

# FSP OMA User's Group

July 30, 2024



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LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
QUALITY, OUTCOMES & TRAINING DIVISION



WELLNESS • RECOVERY • RESILIENCE



LOS ANGELES COUNTY  
**DEPARTMENT OF  
MENTAL HEALTH**  
hope. recovery. wellbeing.

# ▶▶ Welcome to the FSP OMA User's Group

- Welcome and Introductions
- Review of handouts

# ▶▶ Objectives

- **Provide updates on any recent developments of the FSP applications**
- **Review Pro Tips for FSP OMA**
  - **Baseline**
  - **KEC**
  - **3M**
  - **DCDR**

# ▶▶ Getting Access to the FSP OMA the DCDR Portal

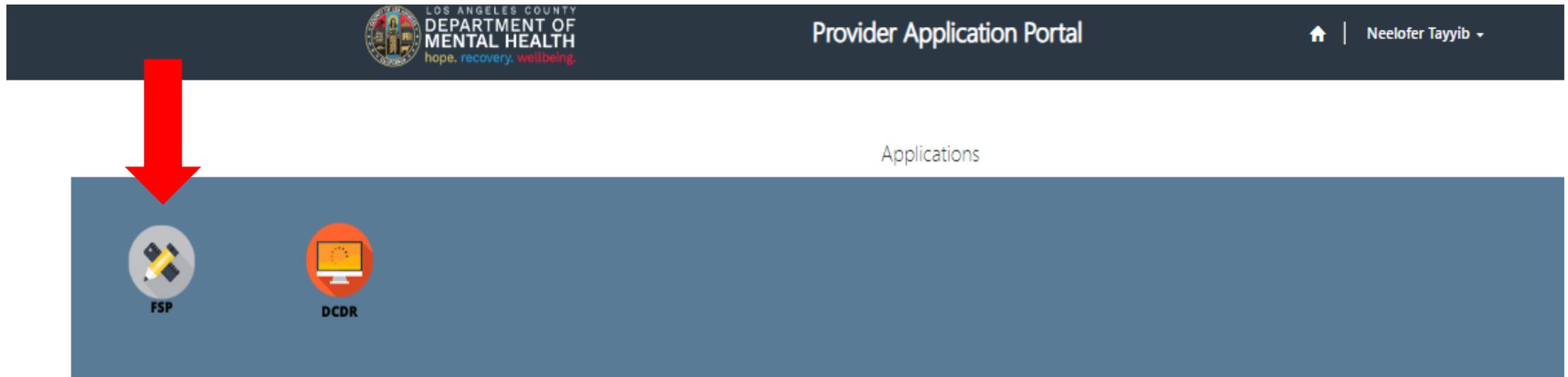
- **Getting Access:**

- Directly Operated Clinics: need to submit a Service Request (SR)
- Legal Entities: need to go through their Systems Access Liaison for your Legal Entity

The screenshot displays the Los Angeles County Department of Mental Health Service Catalog interface. The header includes the department logo and navigation links: Home, My Items, Service Catalog, Knowledge Center, Search, and More... The main content area shows a service offering titled "Grant or Change access for a D365 Application" with a sub-description: "Request to grant or change user access for a person or group to a D365 Application." A progress bar on the left indicates four steps: 1. Customer Information (completed), 2. D365 Application Information (current step), 3. Justification, and 4. Review & Submit. The "D365 Application Information" section includes a legend for required fields (\* = required). The form fields are: "Type of Request" (Grant Access), "D365 Application" (\*\*New D365 application not listed (See Additional Details)), "Additional Details" (FSP OMA - prov 1906), and "Is this a batch request" (dropdown menu).

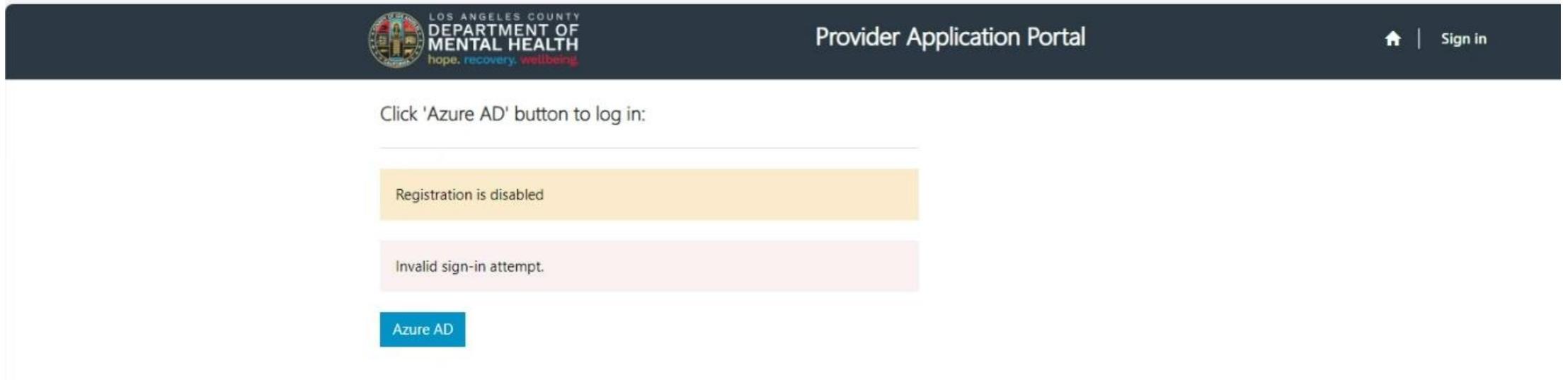
# ▶▶ Do you have access to the FSP OMA Portal?

If you **do** have access to FSP OMA Portal (for [Legal Entities only](#)), your view will include the FSP icon when you log into the application:



## ▶▶ Do you have access to the FSP OMA Portal?

If you **do not** have access to FSP OMA Portal ([for Legal Entities only](#)), you will get this error message when you log into the application:



The screenshot shows the top navigation bar of the 'Provider Application Portal' for the Los Angeles County Department of Mental Health. The header includes the department's logo and the slogan 'hope. recovery. wellbeing.' on the left, and a 'Sign in' link on the right. Below the header, the page instructs the user to 'Click 'Azure AD' button to log in:'. Two error messages are displayed: 'Registration is disabled' in a yellow box and 'Invalid sign-in attempt.' in a pink box. At the bottom, there is a blue 'Azure AD' button.

