

EFMP enrollment update instructions

Medical information is listed on page 2 & Education information is listed on page 3.

****This does NOT require an appointment with EFMP ****

- Service Member (SM) registers on the Enterprise – EFMP (E-EFMP) website:
<https://efmp.army.mil>
 - Create a DS Logon.
Each Family Member (FM) (18+ years) being enrolled must have their own DS logon. Visit the link below to create one.
 - <https://myaccess.dmdc.osd.mil/identitymanagement/registration.do?execution=e1s1>
 - Ensure your contact number and e-mail are correct in MilConnect.
 - Service/Adult FMs receive email notifications from E-EFMP during each package's status change.
 - A CAC card is not required to create a DS Logon.
 - After logging into the E-EFMP website, scroll down the page and select "E-EFMP training"
 - Step-by-step instructions (PDF and video) are available on how to start an enrollment/update.
 - The E-EFMP website can be accessed on civilian computers and smartphones using DS Logon.
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Read this section if the enrollee is 18+ years.

- FMs digitally sign documents in E-EFMP using their DS Logon.
 - When signing documents, the FM ALWAYS signs first.
 - The SM may be required to sign AFTER the FM, acknowledging the FM signed.
 - Signatures are required twice throughout this process.
 - If either signature is missing, the packet cannot be processed. There is not an override option for EFMP staff if a signature is missing.
 - First signature authorizes the release of the FM's medical information.
 - Second occurs after the DD 2792 has been:
 - Completed by LAHC MTF provider OR uploaded to E-EFMP, transcribed by the EFMP Coordinator AND
 - The EFMP medical director completes the medical review.
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Hours of Operation:

Walk-ins:

Wed - Thu: 0800 - 1130

Appts:

Tue: 0800 - 1130, 1300 - 1500

Wed - Thu: 1300 - 1500

Closed to the public for packet processing:

Mondays, Fridays

Third Wednesday of every month

To schedule, call or e-mail using the information listed above. Your appointment will be confirmed via e-mail. If you do not receive an e-mail, an appointment is not scheduled.



EFMP Medical enrollment update instructions (continued)

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

- After your FM and you both sign the Authorization for Disclosure of Medical Information; contact your FM's Primary Care Manager (PCM). Ask if the PCM requires a face-to-face appointment or if they will complete the packet via tele-health. Specifically ask for 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 have to bring a DD 2792 (Jan 2021 Family Member Medical Summary) to this appointment.
- If the authorization is not signed, your FM's PCM cannot access the packet in E-EFMP and may inform you to schedule a new appointment.

Provider completing the packet is located at LAHC - FM is birth to 17 years old.

- After you sign 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 your PCM requires an appointment, call Central Appointments to set up a visit with your FM's provider. Request 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 have to bring a DD 2792 to this appointment.
- 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.

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

- Complete the DD 2792 (Jan 2021 Family Member Medical Summary) according to the instructions on page one of the DD 2792.
- Send the enrollment packet 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, your FM can call the PCM and ask for a status of the enrollment packet.
- If it is complete and the PCM has not provided a copy to you, the EFMP coordinator can usually download it from your FM's medical records. (If it was uploaded by the provider.)

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

- Complete the DD 2792 (Jan 2021 Family Member Medical Summary) according to the instructions on page one of the DD 2792.
- Send the enrollment packet to the FM's provider.
- 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.
- The EFMP coordinator will download and transcribe the document into E-EFMP for you.

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

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.
- SMs receive email notifications from E-EFMP during each packages change in status.
- After logging into the E-EFMP website, scroll down the page and select "E-EFMP training".
 - Step-by-step instructions (PDF and video) are available on how to start an enrollment/update
- SMs can create a DS Logon by visiting the site below:
<https://myaccess.dmdc.osd.mil/identitymanagement/registration.do?execution=e1s1>
- Each Family Member (18+ years) being enrolled must have their own DS logon.
- A CAC card is not required to create a DS Logon.
- The FM's contact number and e-mail must be different from the SM's contact number and e-mail in MilConnect.

Children ages newborn up to three years

- Complete the DD 2792-1 (Jan 2021 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, Jan 2021 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.

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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 Family Members of Active Duty Army Service Members who meet identification criteria IAW AR 608-75 Appendix B.
2. Enroll Active Duty Family Members 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 Family Members 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