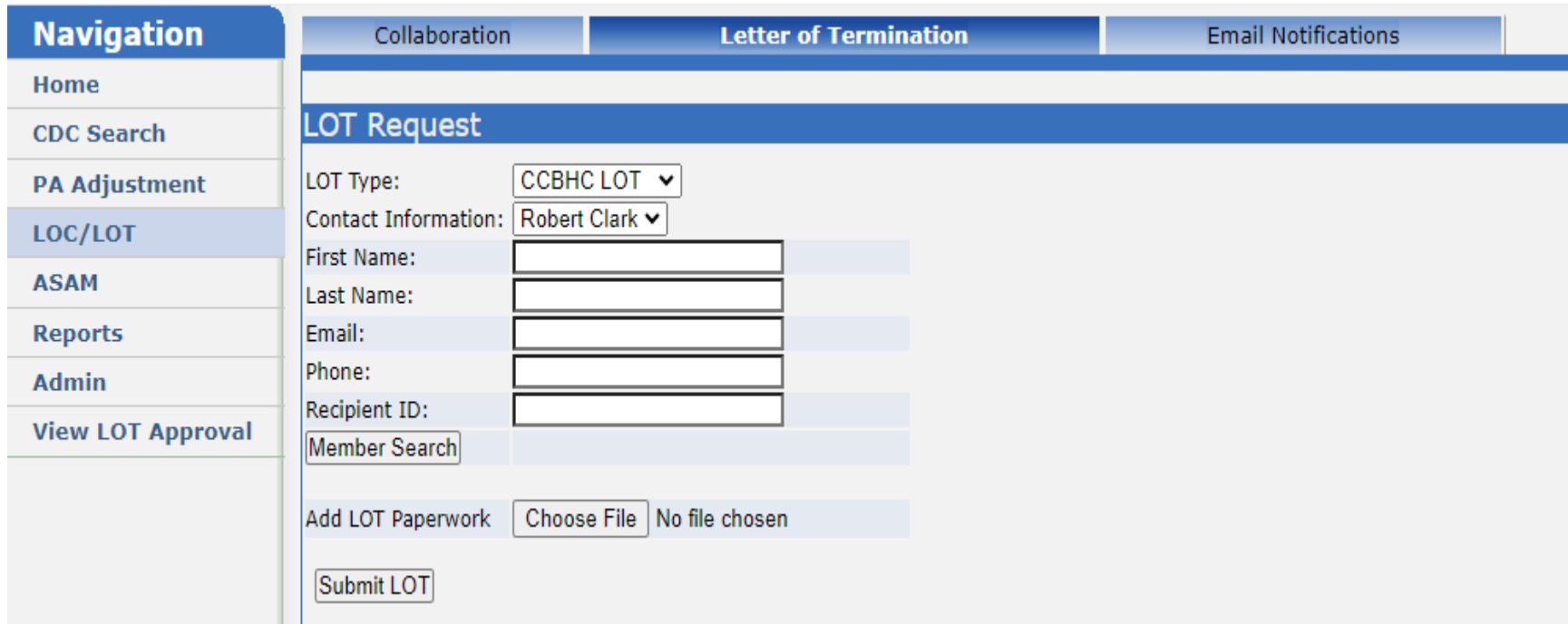


How to Submit a Letter of Termination (LOT) through PICIS

Select the LOC/LOT Tab in PICIS



The screenshot displays the PICIS system interface. On the left is a 'Navigation' sidebar with a red arrow pointing to the 'LOC/LOT' tab. The main content area has three tabs: 'Collaboration', 'Letter of Termination' (which is active), and 'Email Notifications'. Below the 'Letter of Termination' tab is a 'LOT Request' section. This section contains several input fields: 'LOT Type' (a dropdown menu showing 'CCBHC LOT'), 'Contact Information' (a dropdown menu showing 'Robert Clark'), 'First Name', 'Last Name', 'Email', 'Phone', and 'Recipient ID'. There is also a 'Member Search' button. At the bottom of the form, there is an 'Add LOT Paperwork' section with a 'Choose File' button and the text 'No file chosen', and a 'Submit LOT' button.