LOS ANGELES COUNTY  
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Provider Application Portal

Sign in

Click 'Azure AD' button to log in:

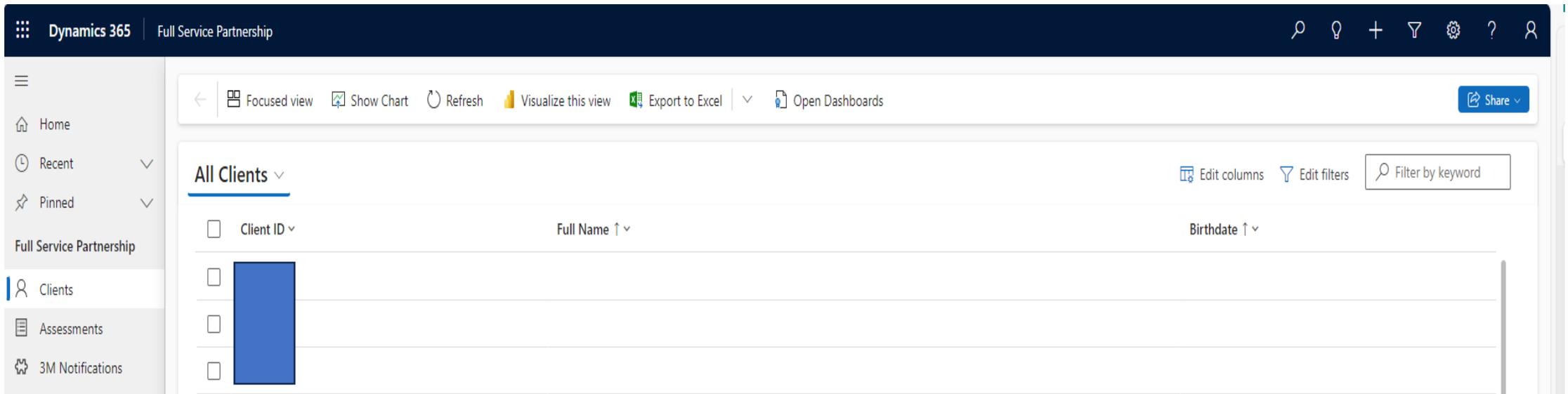
Registration is disabled

Invalid sign-in attempt.

Azure AD

# ▶▶ Do you have access to FSP OMA Dynamics?

If you **do** have access to FSP OMA Dynamics (for **Directly Operated clinics only**), your view will be the **homepage** when you log into the application:



The screenshot displays the Dynamics 365 interface for the 'Full Service Partnership' entity. The top navigation bar includes the Dynamics 365 logo and the entity name. The left-hand navigation pane lists 'Home', 'Recent', 'Pinned', 'Full Service Partnership', 'Clients', 'Assessments', and '3M Notifications'. The main content area shows the 'All Clients' view with a table of client records. The table has columns for 'Client ID', 'Full Name', and 'Birthdate'. The first row is highlighted in blue. The interface also includes a top toolbar with options like 'Focused view', 'Show Chart', 'Refresh', 'Visualize this view', 'Export to Excel', and 'Open Dashboards'. A search bar and 'Filter by keyword' option are visible on the right side of the table.

Client ID	Full Name	Birthdate

# ▶▶ Do you have access to FSP OMA Dynamics?

If you **do not** have access to FSP OMA Dynamics (for [Directly Operated clinics only](#)), you will get this error message when you log into the application:



The screenshot shows the Microsoft Dynamics 365 interface. At the top, there is a header with the Microsoft logo and "Dynamics 365" on the left, and a "Sign Out" button on the right. Below the header is a "Notifications" section. A notification with a red "X" icon states: "You ([redacted]@dmh.lacounty.gov) need a Microsoft Dynamics 365 security role to access this environment (org9fa2ca92)". Below this message is a link to "Learn about assigning security roles" and a link to "Troubleshoot user sign in issues". At the bottom, technical details are provided: "Error Code: userHasNoRole", "Timestamp: 7/8/2024 9:45:44 PM UTC", and "Service Request Id: 7e725744-07ae-4b36-adac-d0e4dfb2f16c". A "Show Technical Details" button is located at the bottom of the notification.

Microsoft | Dynamics 365 Sign Out

### Notifications

 You ([redacted]@dmh.lacounty.gov) need a Microsoft Dynamics 365 security role to access this environment (org9fa2ca92)

Ask your admin to assign you a security role and then retry accessing this environment. [Learn about assigning security roles](#)

[Troubleshoot user sign in issues](#)

Error Code: userHasNoRole  
Timestamp: 7/8/2024 9:45:44 PM UTC  
Service Request Id: 7e725744-07ae-4b36-adac-d0e4dfb2f16c

