

# Family Member Travel Screening (FMTS) Checklist

1.  If the SM has Assignment Instructions (AI) complete the steps below, if the SM is not on assignment instruction and wants to be proactive, only complete step 3 & 4.

2.  Start your FMTS case in the E-EFMP website

Screening should be initiated immediately once the SM has been officially notified of an assignment to an OCONUS location.



E-EFMP Website

<https://efmp.army.mil/EnterpriseEfmp/>



How to start a FMTS case in the EFMP Website.

<https://efmp.army.mil/EnterpriseEfmp/Training#>

3.  Ensure all dependents going with you have a physical that was done within the last 12 months from their Primary Care Provider, we will not accept Urgent Care physicals., your case will remain on 'pause' until this documentation is provided.

- If the physical was completed on post, our office should have access to it.
- If physical was completed by an off-post doctor, ensure you bring a copy to the physical to our office so we can submit. DO NOT ATTEMPT TO SUBMIT PHYSICALS UNDER 'PACKAGE DOCUMENTS' ON THE E-EFMP WEBSITE – OUR OFFICE DOES NOT GET NOTIFIED WHEN DOCUMENTS ARE UPLOADED ON THERE.

4.  Ensure ALL REFERRALS are closed out, a deleted referral is not acceptable

All referrals must be followed through – meaning that there should be a note saying if you were discharge or with what the treatment plan is. **A REFERRAL CANNOT BE WAIVED EVEN IF YOU NO LONGER NEED IT.** Failure to provide documentation for a referral may spawn an enrollment into EFMP at the moment of screening, potentially delaying your FMTS case by 1-2 months.

5.  Medical Screening

This step is when the Medical Screener will call to screen your family. YOU DO NOT NEED TO MAKE AN APPOINTMENT. The medical director will ask a series of question to determine if your family needs an enrollment into EFMP. Medical director goes back to 5 years of medical records. Some qualifying conditions are, but not limited to: Chronic condition lasting longer than 6 months, any condition requiring follow-up support more than once year from your PCM or any type of specialty doctor, i.e. Dermatology, Neurology, etc...., mental health condition lasting longer than 6 months in the last 5 years, IEPs, or any open referrals.

6.  After the Medical Screening is complete

- If no enrollable criteria is found at the screening, your case then goes to the losing MPD with completed 5888, which is then forwarded to gaining MPD and automatic approval and issuance of orders.
- If an enrollment is warranted, your FMTS case will remain paused until the enrollment is completed (appx. Completion time ~30 days after DD2792 is submitted). After enrollment is completed, your case goes overseas for verification of services. **OVERSEAS HAS UP TO 30 BUSINESS DAYS TO APPROVE/DENY YOUR CASE!**

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**FMTS Spawned enrollment (This checklist only applies if the medical director determined that your family member(s) need to enroll/update EFMP after the screening)**

**Enrollment case will be created automatically by system after screening with the medical provider.**

**Gather required Documents & Make medical appointments.**

Collect necessary documents, such as medical records, Individualized Education Plans (IEPs), and other relevant paperwork supporting the special needs of the family. Make a 40-minute EFMP appointment with your Primary Care Manager (PCM). **\*\*EFMP DOES NOT MAKE APPOINTMENTS ON BEHALF OF THE FAMILY MEMBERS\*\*** If you or your family member forgot what diagnosis/referrals the medical director requested information, you can his screening note on MHS Genesis at : <https://myaccess.dmdc.osd.mil/identitymanagement/app/login>



**Complete DD Form 2792 (Family Member Medical Summary)**

Page 2, 3, and the headers of pages 4-8 are completed by the Sponsor (if completing for dependent under the age of 18) or patient (if over the age of 18). Pages 4-8 are completed by the PCM or specialist doctor. **\*\* PAGES 4-8 OF THE DD2792 MUST BE SIGNED, EVEN IF THE PAGE IS BLANK\*\***.

**Complete DD Form 2792-1 (Special Education/Early Intervention Summary)**

If applicable, complete this form to provide information related to educational needs and services received by the family member with special needs. Page 2 is completed by the Sponsor (if completing for dependent under 18) or dependent (if over the age of 18).

**Upload the DD Form 2792 to the E-EFMP website.**

If the dependent is seen at a Military Treatment Facility (MTF), the EFMP office can forward the case to the provider. Contact EFMP at least 72 hours before the appointment so we can forward your case appropriately. For civilian providers, the sponsor must submit forms for minors, while the dependents over 18 are responsible for their own submission. **\*\*MAKE SURE PAGE 2 & 3 ARE SIGNED\*\***

**Tracking your package**

Please note that the EFMP office will not be doing status update on your package. If you would like to see the status of your package, please refer to the E-EFMP website. For questions on tracking a package, refer to the training site for more information at <https://efmp.army.mil/EnterpriseEfmp/Training>.

**Decision on enrollment is made.**

The sponsor will receive an email confirmation with a decision on enrollment. You do not need to contact the EFMP office for any further action. If your family member was warranted for enrollment, your travel case will then go overseas for further review, please note that this step can take up **30 business days**.

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