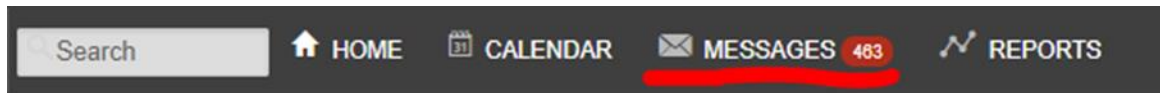


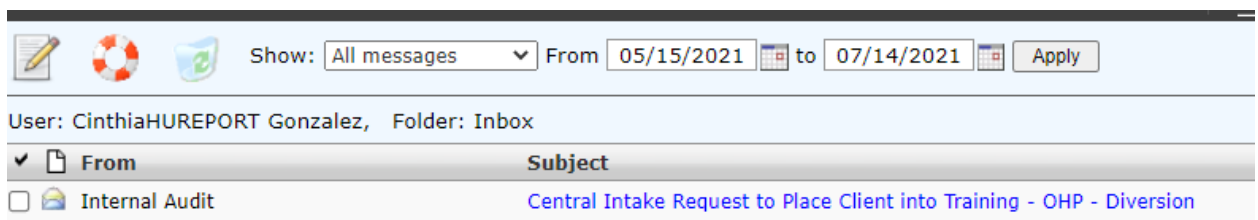


OHP Diversion Project Instructions for Referral Agencies

1. Access the Messages module found at the top of your AWARDS screen.



2. Select the message with the subject line “Central Intake Request to Place Client into OHP Diversion Program.”



3. Click on the “[here](#)” hyperlink in the body of the message to complete the Referral Form.

4. The Referral Form is displayed. Data must be entered in all fields marked with a red asterisk and any additional fields required by your agency. The Intake Status must be set to Accepted Admission in order to Create Referral.

| | | |
|---------------------------------------|--|--|
| *Screening Date: 07/01/2021 | Screeners: [Dropdown] | Forms Received Date: [Date Picker] |
| *Status Date: 07/01/2021 | *Intake Status: Accepted-Admission | |

5. Click on Process Admission to admit the consumer into your program, complete the Admission Form and click Update to save the page.

6. On the Consent Form select an option, enter date, then click Continue twice to record client consent.

7. On the next screen, select 'Create a New Household' and click 'Continue'.

**Training - OHP - Diversion
Household Composition
Sharon Anderson**

Sharon Anderson is currently not in a household.

Create a new Household
 Join an existing Household

CONTINUE

1. To add additional Household members, select Yes. If entering an individual select No and click Continue.

Would you like to add another member to this household?

Yes No

CONTINUE

2. On the next screen, the green check mark next to the consumer's name indicates they have been admitted, their consent is recorded, and they were placed in a household.