Show Technical Details

# ▶▶ Be sure to log in under the correct Provider Number

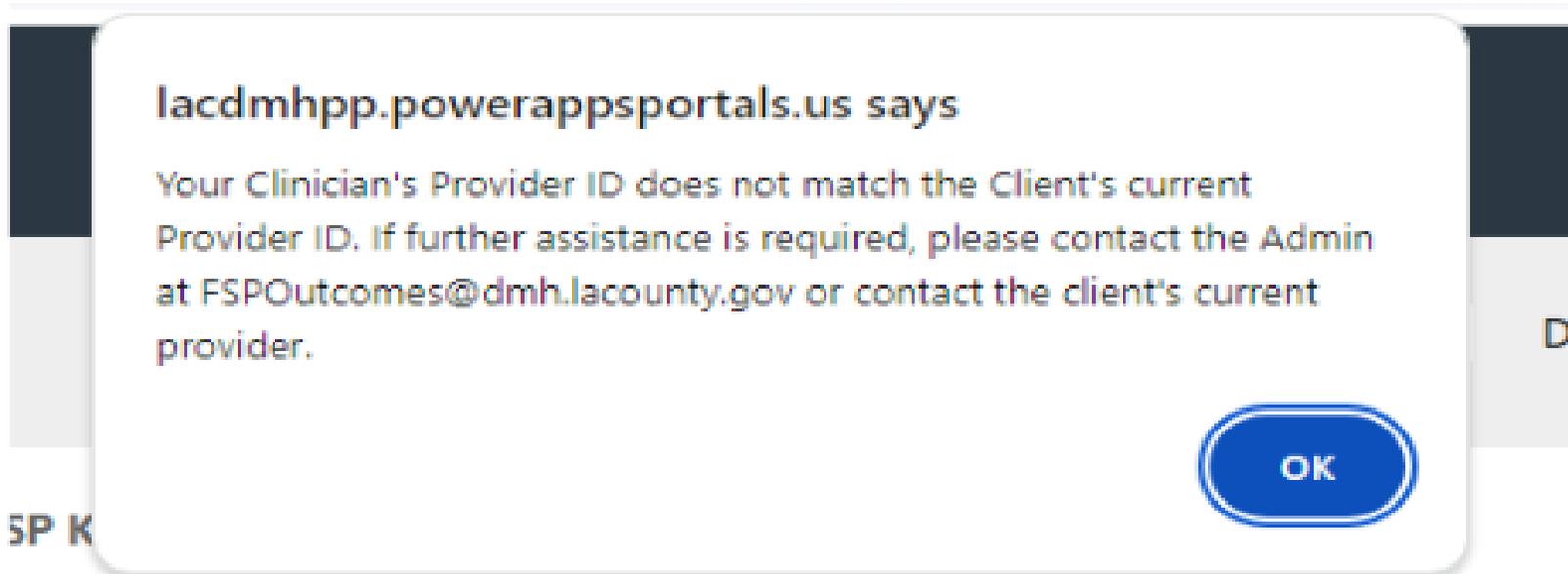
## For Portal Users only

*The provider number you are logged under will show on the top of the screen*

The screenshot displays a web portal interface. At the top, a grey header contains the text "Full Service Partnership". Below this, a breadcrumb trail shows "Home > 19J3A PC PORTALS COMMUNITY CONNECTIONS > Assessments List", with the provider number "19J3A PC PORTALS COMMUNITY CONNECTIONS" circled in red. Underneath the breadcrumb, there are three filter dropdown menus labeled "Form Type", "Form Status", and "Provider". At the bottom of the screenshot, a table header is visible with columns: "Assessment ID", "Client ID", "Client Name", "Form Type", "Program", "Form Status", and "Pa".

## ▶▶ Be sure to log in under the correct Provider

*If you are not logged in under the correct Provider Number, you will receive this error message*



## ▶▶ Form Statuses

- **Saved** status allows you to save your progress and make any edits.
- **Submitted** status refers to an assessment that passed all system validations successfully. Can be edited with limited capabilities.
- **Incomplete** status refers to partial assessments that did not pass all system validations and are submitted to the FSP Outcomes Team for further review. Incomplete assessments are set to read-only.
- **Complete** status refers to partial assessments that the FSP Outcomes Team have manually changed from Incomplete to Complete allowing you to continue with other assessments if needed. These can be edited with limited capabilities.



# Baseline Pro Tips

## ▶▶ When do you need a Baseline?

- Baselines are completed when a new Partnership is established or when a partnership is reestablished **more than 365 days** from the close of the previous partnership
- A new Baseline is only needed if there is a **break in services longer than 365 days**
- Providers do not need to create a new Baseline if:
  - The client “ages up” (example: Child to TAY, TAY to Adult)
  - The client changes programs
  - The client changes providers (if break in services is less than 365 days)

## ▶▶ What can be edited in Baseline?

- When a Baseline is in *Saved, Submitted, or Complete status*, providers can edit all fields, **except some** Administrative Information (*Provider Number, Program Name, Partnership Date, Assessment Date*)
- When a Baseline is in *Incomplete status*, providers **cannot** edit any fields. *A DCDR will need to be submitted to make any changes.*

**All fields need to be completed for Baseline assessments in order to pass validations**

# ▶▶ Fields that require an entry

- Emergency Intervention/Crisis Stabilization section

EMERGENCY ROOM/CRISIS STABILIZATION

IN THE LAST 12 MONTHS, identify how many times the client received services in an emergency room for:

Physical Health	Psychiatric	Substance Abuse
0	0	0

IN THE LAST 12 MONTHS, identify how many times the client received services in a crisis stabilization/urgent care center for:

Psychiatric	Substance Abuse
2	0

🔒 Total Services

2

***Note: If these fields are left blank when an assessment is submitted, the form status will be Incomplete***

## ▶▶ Fields that require an entry

- Legal section fields (Arrest Info and Custody Info) require a number entered (even if it is a zero)

ARREST INFORMATION

(If the client was not arrested enter **0** in the following box.)

Indicate the number of times the client was arrested DURING THE PAST 12 MONTHS:

Was the client arrested anytime PRIOR TO THE LAST 12 MONTHS?

CUSTODY INFORMATION

Indicate the total number of children the **client** has who are CURRENTLY:  
(If the client has no children enter **0** in the following boxes.)

Number placed on W & I Code 300 Status (dependent of the court):

Number placed in Foster Care:

Number legally Reunified with the client:

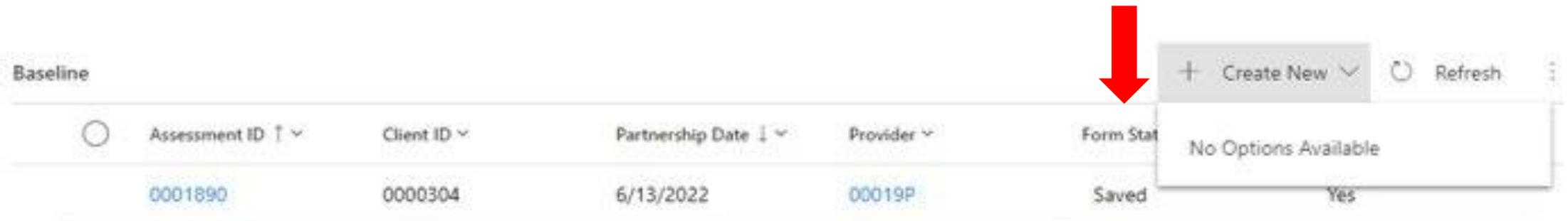
  

Number Adopted Out:

***Note: If these fields are left blank when form is submitted, form status will be Incomplete***

## ▶▶ Baseline should be in Submitted status

- If a Baseline is in *Saved* status, providers will not see a "Create KEC" button or a "Create 3M" button
- If a Baseline is in *Saved* status, providers will not have updated 3M Notifications (which allow provider to create a 3M and see button)



The screenshot shows a table with the following columns: Assessment ID, Client ID, Partnership Date, Provider, and Form Status. The first row has values: 0001890, 0000304, 6/13/2022, 00019P, and Saved. A dropdown menu is open over the 'Form Status' column, showing 'No Options Available' and 'Yes'. A red arrow points to the dropdown menu.

