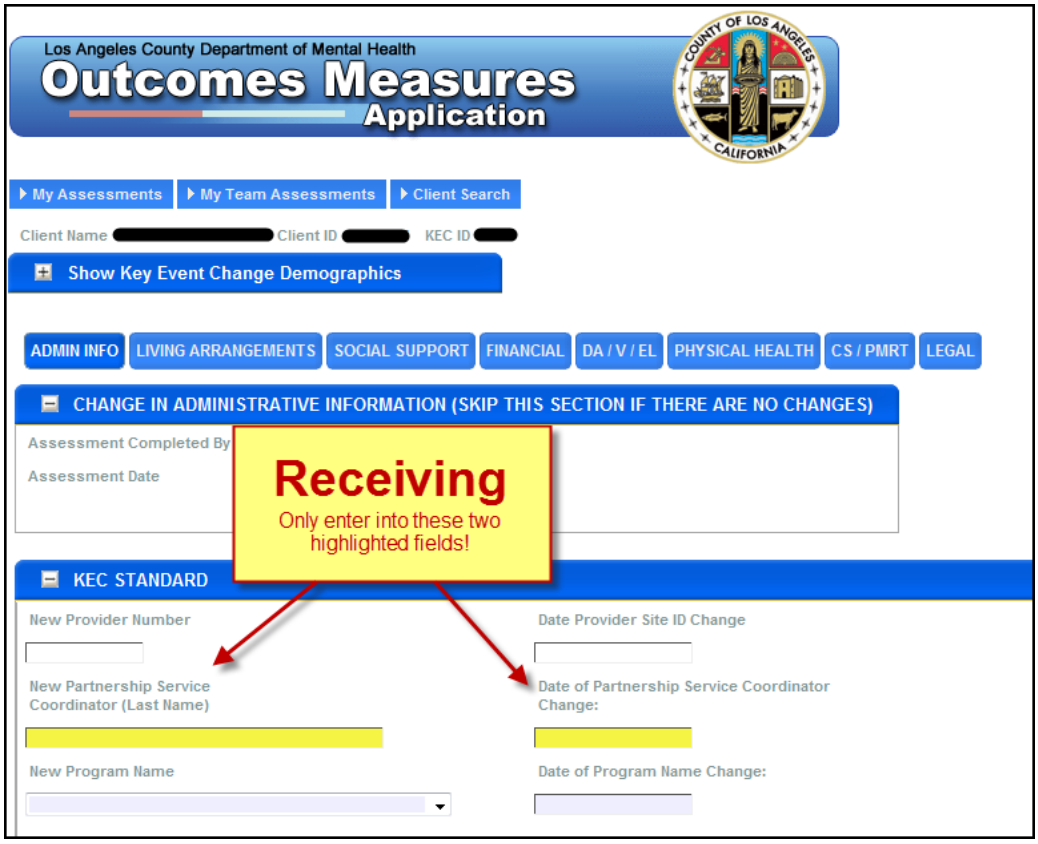
KECs Quick View






Los Angeles County Department of Mental Health
Outcomes Measures Application
My Assessments
My Team Assessments
Client Search
Client Name
Client ID
KEC ID
Show Key Event Change Demographics
ADMIN INFO
LIVING ARRANGEMENTS
SOCIAL SUPPORT
FINANCIAL
DA / V / EL
PHYSICAL HEALTH
CS / PMRT
LEGAL
CHANGE IN ADMINISTRATIVE INFORMATION (SKIP THIS SECTION IF THERE ARE NO CHANGES)
Assessment Completed By
Assessment Date
Receiving
Only enter into these two highlighted fields!
KEC STANDARD
New Provider Number
Date Provider Site ID Change
New Partnership Service Coordinator (Last Name)
Date of Partnership Service Coordinator Change:
New Program Name
Date of Program Name Change:

KEC DISCONTINUATION
New Provider Number
Date Provider Site ID Change
Discontinuation
Select a reason
Indicate New Partnership Status:
Date of Partnership Status Change:
Discontinuation/Interruption of Full Service Partnership and/or community services / program (indicate reason below).
7/4/2014
Reestablishment of Full Service Partnership and/or community services / program.
If there is a DISCONTINUATION / INTERRUPTION of Full Service Partnership and/or community services / program, indicate the reason (select one):
1. Target population criteria are not met.
2. Client decided to discontinue Full Service Partnership participation after partnership established.
3. Client moved to another county / service area.
4. After repeated attempts to contact client, he/she cannot be located.
5. Community services / program interrupted - Client's circumstances reflect a need for residential / institutional mental health services at this time (such as an Institute
6. Community services / program interrupted - Client will be placed in juvenile hall / camp / ranch.
7. Community services program / interrupted - Client will be placed in California Youth Authorization / Division of Juvenile Justice.

Add Key Event Change Administrator Information
Indicate New Partnership Status:
Discontinuation/Interruption of Full Service Partnership and/or community services / program (indicate reason below).
Reestablishment of Full Service Partnership and/or community services / program.
Date of Partnership Status Change:
7/8/2014
If there is a DISCONTINUATION / INTERRUPTION of Full Service Partnership and/or community services / program, indicate the reason (select one):
1. Target population criteria
2. Client decided to disconti
3. Client moved to another c
4. After repeated attempts t
5. Community services / pro
stitutional mental health services at this time (such as an Institute for
6. Community services / program interrupted - Client will be placed in juvenile hall / camp / ranch.
7. Community services program / interrupted - Client will be placed in California Youth Authorization / Division of Juvenile Justice.
8. Client has successfully met his/her goals such that discontinuation of Full Service Partnership is appropriate.
9. Client is deceased.
Back
Create KEC
Re-establishment
Fields are pre-populated, click on Create KEC button