

**E-MAIL:** usarmy.rucker.medcom-lahc.list.efmp@health.mil

## **EFMP medical enrollment update**

**Medical information begins on page 2 & education information begins on page 3.**

**\*\*Request a copy of the Family Member's (FM's) EFMP Summary from the medical EFMP office. \*\***

- For enrollments and updates, the Service Member (SM) registers on the E-EFMP website:  
<https://efmp.army.mil/>
- If you are requesting a dis-enrollment, send an e-mail to the address listed above prior to creating a packet on the Enterprise – EFMP (E-EFMP) website. Certain circumstances require additional documentation.
- After logging into the E-EFMP website, scroll down the page and select "System Training"
  - Step-by-step instructions are available on how to start an enrollment update.
- The E-EFMP website can be accessed on civilian computers and smartphones using DS Logon.

### **Read this section if the enrollee is 18+ years.**

- Each FM (18+ years) being enrolled must have their own DS logon.
  - Go to this website to start the process -  
<https://myaccess.dmdc.osd.mil/identitymanagement/app/login>
  - Select "Need Support" to download the most up to date "DS Logon Frequently Asked Questions (FAQs)" pamphlet about how to create a DS Logon.
  - A CAC card is not required to create a DS Logon.
- The FM's signature is required twice throughout this process.
  - There is not an override option for EFMP staff if a FM cannot create a DS Logon, log into the site or sign. Contact information to create a DS Logon is located in the DS Logon FAQs pamphlet. (See above for instructions on how to access the pamphlet.)
  - First signature authorizes the release of the FM's medical information.
  - Second occurs after the EFMP provider reviews the DD 2792 in E-EFMP.

### **Hours of Operation:**

**Appts:**

Tue: 0800 - 1130, 1300 - 1500

**Walk-ins: (open during lunch)**

Wed: 0800 - 1500

Thu: 0800 - 1430

**Closed to the public for packet processing:**

- Mondays, Fridays

**Closed for mandatory training:**

- Third Wednesday of every month
- Last Thursday of every month.

To schedule an appointment, e-mail the address listed above. Your appointment will be confirmed via e-mail. If you do not receive a confirmation e-mail, an appointment was not scheduled.

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### **Provider completing the packet is NOT located on a military installation.**

- Complete DD 2792 (Feb 2025 Family Member Medical Summary) according to the instructions on page one of the DD 2792.
- Send the enrollment packet to the FM's provider. All previous diagnoses your FM was enrolled for must be addressed, to include those that are resolved.
- Directions for the provider are also on page one.
- Review the DD 2792 for completeness and accuracy PRIOR to leaving the provider's office. If you have questions or concerns about the information your PCM wrote, address them with the provider.
- Return the completed packet to the EFMP office via fax, encrypted e-mail, hard copy, or upload it to the E-EFMP website. Notify the EFMP office if documents are uploaded to E-EFMP or faxed.

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### **PCM completing the packet is located at Lyster Army Health Clinic (LAHC) - FM is 18+ years**

- After the SM and FM complete and sign the required sections; contact the FM's Primary Care Manager (PCM). Ask if PCM requires a face-to-face appointment or if they will complete the packet via tele-health.
- If a face-to-face appointment is required, call the appointment line and schedule an "EFMP update packet" appointment. This notifies your FM's PCM that there is an open packet in the E-EFMP site that needs to be completed.
- You do not bring a hard copy DD 2792 to the appointment. The packet will be completed in E-EFMP by the provider.
- If the authorization is not signed, the FM's PCM cannot access the packet in E-EFMP and may inform your FM to schedule a new appointment.

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### **PCM completing the packet is located at LAHC - FM is birth to 17 years old.**

- After the SM signs the Authorization for Disclosure of Medical Information; contact your FM's PCM. Ask the PCM if they require a face-to-face appointment or if they will complete the packet via tele-health. If the PCM requires an appointment, call Central Appointments to schedule an "EFMP update packet" appointment. This notifies your FM's provider that there is an open packet in the E-EFMP site that needs to be completed.
- You do not bring a DD 2792 to this appointment. The packet will be completed in E-EFMP by the provider.
- If the authorization is not signed, your FM's PCM cannot access the packet in E-EFMP and may inform you to schedule another appointment.

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### **Provider completing the packet is located on a military installation (not LAHC).**

- Use the instructions on page one of the DD 2792 to complete the FM's portion.
- Send the enrollment packet and a copy of your FM's EFMP summary to the FM's provider. Request they upload the completed document to your electronic medical health record.
- Give the provider about 1-2 weeks to complete the DD 2792. If it is longer than two weeks, contact the PCM and ask for a status of the DD 2792.
- If it is complete and the PCM uploaded the DD 2792 to your FM's medical records, the EFMP coordinator can download it and send it to the SM or adult FM.

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## **EFMP education enrollment update instructions**

- Service Member (SM) registers on the Enterprise – EFMP (E-EFMP) website:  
<https://efmp.army.mil/>
  - Ensure your contact number and e-mail are correct.
- After logging into the E-EFMP website, scroll down the page and select "E-EFMP training".
  - Step-by-step instructions are available on how to create an education enrollment/update
- Each Family Member (FM) (18+ years) being enrolled must have their own DS logon.
  - Go to the following website to start the process -  
<https://myaccess.dmdc.osd.mil/identitymanagement/app/login>
  - Select "Need Support" to download the most up-to-date "DS Logon Frequently Asked Questions (FAQs)" pamphlet about how to create a DS Logon.
  - A CAC card is not required to create a DS Logon.

