

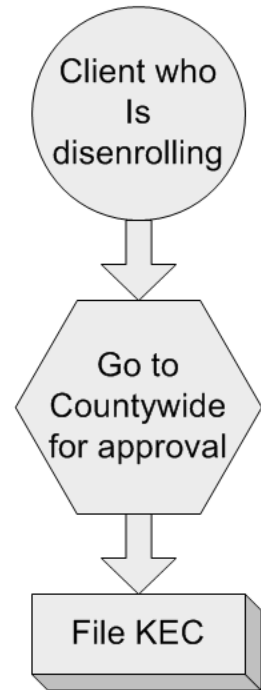
Transfers, Re-enrollments and Disenrollments in the OMA

Filling out a Key Event Change (KEC) for disenrollment

When a client stops receiving services completely, meaning that the client no longer receives services in an intensive program (FSP, SFC, Wraparound), all statuses must be updated using a KEC. Furthermore, a provider needs to indicate the disenrollment and the approval date for that disenrollment on the KEC.

Before discharging the client, the provider team that last worked with the client needs to file a request for disenrollment with the FSP Countywide Unit that handled the approval for the client to be in the intensive program. Therefore, if your client is approved by Transitional Age Youth (TAY) countywide age group, you will need to request disenrollment with TAY countywide authorization unit and wait for a “signature date” which is the date of approval for disenrollment. The “date of partnership status change” under “indicate new partnership status” on the bottom of the first page of the KEC must be a date equal to or after the approval date for the disenrollment. You must also check “discontinuation/ interruption of Full Service Partnership and/or community services/program” and indicate reason for disenrollment.

Two things are critical here: first, you must indicate the date the client is disenrolled. Second, that date must be on or after the disenrollment date you get from Countywide Authorization.



Form MH #
Rev. 6/30/2009

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CHANGE IN ADMINISTRATIVE INFORMATION *continued*
(skip this section if there are no changes)

Indicate New Partnership Status:

- Discontinuation / Interruption of Full Service Partnership and/or community services / program (Indicate the reason below)
- Reestablishment of Full Service Partnership and/or community services / program.

Date of Partners Status Change:
11/01/09

If there is a DISCONTINUATION / INTERRUPTION of Full Service Partnership and/or community services / program, indicate the reason (select one):

- Target population criteria are not met.
- Client decided to discontinue Full Service Partnership participation after partnership established.
- Client moved to another county / service area.
- After repeated attempts to contact client, he/she cannot be located.
- Community services / program interrupted - Client's circumstances reflect a need for residential / institutional mental health services at this time (such as an institution for Mental Disease (IMD), Mental Health Rehabilitation Center (MHRC), State Hospital).
- Community services / program interrupted - Client will be placed in juvenile hall / camp / ranch.
- Community services / program interrupted - Client will be placed in California Youth Authority / Division of Juvenile Justice.
- Community services / program interrupted - Client will be serving jail sentence.



Re-enrollment KEC

When a client returns to an intensive program that he or she was previously in, the provider needs to first determine whether or not a new OMA Baseline is needed. Many providers have simply done a new baseline, which they have had to delete later on.

If the client was in YOUR agency and is returning, you need to determine when you did your last assessment. This should be a KEC disenrolling them from services (as approved by Countywide Authorization). When the client returns, you will need to seek re-authorization. If the disenrollment assessment was done 365 days ago or LESS, simply file a KEC checking “Reestablishment of full service partnership and/or community services/program” and indicating the date of re-enrollment. A new baseline is not needed in this case.

If the client was in ANOTHER agency and is now coming to your agency, it is best to ask the Countywide FSP authorization unit when the client was disenrolled from the last provider to get the date of the client’s departure from the program. If you notice the previous provider did not complete a disenrollment KEC, please contact the previous provider and ask them to complete the disenrollment KEC.

If that KEC was completed, check to see the disenrollment date (“Date of partnership status change”) that the last agency used. It should be on or after countywide approved disenrollment date. If the date that you are enrolling the client is 365 days or later than the reported disenrollment date, then a new baseline can be created with a new partnership date (your enrollment date). If the disenrollment date is less than 365 days before your enrollment date, then you will use the previous agency’s partnership date and complete the whole KEC. On the first page you will check “Reestablishment of full service partnership and/or community services/program” and indicate the date of re-enrollment. A new baseline is not needed in this case.

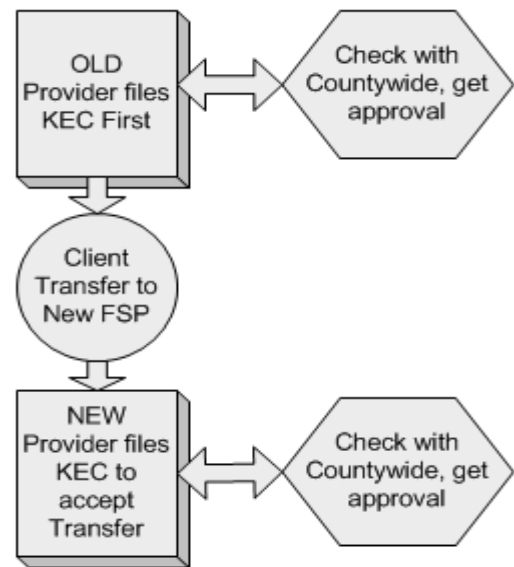
The critical problem with many of these re-enrollments is what we call DUPLICATE BASELINES: cases where the second agency has created a new baseline where one is not needed. This throws off the Outcomes and makes for a major clean-up problem. Often in these cases, multiple assessments need to be deleted and re-entered to bring them in line with the client’s records. Make sure you’re looking at the client’s history in the OMA before you enter a Baseline!

CHANGE IN ADMINISTRATIVE INFORMATION <i>continued</i>	
<i>(skip this section if there are no changes)</i>	
<p>Indicate New Partnership Status:</p> <p><input type="radio"/> Discontinuation / Interruption of Full Service Partnership and/or community services / program <i>(Indicate the reason below)</i></p> <p><input checked="" type="radio"/> Reestablishment of Full Service Partnership and/or community services / program.</p>	<p>Date of of Partners Status Change:</p> <p style="border: 1px solid black; padding: 2px; text-align: center;">11/21/09</p>
<p>If there is a DISCONTINUATION / INTERRUPTION of Full Service Partnership and/or community services / program, indicate the reason (select one):</p> <p><input type="radio"/> Target population criteria are not met.</p>	

Transfer KEC

A transfer from one agency to another requires the approval of the Countywide Authorization unit for FSP. The transfer process requires coordination and communication between the agencies and the countywide authorization unit to ensure that the correct transfer date is used. The agency that is transferring the client to a new agency must complete a KEC and indicate the new reporting unit in the "New Provider Number" field in the change in Administrative Information section on the first page of KEC. A new baseline will not be needed for a transfer.

The new/receiving agency will complete a KEC to accept the client from the old agency. The new agency should update all the statuses on the KEC, and they will need to us the partnership date from the original baseline created by the first agency. For the rest of their work with the client, the new agency must continue to use this partnership date (on 3M's, for example).



Partnership Service Coordinator (Last Name)	<input type="text" value="TestDoctor"/>	Assessment Completed By	<input type="text" value="E999999"/>	(7 characters)
CHANGE IN ADMINISTRATIVE INFORMATION <i>(skip this section if there are no changes)</i>				
New Provider Number	<input type="text" value="9999"/> (4 characters)	Date of Provider Number Change	<input type="text" value="11/30/09"/>	
New Partnership Service Coordinator (Last Name)	<input type="text"/>	Date of Partnership Service Coordinator Change:	<input type="text"/>	