Navigation	Collaboration	Letter of Termination	Email Notifications
Home			
CDC Search			
PA Adjustment			
LOC/LOT	LOT Request		
ASAM	LOT Type: CCBHC LOT		
Reports	Contact Information: Robert Clark		
Admin	First Name:		
View LOT Approval	Last Name:		
	Email:		
	Phone:		
	Recipient ID:		
	Member Search		
	Add LOT Paperwork Choose File No file chosen		
	Submit LOT		

Select Letter of Termination



Navigation	Collaboration	Letter of Termination	Email Notifications
Home			
CDC Search			
PA Adjustment			
LOC/LOT			
ASAM			
Reports			
Admin			
View LOT Approval			

LOT Request

LOT Type: CCBHC LOT ▼

Contact Information: Robert Clark ▼

First Name:

Last Name:

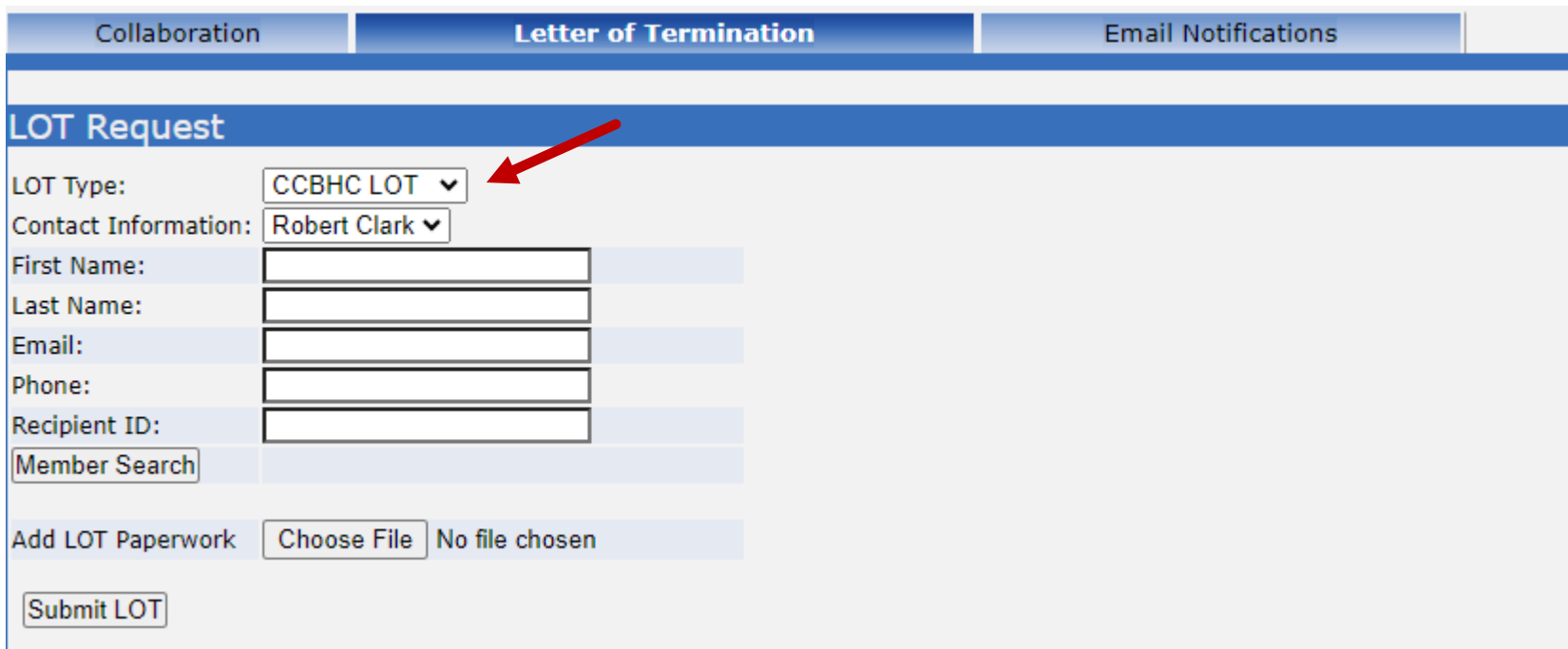
Email:

Phone:

Recipient ID:

Add LOT Paperwork No file chosen

The Standard LOT is selected by default. If interested in using the CCBHC LOT select it in the LOT Type Drop-down.