Assessment ID	Client ID	Partnership Date	Provider	Form Status
0001890	0000304	6/13/2022	00019P	Saved

# "Current Provider" field vs. "Partnership Active" field

- "Current Provider" is the Provider currently serving the client
- "Partnership Active" field indicates whether the Baseline is the active. All assessments will be linked to the active Baseline ("Yes" in this column). *Not necessarily the same as the "Current Provider"*

Client Information Related ▾

CLIENT INFORMATION						
Client ID	0000203	Client First Name *	TAY	Client Last Name *	TEST	
Client DOB	1/1/2004	Current Provider	1969Y 	Current Program	Child and Young Adult FSP	
Client Age	20 years, 3 months old.					
Baseline				+ Create New ▾ Refresh ⌂ Flow ▾ Run Report ▾ Excel Templates ▾		
Assessment ID ↑ ▾	Client ID ▾	Partnership Date ↓ ▾	Provider ▾	Form Status ▾	Partnership Active ▾ 	
0002147	0000203	3/1/2022	1969Y	Submitted	Yes	



# KEC Pro Tips

# ▶▶ Types of KECs on FSP OMA

## 1. Standard KEC

- When there is any major change in the client's life in the domains listed on the KEC form
- Used for Transferring and Receiving a client

## 2. Discontinuation KEC

- Used ONLY for discontinuing a client

## 3. Reestablishment KEC

- Used for ONLY for reestablishing a client

*Note: There is only one version of the PDF/paper version of KEC, so you will have to determine which one is required on FSP OMA*

# ▶▶ When do you need to complete a KEC?

- 1. When there is any major change in the client's life in the domains listed on the KEC form [Standard KEC]**
- 2. When a client is enrolled in a new Program [Standard KEC]**
- 3. When client has a new Partnership Service Coordinator [Standard KEC]**

# ▶▶ When do you need to complete a KEC?

## 4. When a client is transferred to another Provider [Standard KEC]

- **Provider 1:** Submit a KEC to document the transfer of a client to another provider site, when there is no break in FSP services (*update Provider Number and date of change*)
- **Provider 2:** Submit a KEC to document receiving the client from the transferring provider (*update the Partnership Service Coordinator*)

## 5. When a client is Discontinued by a Provider [Discontinuation KEC]

- Client is disenrolling completely from FSP services (*i.e., the client will not be receiving FSP services anywhere in LA County*)
- ***Before transferring/discontinuing a client:***
  - Make sure all previous required forms (KECs, 3Ms) entered and are in *Submitted* status (for all providers)
  - Enter the transfer or discontinuation KEC **last** on FSP OMA

# ▶▶ When do you need to complete a KEC?

## 6. When a client is Reestablished by a Provider [Reestablishment KEC]

- Client is returning to FSP services within 365 days of disenrollment from FSP services
- Provider should update client information for the time they were away from FSP services (e.g., Living Arrangements, Residential status)

*Note: if it has been more than 365 days, a new Baseline is required (not a Reestablishment KEC)*

# ▶▶ Standard KEC: Living Arrangements section

- **Reminders:**

- Hospitalizations require 2 KECs (when client is hospitalized and when the client is released)
- Be sure to update the Residential status in the Living Arrangement section while client is away from FSP services
- If a client changes Residential status more than once in a day, the provider only needs to enter a KEC for the residence by the end of the day (*where they lay their head at 11:59 p.m.*) if it changed

## ▶▶ What can be edited in a KEC?

- When a Standard KEC is in *Saved* status, providers can edit all fields, **except** some Administrative Information (*Provider Number, Program Name, Partnership Date*)
- Discontinuation or Reestablishment KECs **cannot** be edited, regardless of form status.
- When a KEC is in *Incomplete* status, providers **cannot** edit any fields.

**Note:** If a KEC that is transferring, discontinuing, or reestablishing a client is in *Saved* status, the current provider status will not be updated

## ▶▶ Deactivating KECs

- **Standard KEC** can be deactivated only if it is *in Saved status*
- Providers cannot deactivate a **Discontinuation KEC and Reestablishment KEC** in *regardless of form status*. A *DCDR* will need to be submitted to deactivate/delete the KEC.



# 3M Pro Tips

# ▶▶ When do you need to complete a 3M?

- 3Ms are due every 3 months from the Partnership Date on Active Baseline:

*For example, if your Partnership Date is January 2nd, then you have a 3M due on or around April 2, July 2, Oct. 2, Jan. 2, and so on.*

- *Note: You can enter the same baseline data if nothing has changed in any of the sections*



## ▶▶ 3M 45-day Window

- You have a 45-day window around the due date to complete the 3M: **15 calendar days before the due date to 30 calendar days after**
- This due date window applies to the clinical team member who is completing and filling out the Assessment, **not** the data entry person entering it into the FSP OMA
- The 3M can be entered anytime into FSP OMA, although we encourage you to enter the data as soon as possible.





## ▶▶ What can be edited in a 3M?

- When a 3M is in *Saved*, *Submitted*, or *Complete* status, providers can edit all fields, **except** some Administrative Information (*Provider Number*, *Program Name*, *Partnership Date*)
- When a 3M is in *Incomplete* status, provider **cannot** edit any fields. A *DCDR* will need to be submitted to make any changes.

