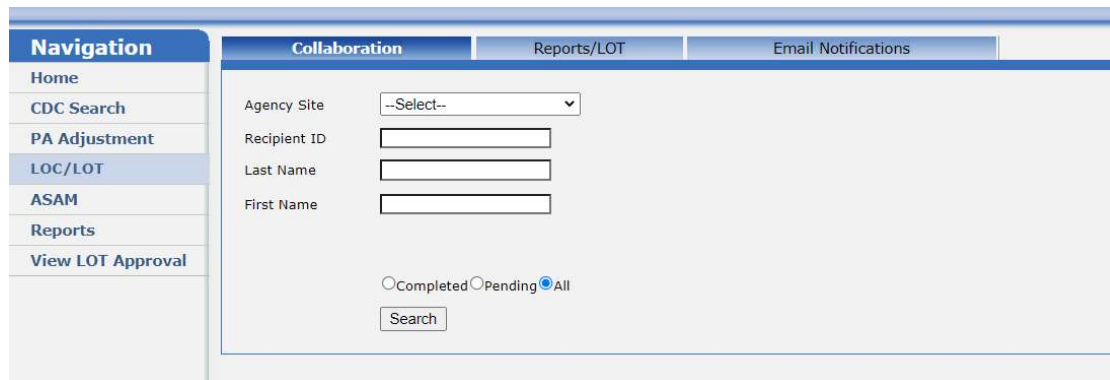


How to Submit a Letter of Termination (LOT) through PICIS

Select the LOC/LOT Tab in PICIS



The screenshot displays the PICIS web application interface. On the left is a 'Navigation' sidebar with the following items: Home, CDC Search, PA Adjustment, LOC/LOT (highlighted in blue), ASAM, Reports, and View LOT Approval. A red arrow points to the LOC/LOT item. The main content area has three tabs: Collaboration, Reports/LOT, and Email Notifications. The Reports/LOT tab is active. Below the tabs are search filters: Agency Site (dropdown menu with '--Select--'), Recipient ID (text input), Last Name (text input), and First Name (text input). At the bottom of the filters are radio buttons for 'Completed', 'Pending', and 'All' (which is selected), and a 'Search' button.

Select Reports/LOT

Collaboration **Reports/LOT** Email Notifications

LOCLOT reports will be temporarily located in the reports tab on the left, under 'LOCLOT Reports'.

NEW LOT Request

Contact Information:

First Name:

Last Name:

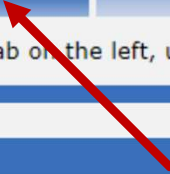
Email:

Phone:

Recipient ID:

CDCKey:

Add LOT Paperwork No file chosen



Complete the form and attach the LOT

Collaboration **Reports/LOT** Email Notifications

LOCLLOT reports will be temporarily located in the reports tab on the left, under 'LOCLLOT Reports'.

NEW LOT Request

Contact Information:

First Name:

Last Name:

Email:

Phone:

Recipient ID:

CDCKey:

Add LOT Paperwork No file chosen

This contact information is auto populated from your email notifications for LOC/LOT contacts. You can modify the contact information if needed.

Enter the Recipient ID and Select Member Search

Collaboration **Reports/LOT** Email Notifications

LOCLOT reports will be temporarily located in the reports tab on the left, under 'LOCLOT Reports'.

NEW LOT Request

Contact Information:


First Name:

Last Name:

Email:

Phone:

Recipient ID:

Member Search 

CDCKey:

Add LOT Paperwork No file chosen

Enter the recipient id and the CDC Key, then select member search to verify client information.

Select Choose File and find the LOT saved on your computer

Collaboration **Reports/LOT** Email Notifications

LOCLLOT reports will be temporarily located in the reports tab on the left, under 'LOCLLOT Reports'.

NEW LOT Request

Contact Information:

First Name:

Last Name:

Email:

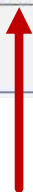
Phone:

Recipient ID:

CDCKey:

Add LOT Paperwork No file chosen

You must include an attachment of a completed LOT. The LOT must meet all requirements to be processed. Requirements can be found in the LOC/LOT training (see last slide for link).



Select Submit when done

Collaboration **Reports/LOT** Email Notifications

LOCLOT reports will be temporarily located in the reports tab on the left, under 'LOCLOT Reports'.

NEW LOT Request

Contact Information:

First Name:

Last Name:

Email:

Phone:

Recipient ID:

Member Search

CDCKey:

Add LOT Paperwork No file chosen



After the LOT is Submitted

- We will process the LOT and respond to the contact person attached to the LOT.
- The LOT is worked within 5 business days.
- LOC/LOT Training- [PowerPoint Training](#)



Questions?

- ▶ If you have any questions about this process, please contact the PICIS HelpDesk at the below information.

Email: gethelp@odmhsas.org

PICIS HelpDesk Phone: 405-248-9326

