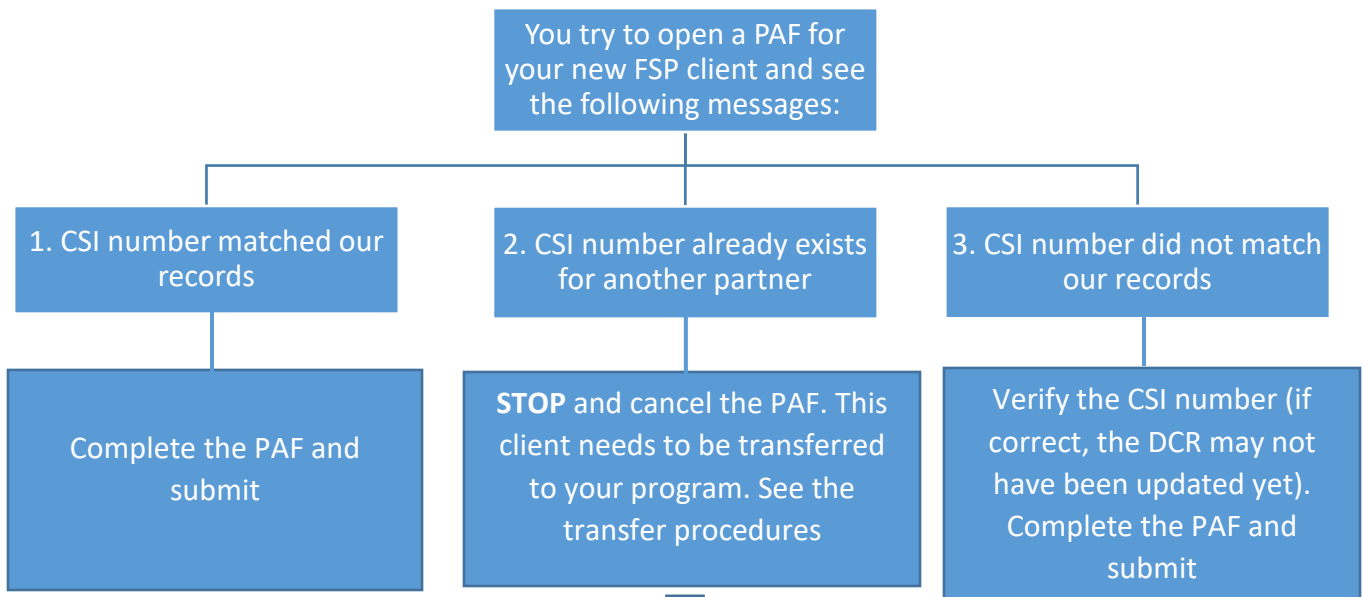
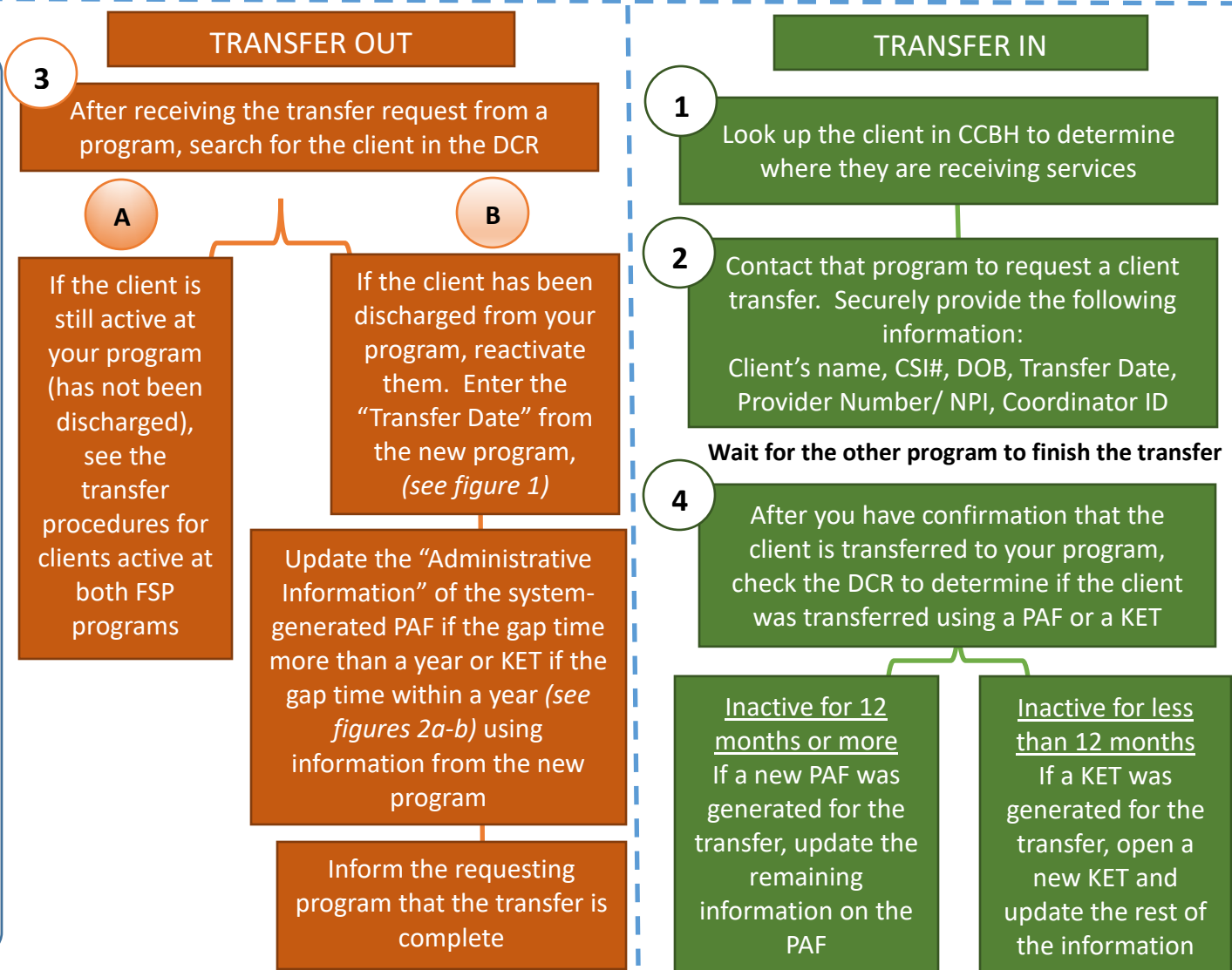