**All fields need to be completed for 3M assessments in order to pass validations**

## ▶▶ Why am I not seeing a "Create 3M" button?

- The "Create 3M" button will only appear when a 3M due date is currently within the 45-day window, unless there is a 3M past due for a client
- If a Baseline is in *Saved* status
  - Providers will **not** see a "Create 3M" button or a "Create KEC" button
  - Providers will **not** have updated 3M Notifications, which allow providers to create a 3M and see "Create 3M" button

## ▶▶ Who is responsible for completing a 3M ?

- If a client is being discontinued or transferred within a 3M window, the **provider that is discontinuing or transferring the client** is responsible for that 3M
- When reestablishing a client, **the reestablishing provider** is responsible for completing the 3M if within window

## ▶▶ 3M Notifications: 3M Statuses

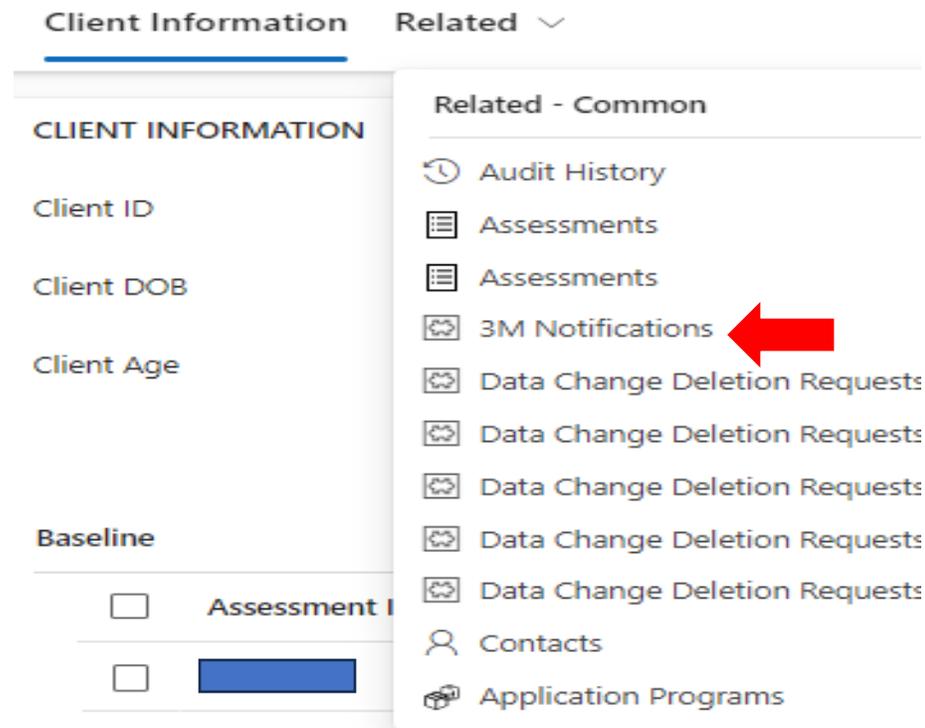
A 3M Notification can have four different statuses: Upcoming, Due, Past Due, and Started

- Upcoming is a 3M that has not been submitted and is within the 45 day window, specifically **15 days prior to the due date**.
- Due is activated on the due date and this status remains for **30-days after the due date** for a 3M that has not been submitted.
- Past Due is a 3M that has not been submitted and is **outside the 45-day window**.
- Started is a 3M within a window where the 3M has been created but has not been submitted.

*Note: If a 3M has been submitted correctly, there will be no 3M notification*

## ▶▶ 3M Pro Tip (for DOs only)

You can view the 3M notifications using the “Related” tab on the top of the client page



The screenshot displays a user interface for a client page. At the top, there are two tabs: "Client Information" and "Related". The "Related" tab is selected, and a dropdown menu is open, showing a list of related items. The items in the dropdown are: "Related - Common", "Audit History", "Assessments", "Assessments", "3M Notifications", "Data Change Deletion Requests", "Contacts", and "Application Programs". A red arrow points to the "3M Notifications" item. On the left side of the page, under the "Client Information" tab, there are fields for "Client ID", "Client DOB", and "Client Age". Below these fields, there is a "Baseline" section with a checkbox and the text "Assessment I".

## ▶▶ 3M Notifications errors

- 3M notification errors are a known glitch that will be addressed in the next Update for FSP OMA
- For any 3M notifications errors (e.g. 3M labeled past due when 3M has been submitted, etc.) please email FSP Outcomes team at [FSPoutcomes@dmh.lacounty.gov](mailto:FSPoutcomes@dmh.lacounty.gov)
- The FSP Outcomes team will conduct analysis and if the issue is confirmed to be a glitch, a HEAT ticket will need to be opened



# DCDR Pro Tips

# ▶▶ What Scenarios DO Require a DCDR?

- **You DO require a DCDR when...**

- Need to edit or delete an Assessment not in Saved status
- Need to change the Provider number
- Need to change Program Name
- Need to change Partnership date
- Need to change Assessment date (only for Baseline in Submitted status)
- Deactivate an Assessment not in Saved status
- Deactivate a Reestablishment KEC or Discontinuation KEC (regardless of Form status)
- Incorrect Assessment for the age group (if not able to edit the assessment)

# ▶▶ Incomplete Assessments require a DCDR

**A DCDR is required every time an assessment is submitted as Incomplete.**

- Once the FSP Outcomes Team has completed their thorough analysis they will change the status of the assessment to **SAVED** or **Complete**.
  - Changing the assessment to *Saved status* will allow you to continue editing the assessment before submitting.
  - Changing the assessment to *Complete status* will bypass all validations and will mark the assessment as completed. This will allow you to create other assessments if necessary.
- Assessments with a *Complete status* can be edited by provider with limited capabilities
  - Assessment should be SAVED in order to default back to Complete status. (hit "Save" button)
  - If the assessment is SUBMITTED as a partial assessment again it will be sent back to the FSP Outcomes Team for further review. (this option will delay your approval)

# What happens to an Incomplete Assessment?

- A DCDR is required every time an assessment is submitted as **Incomplete**.
- Create a DCDR Request through the DCDR Portal.

DCDR

20220912-001112

Assessment \*  
0001758 - Baseline

Request Type \*  
Change

Field Change  
Other

Other Field Change \*  
Form Status

Current Value  
Incomplete

New Value \*  
Complete or Saved

Reason \*  
Other

Other Reason \*  
Baseline was submitted as an Incomplete. Please change to Save or Complete.