### **Children ages newborn up to three years**

- Complete the DD 2792-1 (FEB 2025 Early Intervention/Special Education Summary) pages 2 - 3, according to the instructions on page one of the education enrollment packet.
- Send the DD 2792-1 to your child's Early Intervention provider for completion.
- Return the completed DD 2792-1 and a copy of your child's current Individualized Family Service Plan (IFSP) to the EFMP office via fax, encrypted e-mail, hard copy, or upload it to the E-EFMP website. Notify the EFMP office if documents are uploaded to E-EFMP.
- The EFMP coordinator will download and transcribe the document into E-EFMP for you.

### **Children ages three years and older**

- DD 2792-1, FEB 2025 Early Intervention/Special Education Summary
- Complete DD 2792-1, pages 2 - 3, according to the instructions on page one of the education enrollment packet.
- Send the DD 2792-1 to your child's school for completion.
- Return the completed DD 2792-1 and a copy of your child's current Individualized Education Plan (IEP) to the EFMP office via fax, encrypted e-mail, hard copy, or upload it to the E-EFMP website. Notify the EFMP office if documents are uploaded to E-EFMP.
- The EFMP coordinator will download and transcribe the document into E-EFMP for you.

## EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) IDENTIFICATION LIST

**This list is NOT all inclusive.**

### CRITERIA FOR MANDATORY ENROLLMENT

1. Enrollment in the Exceptional Family Member Program (EFMP) is **mandatory** for all FMs of Active Duty Army Service Members who meet identification criteria IAW AR 608-75 Appendix B.
2. Enroll Active Duty FMs who **require** medical care **above** the level normally provided by a Family Practitioner or General Medical Officer in an outpatient clinic setting.
3. Enroll Active Duty FMs with serious or chronic medical problems, physical disabilities, mental health disorders, equipment needs, or require intensive follow up support or special education services.

### COMMON DIAGNOSES FOR MANDATORY ENROLLMENT, NOT ALL INCLUSIVE:

- ◆ ADD/ADHD
  - With another psychological diagnosis, **OR**
  - Requires multiple medications, psycho-pharmaceuticals (other than stimulants) or does not respond to normal doses of medication, **OR**
  - Requires management and specialty treatment by mental health provider (psychiatrist, psychologist, social worker, and/or counselor) **OR**
  - Requires specialty consultant, other than a Family practice physician or general medical officer, more than twice a year on a chronic basis, **OR**
  - Requires modification of the educational curriculum or the use of a behavior plan
- ◆ Allergies (*allergy shots or specialist follow up*)
- ◆ Asthma/Reactive Airway Disease
  - Scheduled use of inhaled and anti-inflammatory agents and/or bronchodilators.
  - History of ER/UCC visits in last 12 months
  - ICU or Hospitalization within past 5 years.
- ◆ Autism/Pervasive Developmental Disorders
- ◆ Autoimmune/Neuromuscular Disorders
- ◆ Cancer
  - **Unless** completed treatments AND in remission >5 years and requiring no further follow up
- ◆ Cervical Dysplasia
  - If requiring pap smears 2x/year or more **OR**
  - If requiring colposcopy
- ◆ Cerebral Palsy or Loss of Mobility
  - Require use of wheelchair, walker, or other aide
  - Require PT or OT
- ◆ Cleft Lip/Palate
  - Unless completed surgical repair and no longer receiving any services or follow up.
- ◆ Developmental Delay (*Also see Special Education*)
  - Requiring specialty follow-up
- ◆ Diabetes (*requiring frequent or specialist follow up, Type I or Type II DM*)
- ◆ Genetic Disorders/Congenital Anomalies (e.g., CF, Trisomy 21, Hydrocephalus, Spina Bifida, Fragile X)
- ◆ Hearing Problems/Deafness (*requiring hearing aides or specialty services*)
- ◆ Heart Conditions (*any conditions requiring frequent follow up or cardiology*)
- ◆ Inflammatory Bowel Disease (*requiring frequent or specialist follow up*)
- ◆ Immunodeficiency (*primary or secondary, including HIV/AIDS*)
- ◆ Medical Equipment (e.g., CPAP machine, g-tube, O2, pacemaker, shunt, tracheostomy, wheelchair or other aide)
- ◆ Mental Health Conditions
  - Current and chronic duration of 6+ months, inpatient or intensive outpatient MH services within the last 5 yrs.
  - Intensive outpatient MH services required at present time >1 monthly visit for more than 6 months, **this includes medical care from ANY provider, including PCM.**
- ◆ Seizure Disorders/Epilepsy
- ◆ Sickle Cell Disease/Bleeding disorders
- ◆ Special Education/Early Intervention Requirements
  - Requiring services at home using an Individualized Family Service Plan (*IFSP*)
  - Requiring accommodations at school using an Individualized Education Plan (*IEP*)
- ◆ Substance Abuse
- ◆ Thyroid Problems
- ◆ Vision Problems/Blindness
  - Sight not corrected with glasses **OR**
  - Any conditions requiring ophthalmology)

Any medical, psychological, or educational condition should be considered if specialty follow up is required.

Specialists include but are not limited to:

Allergy	Gastroenterology	Neurology	Otolaryngology (ENT)
Audiology	Hematology	Neurosurgery	Psychology
Cardiology	Immunology	Obstetric	Psychiatry
Dermatology	Infectious Disease	Gynecology	Pulmonology
Developmental Pediatrics	Internal Medicine	Oncology	Rheumatology
Endocrinology	Neonatology	Ophthalmology	Surgery
ENT	Nephrology	Orthopedic Surgery	Urology