## FSP CLIENT TRANSFER PROCEDURE

### MESSAGES



### CLIENT TRANSFER PROCEDURE



**A**

**SPECIAL CASE: CLIENT IS ACTIVE AT BOTH FSP PROGRAMS**

**CLIENT TRANSFER PROCEDURE – SPECIAL CASE: CLIENT ACTIVE AT BOTH FSP PROGRAMS**

**TRANSFER OUT**

The client has not been discharged from your program and is still actively receiving services

**1** Open a new KET and update the “Administrative Information” (see figure 2b) with the provided information from the requesting program

**2** Inform the requesting program that:  
1) They can see the client in the DCR now  
2) The client is active at both programs. Your program (the initial program) is solely responsible for entering all 3Ms and KETs until the client is discharged from your program

**If the client is discharged from the initial program**

**4** Open a new KET to discharge the client from your program

**5** Reactivate the client using the same discharge date

**6** Inform the other program that the client was discharged from your program; the other program is now solely responsible for updating 3Ms and KETS

**TRANSFER IN**

**3** After you have confirmation that the client is active at both programs, follow these instructions:

**3M**  
You still collect 3Ms but not enter them into the DCR

**KETs**  
You still collect KETs and send them to the initial program to enter into the DCR

**7** If the client is discharged from the initial program, your program is now responsible for collecting and entering all KETs and 3Ms in the DCR

Note: Please enter the provider site ID/ NPI for every KET during the time the client is active at both programs

# Appendix

Figure 1. Reactivating the client

Outcomes Assessments for: [Redacted]		
Date to Reactivate	MM/DD/YYYY [Calendar Icon]	<input type="button" value="Reactivate"/>
PAF	KEY EVENT TRACKING <a href="#">View / Update Current KET Status</a> <a href="#">Enter New KET</a>	QUARTERLY ASSESSMENTS
PAF HISTORY 03/01/2018	KET HISTORY 05/24/2018	QUARTERLY HISTORY 06/01/2018 (missing)

Figure 2a. Updating the Administrative Information of system-generated PAF example

ADMINISTRATIVE INFORMATION

<b>PARTNERSHIP STATUS</b>		<a href="#">Clear Domain</a>
Provider Number / NPI (Optional)	[Redacted]	
Full Service Partnership Program ID	CYFS, Children and Youth Full Service Partnerships ▼ *	
Partnership Service Coordinator ID	[Redacted] ▼ *	
		<a href="#">Save and Continue</a>

Figure 2b. Updating the Administrative Information of system-generated KET example

<b>PARTNERSHIP STATUS</b>		<a href="#">Clear Domain</a>
Date of Provider Number / NPI Change (mm/dd/yyyy):	10/22/2018	
NEW Provider Number / NPI:	[Redacted]	
Date of Full Service Partnership Program ID Change (mm/dd/yyyy):	10/22/2018	
NEW Full Service Partnership Program ID:	CYFS, Children and Youth Full Service Partnerships ▼	
Date of Partnership Service Coordinator ID Change (mm/dd/yyyy):	10/22/2018	
NEW Partnership Service Coordinator ID:	[Redacted] ▼	
Date of Partnership Status Change (mm/dd/yyyy):	10/22/2018	
Indicate NEW partnership status:	<input type="radio"/> Discontinuation / Interruption of Full Service Partnership and / or community services / program (indicate reason below) <input checked="" type="radio"/> Reestablishment of Full Service Partnership and / or community services / program	