## ▶▶ What Scenarios DO NOT require a DCDR

- **You do NOT need to complete a DCDR when...**
  - When editing a Baseline in Saved, Submitted, or Complete status (unless you need to change the Provider number, Program Name, Partnership date, or Assessment date)
  - When editing a 3M in Saved, Submitted, or Complete status (unless you need to change the Provider number, Program Name, or Partnership date)
  - When deactivating an assessment in Saved status (only for Baseline, Standard KEC, and 3M)

## ▶▶ Incomplete DCDRs

- If a Provider does not complete all the steps when creating a DCDR, the DCDR will be submitted and labeled as **Incomplete**
- Since not all necessary information has been provided (the DCDR is blank), no action will be taken by the FSP Outcomes team
- The FSP Outcomes team will need to suspend the DCDR
- The FSP Outcomes team will email the Provider to notify them that the DCDR was suspended because it was **Incomplete**
- A new DCDR will need to be created by the Provider

***If you create a DCDR in error, don't deactivate it. Instead, email [fspoutcomes@dmh.lacounty.gov](mailto:fspoutcomes@dmh.lacounty.gov) to request that the DCDR be suspended***

## ▶▶ HEAT ticket examples

**HEAT tickets are to report glitches in the FSP OMA that need to be addressed by CIOB (not the FSP Outcomes team)**

- Incorrect error messages on an Assessment
- Incorrect 3M notifications on the Client page
  - Incorrect status
  - Notification not clearing after submission of a 3M
- Incorrect Assessment for the age group (if not able to create assessment)
- You cannot select any assessment on a DCDR

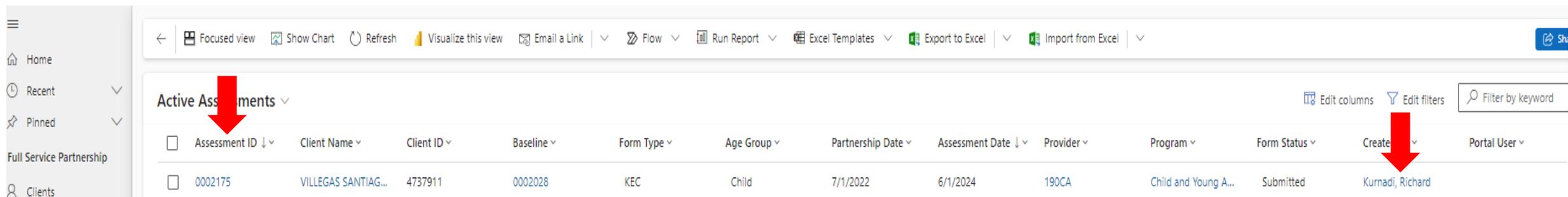


# Other Pro Tips

# ▶▶ Contacting other Providers

- Providers will not be able to edit an assessment that was not created by the same agency/provider number.
- Providers will need to contact the other provider directly that created the Assessment and ask them to make the change.
- Providers can contact the SA Navigator for the most up to date FSP contact information

**DOs only:** You can identify the contact person and info by viewing “Active Assessments” view for a specific provider, using the filter option



The screenshot displays the SA Navigator interface. The top navigation bar includes options like 'Focused view', 'Show Chart', 'Refresh', 'Visualize this view', 'Email a Link', 'Flow', 'Run Report', 'Excel Templates', 'Export to Excel', and 'Import from Excel'. The main content area shows the 'Active Assessments' view with a table of assessment data. A red arrow points to the 'Active Assessments' dropdown menu, and another red arrow points to the 'Create' column header in the table.

Assessment ID	Client Name	Client ID	Baseline	Form Type	Age Group	Partnership Date	Assessment Date	Provider	Program	Form Status	Create	Portal User
0002175	VILLEGAS SANTIAG...	4737911	0002028	KEC	Child	7/1/2022	6/1/2024	190CA	Child and Young A...	Submitted	Kurnadij, Richard	

# ▶▶ Exporting reports

The screenshot shows the Dynamics 365 interface for a 'Full Service Partnership' in a 'SANDBOX' environment. The left-hand navigation pane is visible, with '3M Notifications' highlighted and circled in red. The main content area displays a table titled '3M Notification' with columns for Client, Program, Provider, 3M Status, Due Date, and Baseline. A red circle highlights the 'Export to Excel' button in the top right corner of the table view. A yellow star icon is placed next to the text 'This table can be exported into an Excel spreadsheet!!'.

Client...	Client	Program	Provider	3M Status	Due Date	Baseline
00003...	Baseline, Adult	Homeless FSP	7784A	Past Due	5/1/2022	0001760

★ This table can be exported into an Excel spreadsheet!!

# ▶▶ FSP OMA Baseline Compliance Report



## LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH FSP OMA BASELINE COMPLIANCE REPORT

Refreshed on  
July 15, 2024

← CLEAR SELECTION



Current Legal Entity  
All

Current Service Area  
All

Current Program  
All

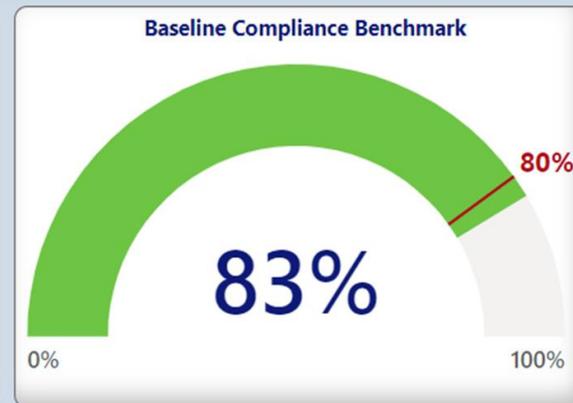
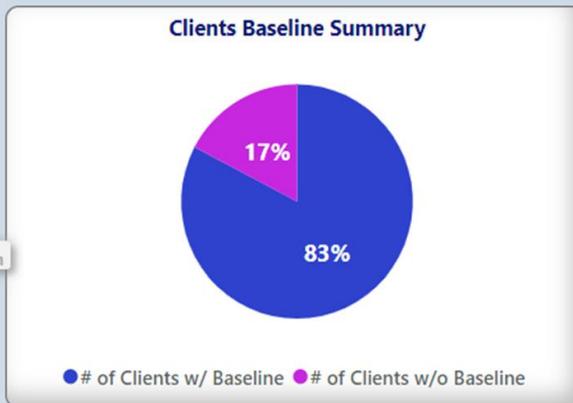
Current Provider

