

# Outcome Measures Application (OMA)

## Transfers, Disenrollment, and Re-establishment

Change clients' enrollment status by completing a **Key Event Change (KEC)**. See the table below for instructions.

| Action   | Filling Out the KEC,<br>Change in Administrative Information Section  |
|--|---|
| <p><b>Transferring a client</b><br/>(Transferring a client from one provider site to another provider site when there is no break in FSP services)</p> | <ol style="list-style-type: none"> <li>1. Get <b>Countywide Authorization</b> to transfer</li> <li>2. Select <b>Standard KEC</b></li> <li>3. Enter <b>New Provider Number</b></li> <li>4. Enter <b>Date Provider Site ID Change</b> (on or after date of Authorization from Countywide)</li> <li>5. Scroll to the bottom of the screen and click <b>SUBMIT</b></li> </ol>   |
| <p><b>Receiving a client</b><br/>(2<sup>nd</sup> provider site receiving a client from a transferring provider site)</p>                               | <ol style="list-style-type: none"> <li>1. Get <b>Countywide Authorization</b> to transfer</li> <li>2. Select <b>Standard KEC</b></li> <li>3. Enter <b>New Partnership Services Coordinator (Last Name)</b></li> <li>4. Enter <b>Date of Partnership Service Coordinator Change</b> (on or after date of Authorization from Countywide)</li> <li>5. Scroll to the bottom of the screen and click <b>SUBMIT</b></li> </ol>  |
| <p><b>Discontinuing a client</b><br/>(Client disenrolling from FSP services.)</p>  | <ol style="list-style-type: none"> <li>1. Get <b>Countywide Authorization</b> to disenroll and know the date of authorized disenrollment (Countywide Signature Date)</li> <li>2. Select <b>Discontinuation KEC</b></li> <li>3. Enter <b>Date of Partnership Status Change</b> (on or after date of authorization from Countywide)</li> <li>4. Select the <b>Reason</b> for the Discontinuation (should match reason on disenrollment request)</li> <li>5. Scroll to the bottom of the screen and click <b>SUBMIT</b></li> </ol> |
| <p><b>Re-establishing a client</b><br/>(Client returning to FSP services within 365 days of disenrollment from FSP services)</p>                       | <ol style="list-style-type: none"> <li>1. Get <b>Countywide Authorization</b> to re-enroll</li> <li>2. Select <b>Re-establishment KEC</b></li> <li>3. Enter <b>Date of Partnership Status Change</b> (on or after date of Authorization from Countywide)</li> <li>4. Scroll to the bottom of the screen and click <b>CREATE KEC</b></li> </ol>  |



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**DEPARTMENT OF MENTAL HEALTH**  
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