## **HOW TO ENTER A DISPOSITION FOR SRTS RECORDS**

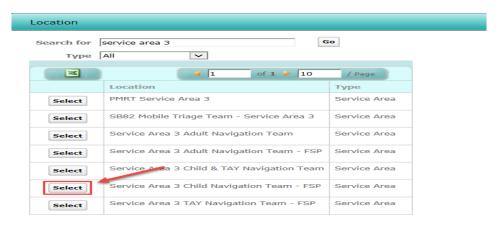
- 1.) To access the SRTS, please go to:
  - https://intra.dmh.lacounty.gov/SRTS (for DMH staff)
  - o <a href="https://apps.dmh.lacounty.gov/SRTS">https://apps.dmh.lacounty.gov/SRTS</a> (for Legal Entity staff)
- 2.) Log in to the website:
  - For DMH staff: use the same Username and Password that you 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.



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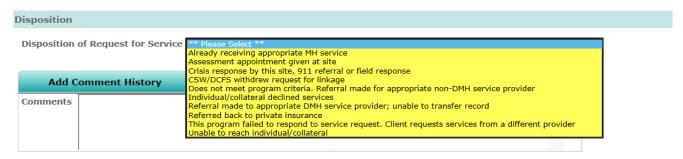
 If registered to multiple locations, the User Location page will appear, from which the appropriate location can be selected. If registered to only one location, the Home page will appear.



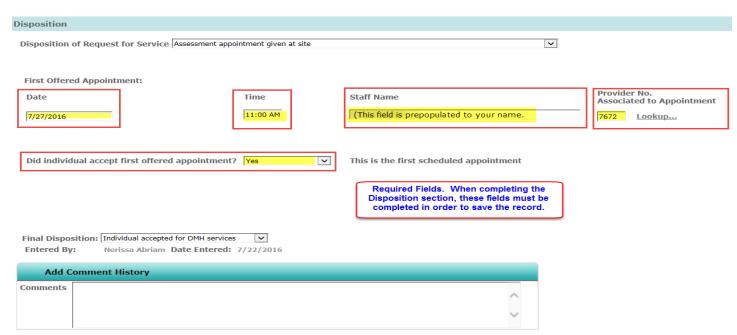
## 3.) Enter a Disposition

- 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.
  - Select "Search for Existing Service Request," if searching for a record by client name, or
  - "Edit Service Request by Confirmation #," to search for the record by SRTS Tracking Confirmation Number

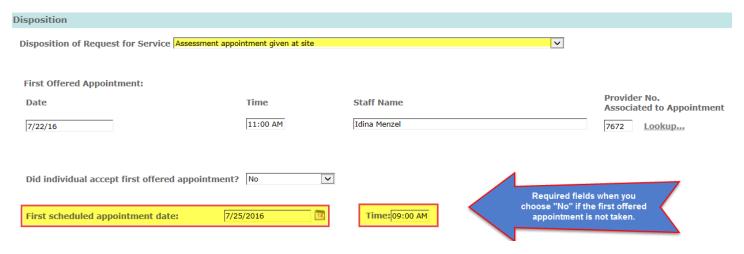
When it is time to enter a disposition (i.e. close out the record because the individual has been scheduled for an appointment, linked to other services, unable to reach, etc.), choose the most appropriate option from the drop-down list provided.



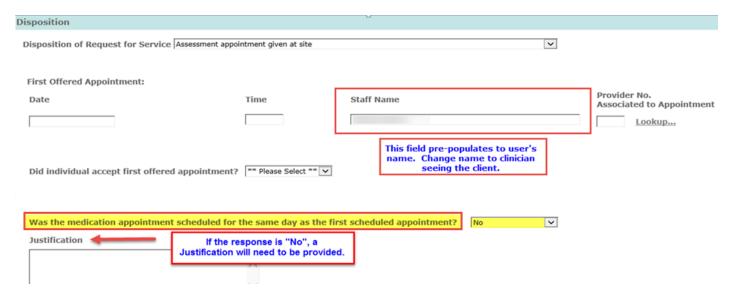
4.) If the individual is provided with an assessment appointment, the **first offered** assessment appointment must be documented in the "Disposition" section. Choose the disposition of "Assessment appointment given at site" and complete the four (4) required fields: Date, Time, Staff Name and Provider 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.



- 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.



- 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.



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.** 