The screenshot shows a web application interface with three tabs: 'Collaboration', 'Letter of Termination' (which is active), and 'Email Notifications'. Below the tabs is a section titled 'LOT Request'. This section contains several form fields: 'LOT Type' (a dropdown menu currently showing 'CCBHC LOT'), 'Contact Information' (a dropdown menu showing 'Robert Clark'), and five text input fields for 'First Name', 'Last Name', 'Email', 'Phone', and 'Recipient ID'. Below these fields is a 'Member Search' button. At the bottom of the form, there is an 'Add LOT Paperwork' section with a 'Choose File' button and the text 'No file chosen'. Finally, there is a 'Submit LOT' button at the very bottom. A red arrow points to the 'LOT Type' dropdown menu.

Collaboration	Letter of Termination	Email Notifications
LOT Request		
LOT Type: CCBHC LOT ▼		
Contact Information: Robert Clark ▼		
First Name: <input type="text"/>		
Last Name: <input type="text"/>		
Email: <input type="text"/>		
Phone: <input type="text"/>		
Recipient ID: <input type="text"/>		
<input type="button" value="Member Search"/>		
Add LOT Paperwork <input type="button" value="Choose File"/> No file chosen		
<input type="button" value="Submit LOT"/>		

Select Contact information for your agency

Collaboration	Letter of Termination	Email Notifications
LOT Request		
LOT Type:	CCBHC LOT ▼	
Contact Information:	Robert Clark ▼	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/>	
Recipient ID:	<input type="text"/>	
Member Search	<input type="text"/>	
Add LOT Paperwork	<input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Submit LOT"/>		



Select contact information or fill out your personal information if you prefer.

Enter the Recipient ID and Select Member Search

Collaboration

Letter of Termination

Email Notifications

LOT Request

LOT Type:

CCBHC LOT ▾

Contact Information:

Robert Clark ▾

First Name:

Last Name:

Email:

Phone:

Recipient ID:

Member Search

Add LOT Paperwork

Choose File

No file chosen

Submit LOT

Enter the recipient ID
(Medicaid number) and search
to verify client information.

Select Choose File and find the LOT saved on your computer

Collaboration

Letter of Termination

Email Notifications

LOT Request

LOT Type: CCBHC LOT ▾

Contact Information: Robert Clark ▾

First Name:

Last Name:

Email:

Phone:

Recipient ID:

Member Search

Add LOT Paperwork

Choose File

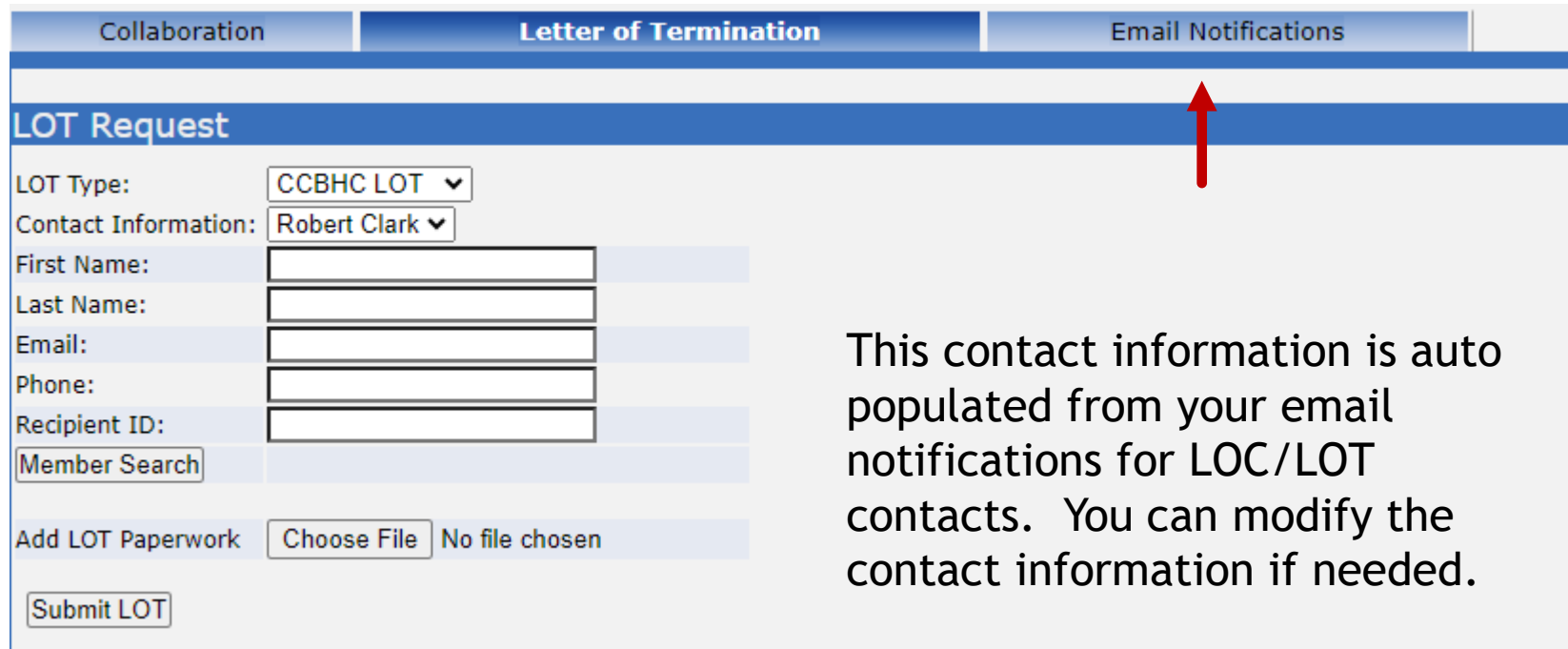
No file chosen

Submit LOT

Make sure to upload the necessary paperwork detailing the reasoning for the client's discharge from the current CCBHC along with the client's or legal guardian's signature.



Complete the form and attach the LOT



The screenshot shows a web application interface with three tabs: 'Collaboration', 'Letter of Termination' (which is active), and 'Email Notifications'. A red arrow points to the 'Email Notifications' tab. Below the tabs is a blue header bar labeled 'LOT Request'. The form contains several fields: 'LOT Type' (a dropdown menu showing 'CCBHC LOT'), 'Contact Information' (a dropdown menu showing 'Robert Clark'), 'First Name', 'Last Name', 'Email', 'Phone', and 'Recipient ID' (all text input fields). There is also a 'Member Search' button. At the bottom, there is an 'Add LOT Paperwork' section with a 'Choose File' button and the text 'No file chosen', and a 'Submit LOT' button.

Collaboration Letter of Termination Email Notifications

LOT Request

LOT Type: CCBHC LOT ▼

Contact Information: Robert Clark ▼

First Name:

Last Name:

Email:

Phone:

Recipient ID:

Member Search

Add LOT Paperwork Choose File No file chosen

Submit LOT

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

Select Submit when done

Collaboration	Letter of Termination	Email Notifications
LOT Request		
LOT Type:	CCBHC LOT ▼	
Contact Information:	Robert Clark ▼	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/>	
Recipient ID:	<input type="text"/>	
Member Search	<input type="text"/>	
Add LOT Paperwork	<input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Submit LOT"/>		



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