

Outcome Measures Application (OMA)

Transfers, Disenrollments, and Re-establishments

Transferring, disenrolling, and re-establishing clients in the OMA require only a few simple steps. In order to make a change in the client enrollment status, you must create a **Key Event Change (KEC)**, making changes only in the **Change in Administrative Information** section. The table below provides you with the necessary steps to make a change in the client enrollment status after filling in the Administrative Information with the client's information. Keep in mind that all of these actions require Countywide Authorization before a change can be made.

Action	Steps in Filling Out the KEC, Change in Administrative Information Section
<p>Transferring a Client (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"> 1. Get Countywide Authorization to transfer and know the date of authorized transfer 2. Select Standard KEC 3. Enter New Provider Number 4. Enter Date Provider Site ID Change (on or after date of Authorization from Countywide) 5. Scroll to the bottom of the screen and click on Is Complete
<p>Receiving a Client (2nd provider site receiving the client from the transferring agency)</p>	<ol style="list-style-type: none"> 1. Get Countywide Authorization to transfer and know the date of authorized transfer 2. Select Standard KEC 3. Enter New Partnership Service Coordinator (Last Name) 4. Enter Date of Partnership Service Coordinator Change (on or after date of Authorization from Countywide) 5. Scroll to the bottom of the screen and click on Is Complete
<p>Discontinuing a Client (Client disenrolling completely from FSP services. Client will not be receiving FSP services anywhere in LA County.)</p>	<ol style="list-style-type: none"> 1. Get Countywide Authorization to disenroll and know the date of authorized disenrollment (Countywide Signature Date) 2. Select Discontinuation KEC 3. Enter Date of Partnership Status Change (on or after date of Authorization from Countywide) 4. Select the Reason for the Discontinuation (should match Reason on disenrollment request) 5. Scroll to the bottom of the screen and click on Create KEC
<p>Re-establishing a Client (Client returning to FSP services within 365 days of disenrollment from FSP services)</p>	<ol style="list-style-type: none"> 1. Get Countywide Authorization to re-enroll and know the date of authorized re-enrollment 2. Select Re-establishment KEC 3. Enter Date of Partnership Status Change (on or after date of Authorization from Countywide) 4. Scroll to the bottom of the screen and click on Create KEC



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KECs Quick View

Los Angeles County Department of Mental Health

Outcomes Measures Application

☰ KEC Information

Select KEC Type

Standard

Discontinuation

Re-establishment

Select the appropriate type of KEC to create

☰ FSP KEC Wizard Select Client

Search for

of 0

Client	Name Last	Name First

Standard - transferring and receiving client

Discontinuation - disenrolling client from FSP completely

Re-establishment - client returning to FSP within 365 days

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Los Angeles County Department of Mental Health

Outcomes Measures Application

▶ My Assessments
▶ My Team Assessments
▶ Client Search

Client Name Client ID KEC ID

Show Key Event Change Demographics

ADMIN INFO
LIVING ARRANGEMENTS
SOCIAL SUPPORT
FINANCIAL
DA / V / EL
PHYSICAL HEALTH
CS / PMRT
LEGAL

☰ CHANGE IN ADMINISTRATION

Assessment Completed By

Assessment Date

Transfer


Only enter into these two highlighted fields!

☰ KEC STANDARD

<p>New Provider Number <input style="width: 100px;" type="text"/></p> <p>New Partnership Service Coordinator (Last Name) <input style="width: 100px;" type="text"/></p> <p>New Program Name <input style="width: 100px;" type="text"/></p>	<p>Date Provider Site ID Change <input style="width: 100px;" type="text"/></p> <p>Date of Partnership Service Coordinator Change: <input style="width: 100px;" type="text"/></p> <p>Date of Program Name Change: <input style="width: 100px;" type="text"/></p>
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Los Angeles County Department of Mental Health

Outcomes Measures Application



My Assessments | My Team Assessments | Client Search

Client Name [REDACTED] Client ID [REDACTED] KEC ID [REDACTED]

Show Key Event Change Demographics

ADMIN INFO | LIVING ARRANGEMENTS | SOCIAL SUPPORT | FINANCIAL | DA / V / EL | PHYSICAL HEALTH | CS / PMRT | LEGAL

CHANGE IN ADMINISTRATIVE INFORMATION (SKIP THIS SECTION IF THERE ARE NO CHANGES)

Assessment Completed By [REDACTED]
Assessment Date [REDACTED]

Receiving
Only enter into these two highlighted fields!

KEC STANDARD

New Provider Number [REDACTED] Date Provider Site ID Change [REDACTED]

New Partnership Service Coordinator (Last Name) [REDACTED] Date of Partnership Service Coordinator Change: [REDACTED]

New Program Name [REDACTED] Date of Program Name Change: [REDACTED]

KEC DISCONTINUATION

New Provider Number [REDACTED] Date Provider Site ID Change [REDACTED]

New Partnership Service Coordinator (Last Name) [REDACTED] Date of Partnership Service Coordinator Change: [REDACTED]

New Program Name [REDACTED] Date of Program Name Change: [REDACTED]

Indicate New Partnership Status:

Discontinuation/Interruption of Full Service Partnership and/or community services / program (indicate reason below). [REDACTED] 7/4/2014

Reestablishment of Full Service Partnership and/or community services / program.

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

- 1. Target population criteria are not met.
- 2. Client decided to discontinue Full Service Partnership participation after partnership established.
- 3. Client moved to another county / service area.
- 4. After repeated attempts to contact client, he/she cannot be located.
- 5. Community services / program interrupted - Client's circumstances reflect a need for residential / institutional mental health services at this time (such as an Institute)
- 6. Community services / program interrupted - Client will be placed in juvenile hall / camp / ranch.
- 7. Community services program / interrupted - Client will be placed in California Youth Authorization / Division of Juvenile Justice.

Add Key Event Change Administrator Information

Indicate New Partnership Status:

Discontinuation/Interruption of Full Service Partnership and/or community services / program (indicate reason below).

Reestablishment of Full Service Partnership and/or community services / program.

Date of Partnership Status Change:
7/8/2014

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

1. Target population criteria

2. Client decided to discontinue

3. Client moved to another community services / program

4. After repeated attempts to engage in community services / program

5. Community services / program interrupted - Client will be placed in institutional mental health services at this time (such as an Institute for Forensic Psychiatry)

6. Community services / program interrupted - Client will be placed in juvenile hall / camp / ranch.

7. Community services program / interrupted - Client will be placed in California Youth Authorization / Division of Juvenile Justice.

8. Client has successfully met his/her goals such that discontinuation of Full Service Partnership is appropriate.

9. Client is deceased.

Re-establishment
Fields are pre-populated, click on Create KEC button

