

# HOW TO ENTER A DISPOSITION FOR SRTS RECORDS

1.) To access the SRTS, please go to:

- <https://intra.dmh.lacounty.gov/SRTS> (for DMH staff)
- <https://apps.dmh.lacounty.gov/SRTS> (for Legal Entity staff)

2.) Log in to the website:

- For DMH staff: use the same Username and Password that you log in to your DMH computer. When you update your password, it will automatically update for SRTS too.
- For Legal Entity staff: User Name is your C# and the Password is one assigned by the CIOB Help Desk (213) 351-1335.



Sign In

Enter your user name and password to sign in.

User Name:

Password:

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Disclaimer: This confidential information is provided to you in accordance with State and Federal laws and regulations including but not limited to applicable Welfare and Institutions Code, Civil Code and HIPAA Privacy Standards. Duplication of this information for further disclosure is prohibited without prior written authorization of the client/authorized representative to whom it pertains unless otherwise permitted by law.

- If registered to multiple locations, the User Location page will appear, from which the appropriate location can be selected. If registered to only one location, the Home page will appear.

Location

Search for

Type

1 of 10 / Page

	Location	Type
<input type="button" value="Select"/>	PMRT Service Area 3	Service Area
<input type="button" value="Select"/>	SB82 Mobile Triage Team - Service Area 3	Service Area
<input type="button" value="Select"/>	Service Area 3 Adult Navigation Team	Service Area
<input type="button" value="Select"/>	Service Area 3 Adult Navigation Team - FSP	Service Area
<input type="button" value="Select"/>	Service Area 3 Child & TAY Navigation Team	Service Area
<input type="button" value="Select"/>	Service Area 3 Child Navigation Team - FSP	Service Area
<input type="button" value="Select"/>	Service Area 3 TAY Navigation Team - FSP	Service Area

### 3.) Enter a Disposition

- a. If entering a disposition for a new record that is being created, scroll to the Disposition section.
- b. If entering a disposition for an existing record, open the SRTS record from the SRTS Home Page.
  - o Select "Search for Existing Service Request," if searching for a record by client name, or
  - o "Edit Service Request by Confirmation #," to search for the record by SRTS Tracking Confirmation Number

When it is time to enter a disposition (i.e. close out the record because the individual has been scheduled for an appointment, linked to other services, unable to reach, etc.), choose the most appropriate option from the drop-down list provided.

**Disposition**

Disposition of Request for Service **\*\* Please Select \*\***

Add Comment History	
Comments	
	<ul style="list-style-type: none"> <li>Already receiving appropriate MH service</li> <li>Assessment appointment given at site</li> <li>Crisis response by this site, 911 referral or field response</li> <li>CSW/DCFS withdrew request for linkage</li> <li>Does not meet program criteria. Referral made for appropriate non-DMH service provider</li> <li>Individual/collateral declined services</li> <li>Referral made to appropriate DMH service provider; unable to transfer record</li> <li>Referred back to private insurance</li> <li>This program failed to respond to service request. Client requests services from a different provider</li> <li>Unable to reach individual/collateral</li> </ul>

4.) If the individual is provided with an assessment appointment, the **first offered** assessment appointment must be documented in the "Disposition" section. Choose the disposition of "Assessment appointment given at site" and complete the four (4) required fields: Date, Time, Staff Name and Provider No. associated to the **first offered appointment**. Note: When entering a disposition for a Full Service Partnership (FSP) record, if the individual was enrolled in the FSP program, select "Assessment appointment given at site" and enter the actual enrollment information, not the first offered appointment.

**Disposition**

Disposition of Request for Service

**First Offered Appointment:**

<b>Date</b> <input type="text" value="7/27/2016"/>	<b>Time</b> <input type="text" value="11:00 AM"/>	<b>Staff Name</b> <input type="text" value="(This field is prepopulated to your name."/>	<b>Provider No. Associated to Appointment</b> <input type="text" value="7672"/> <a href="#">Lookup...</a>
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Did individual accept first offered appointment?

This is the first scheduled appointment

**Required Fields. When completing the Disposition section, these fields must be completed in order to save the record.**

Final Disposition:

Entered By: Nerissa Abriam Date Entered: 7/22/2016

Add Comment History	
Comments	

5.) **“Did the individual accept first offered appointment?”** This field allows programs to also track the first scheduled appointment when, for example, a client declines the first offered appointment and requests an appointment two weeks later.

- a. If the answer is “Yes” for “Did the individual accept first offered appointment?” field, no additional information is required.
- b. If the answer is “No” for “Did the individual accept first offered appointment?” the user will be required to enter the “First scheduled appointment date” field and the “First scheduled appointment time” field.

**Disposition**

Disposition of Request for Service: Assessment appointment given at site

**First Offered Appointment:**

Date	Time	Staff Name	Provider No. Associated to Appointment
7/22/16	11:00 AM	Idina Menzel	7672 <a href="#">Lookup...</a>

Did individual accept first offered appointment? No

First scheduled appointment date: 7/25/2016

Time: 09:00 AM

**Required fields when you choose "No" if the first offered appointment is not taken.**

6.) When “Yes” is selected in the “Emergent Medication Needs” question from the Mental Health section, the user will be asked “Was the medication appointment scheduled for the same day as the first scheduled appointment?”

- a. If the answer is “Yes” for “Was the medication appointment scheduled for the same day as the first scheduled appointment?” field, no additional information is required.
- b. If the answer is “No” for “Was the medication appointment scheduled for the same day as the first scheduled appointment?” you will be required enter a Justification.

**Disposition**

Disposition of Request for Service: Assessment appointment given at site

**First Offered Appointment:**

Date	Time	Staff Name	Provider No. Associated to Appointment
			<a href="#">Lookup...</a>

Did individual accept first offered appointment? \*\* Please Select \*\*

Was the medication appointment scheduled for the same day as the first scheduled appointment? No

Justification

**If the response is "No", a Justification will need to be provided.**

**This field pre-populates to user's name. Change name to clinician seeing the client.**

7.) **“Final Disposition” dropdown field:** When the selected disposition is “Assessment appointment given at site,” to the user can indicate the outcome of the appointment. **This is required for appointments scheduled through the ACCESS Appointment Line and recommended for all others.**

**Disposition**

Disposition of Request for Service

**First Offered Appointment:**

Date	Time	Staff Name	Provider No. Associated to Appointment
<input type="text" value="7/22/2016"/>	<input type="text" value="11:00 AM"/>	<input type="text" value="Idina Menzel"/>	<input type="text" value="7672"/> <a href="#">Lookup...</a>

Did individual accept first offered appointment?

**Final Disposition:**

- Individual accepted for DMH services
- Individual declined DMH services
- Individual did not show for appointment
- Individual does not meet program criteria
- Program is unable to serve individual

**Add Comments**

Comments



If you have any questions or concerns, please contact us at [SRTS@dmh.lacounty.gov](mailto:SRTS@dmh.lacounty.gov) directly.