Instructions for Legal Entities to Retrieve Reports within SRTS

- Effective January 18, 2016, the reports feature within SRTS will be fully functional and allow each provider to run their own reports.

- Each provider will get an unique password so that they can pull their own report(s) with information relevant to their specific location(s).

- Below are screen shots that will help guide you through getting your desired report(s).

Step 1:

- Log into SRTS

- In the middle of the right hand side, you'll see a header that reads "Service Requests".

- Underneath Service Requests, click on "Reports" button.

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Step 2:

- A dialogue box will appear for you to enter your RSA SecurID and IS Password to access.

Step 3:

- After credentials are entered, click on "DMH Contract Providers" on the top row header

Step 4:

- Choose the desired report, either the Detail Report or Original Location report.

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Step 5:

- Enter the desired date parameters.

- Enter the password that was given to you by SRTS Admin.

- Select "Excel 2007" from the Report Output Type drop-down

- Lastly, click on "Show Report" and the report will open up in Excel.

For any issues related to reports, please contact Kim Nguyen at kinguyen@dmh.lacounty.gov / 213-251-6738 or **SRTS@dmh.lacounty.gov**