Search

- 1904A ANTELOPE VALLEY MHC
- 1905V SANTA CLARITA VALLEY MH CE...
- 1906A EDMUND D EDELMAN WESTS...
- 190CA EXODUS IMHT
- 1914A NORTHEAST MENTAL HEALTH ...
- 1916A TARZANA TREATMENT CENTER...
- 1917A ARCADIA MHS
- 1927A LONG BEACH MHS ADULT CLI...
- 1930A RIO HONDO COMMUNITY MHC
- 1972A THE WHOLE CHILD
- 1973V DIDI HIRSCH COMMUNITY MHC
- 19A3A MASADA FULL SERVICE PARTN...
- 19A7A CHILDREN'S BUREAU LONG BE...
- 19AMA MCKINLEY CHILDRENS CENTER

Year

2024 2023 2022 2021 2020 2019 2018 2017 2016 2015 2014 2013 2012 2011 2010 2009 2008 2007 2006 2005



**9,303**  
Total # of Clients

**7,694**  
# of Clients w/ Baseline

**1,609**  
# of Clients w/o Baseline

Current Program	Total # of Clients	# of Clients w/ Baseline	# of Clients w/o Baseline	% of Clients w/ Baseline	% of Clients w/o Baseline
Adult	6,456	5,487	969	85%	15%
AOT-LA-FSP	216	125	91	58%	42%
Child	1,840	1,483	357	81%	19%
IFCCS	321	231	90	72%	28%
Wraparound FSP Child	469	368	101	78%	22%
Wraparound FSP TAY	1		1		100%
<b>Total</b>	<b>9,303</b>	<b>7,694</b>	<b>1,609</b>	<b>83%</b>	<b>17%</b>



# ▶▶ FSP OMA Baseline Compliance Report

**Current LE** ▾

Search

[Redacted]

**Current Provider** ▾

Search

[Redacted]

**Current Age Group** ▾

Adult

**Current SA** ▾

2

**Has OMA Baseline** ▾

No

Yes

3

Total # of Clients

IS\_No ▾  
All ▾

**OMA Baseline Entry**

Passed 30 Days

↶ RESET

First Name	Last Name	IS No	Authorized Enrollment date	Dispo Provider	Dispo Program	Dispo SA	Current LE	Current Provider	Current Program	Current SA	Has OMA Baseline	OMA Current Provider	OMA Current Program	OMA Partnership date	# of Days in FSP	Baseline Entry
			5/30/2024		Adult	2			Adult	2	No				53	Passed 30 Days
			4/19/2024		Adult	2			Adult	2	No				94	Passed 30 Days
			5/17/2024		Adult	2			Adult	2	No				66	Passed 30 Days

# ▶▶ How to Filter for the OMA Form Status (LE)

Provider Application Portal 🏠

Full Service Partnership
3M | DCDR | **Assessments List** | Client Search | Help ▾

Home > Assessments List

Form Type

Form Status

Provider

☰ My Team Assessments ▾

Assessment ID	Client ID	Client Name	Form Type	Program	Form Status	Partnership Date	Assessment Date ↓	Provider	Modified On
			3M		Submitted	4/27/2023	7/19/2024		7/19/2024 10:58 AM <input type="button" value="▼"/>
			3M		Submitted	10/26/2023	7/19/2024		7/19/2024 11:00 AM <input type="button" value="▼"/>
			3M		Submitted	4/26/2024	7/19/2024		7/19/2024 11:03 AM <input type="button" value="▼"/>
			3M		Submitted	1/31/2020	7/19/2024		7/19/2024 11:05 AM <input type="button" value="▼"/>
			3M		Submitted	4/27/2020	7/19/2024		7/19/2024 11:07 AM <input type="button" value="▼"/>
			3M		Submitted	1/26/2023	7/19/2024		7/19/2024 1:52 PM <input type="button" value="▼"/>
			3M		Submitted	1/24/2023	7/19/2024		7/19/2024 11:48 AM <input type="button" value="▼"/>
			3M		Submitted	1/26/2024	7/19/2024		7/19/2024 11:50 AM <input type="button" value="▼"/>
			3M		Submitted	1/30/2020	7/19/2024		7/19/2024 11:51 AM <input type="button" value="▼"/>

# ▶▶ How to Filter for the OMA Form Status

Form Type      Form Status      Provider

▼ Baseline ▼      ▼ Saved ▼      ▼      ▼

Apply

My Team Assessments

Assessment ID	Client ID	Client Name	Form Type	Program	Form Status	Partnership Date	Assessment Date ↓	Provider	Modified On
			Baseline		Saved	7/16/2024	7/16/2024		7/17/2024 5:26 PM
			Baseline		Saved	5/24/2024	5/24/2024		6/10/2024 4:08 PM
			Baseline		Saved	11/29/2022	11/29/2022		9/1/2023 2:43 PM
			Baseline		Saved	5/19/2022	5/19/2022		9/19/2022 1:40 PM
			Baseline		Saved	12/9/2021	12/9/2021		5/1/2024 3:13 AM
			Baseline		Saved	4/16/2021	4/20/2021		9/2/2022 9:40 PM
			Baseline		Saved	4/7/2021	4/18/2021		9/2/2022 8:38 PM
			Baseline		Saved	1/19/2021	3/8/2021		9/2/2022 1:33 PM
			Baseline		Saved	2/9/2021	2/26/2021		9/2/2022 7:00 PM
			Baseline		Saved	12/17/2020	12/19/2020		9/2/2022 1:52 PM

# ▶▶ How to Filter for the OMA Form Status

Form Type:  Form Status:  Provider:

Assessment ID	Client ID	Client Name	Form Type	Program	Form Status	Partnership Date	Assessment Date ↓	Provider	Modified On
			KEC		Saved	6/30/2022	2/5/2024		4/10/2024 11:44 AM
			KEC		Saved	3/22/2023	1/29/2024		2/22/2024 10:40 AM
			KEC		Saved	10/28/2021	12/8/2023		2/22/2024 11:56 AM
			KEC		Saved	3/1/2023	9/27/2023		10/20/2023 3:10 PM
			KEC		Saved	6/12/2023	6/15/2023		6/20/2023 2:09 PM

# ▶▶ How to Filter for the OMA Form Status

Form Type

Form Status

Provider

Apply

My Team Assessments



Assessment ID	Client ID	Client Name	Form Type	Program	Form Status	Partnership Date	Assessment Date ↓	Provider	Modified On
			3M		Saved	1/5/2018	4/5/2022		8/15/2022 6:27 PM
			3M		Saved	3/26/2020	9/26/2021		8/15/2022 10:00 PM
			3M		Saved	9/26/2019	9/26/2021		8/15/2022 10:00 PM
			3M		Saved	9/19/2019	9/19/2021		8/15/2022 10:12 PM
			3M		Saved	4/10/2020	7/10/2021		8/15/2022 10:16 PM
			3M		Saved	10/5/2020	4/4/2021		8/16/2022 8:07 AM

# ▶▶ How to Filter for the OMA Form Status (DO)

**Dynamics 365** | **Active Assessments** Edit columns Edit filters

<input type="checkbox"/>	Assesm... ↓	Client Name ↓	Client ID ↓	Baseline ↓	Form Type ↓	Age Group ↓	Partnership... ↓	Assesm... ↓	Provider ↓	Program ↓	Form Status ↓	Created By ↓	Portal User ↓
<input type="checkbox"/>				0592022	KEC	OA	5/14/2020	3/30/3021		Homeless FSP	Submitted		
<input type="checkbox"/>				0569788	KEC	Adult	12/6/2023	7/25/2024		Adult FSP	Submitted		
<input type="checkbox"/>				0595260	3M	TAY	2/8/2024	7/25/2024		Adult FSP	Submitted		
<input type="checkbox"/>				0595260	KEC	TAY	2/8/2024	7/25/2024		Adult FSP	Submitted		
<input type="checkbox"/>				0595260	KEC	TAY	2/8/2024	7/25/2024		Adult FSP	Submitted		
<input type="checkbox"/>				0595260	KEC	TAY	2/8/2024	7/25/2024		Adult FSP	Submitted		
<input type="checkbox"/>				0595260	KEC	TAY	2/8/2024	7/25/2024		Adult FSP	Submitted		
<input type="checkbox"/>				0595260	KEC	TAY	2/8/2024	7/25/2024		Adult FSP	Submitted		

**Navigation Menu:**

- Home
- Recent
- Pinned
- Full Service Partnership
  - Clients
  - Assessments**
  - 3M Notifications
  - DCCR Portal
  - DCCR Administrator
- Documentation
  - FSP DO User Guide
  - FSP Release Notes
  - Outcomes Website

# ▶▶ How to Filter for the OMA Form Status (DO)

Active Assessments ▾

Edit columns Edit filters Filter by keyword

<input type="checkbox"/>	Assessm... ▾	Client Name ▾	Client ID ▾	Baseline ▾	Form Type ▾	Age Group ▾	Partnership... ▾	Assessm... ▾	Provider ▾	Program ▾	Form Status ▾	Created By ▾	Portal User ▾
<input type="checkbox"/>					Filter by		5/14/2020	3/30/3021		Homeless FSP	Filter by		
<input type="checkbox"/>					Equals		12/6/2023	7/25/2024		Adult FSP	Equals		
<input type="checkbox"/>							2/8/2024	7/25/2024		Adult FSP			
<input type="checkbox"/>					<input type="checkbox"/> Baseline		2/8/2024	7/25/2024		Adult FSP	<input checked="" type="checkbox"/> Saved		
<input type="checkbox"/>					<input type="checkbox"/> KEC		2/8/2024	7/25/2024		Adult FSP	<input type="checkbox"/> Incomplete		
<input type="checkbox"/>					<input type="checkbox"/> 3M		2/8/2024	7/25/2024		Adult FSP	<input type="checkbox"/> Complete		
<input type="checkbox"/>					KEC	TAY	2/8/2024	7/25/2024		Adult FSP	<input type="checkbox"/> Submitted		

# ▶▶ Things to Remember

- Always double check that you are logged in as the provider that you're entering data for
- Please contact other providers directly for client specific requests
- All sections need to be completed for Baseline and 3M assessments in order to pass validations
- All *Incomplete* assessments require that the Provider complete a DCDR
- Always use Microsoft Edge browser to open FSP OMA
- Don't forget to Save work as you go and hit "Submit" only when assessment is completed
- Always use **secure** email when sending any PHI
- Do not put PHI in subject line of email (not encrypted)

# ▶▶ FSP Resources

Outcomes website: <https://dmh.lacounty.gov/outcomes/resources/>

- OMA 3 Month calculator
- KEC Moving Clients guide
- FSP OMA Forms and Data Entry FAQ

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ABOUT DMH ▾ OUR SERVICES ▾ FOR PROVIDERS ▾

**RESOURCES**

[Guide to Remote Administration of EPSDT, FSP, and PEI Outcomes](#)

**EPSDT**

**FSP**

**GUIDES**

- [KECs Moving Clients](#)
- [FSP OMA Forms and Data Entry FAQ](#)
- [OMA Troubleshooting Matrix](#)

**WORKSHEETS AND TIPS SHEETS**

- [OMA Cheat Sheet](#)
- [3M Cheat Sheet](#)
- [OMA 3 Month Calculator](#)

# ▶▶ OMA Labs and OMA Alerts

- **HELP DESK: (213) 351-1335**
- **OMA Labs**
  - Wednesdays 9:00AM-10:00AM (link on Outcomes website)
- **OMA Alerts**
  - Stay informed and connected:  
FSPoutcomes@dmh.lacounty.gov

## ▶▶ Questions or Additional Information

- **Outcomes Website:**  
<http://dmh.lacounty.gov/outcomes/>
- **FSP Outcomes e-mail address:**  
[FSPoutcomes@dmh.lacounty.gov](mailto:FSPoutcomes@dmh.lacounty.gov)

## ▶▶ FSP Outcomes Survey

- 4 Question MS Forms Survey: <https://forms.office.com/g/eZtb8kXrqY>



# Questions?



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