



OHP Diversion Project Instructions for Coordinated Entry Programs

1. From the Home Screen select your Coordinated Entry program
2. Click on Profile, select Face Sheet
3. Select Consumer and click Continue
4. Scroll mid-way down the page to Select Program for Placement. Select the OHP Diversion program from the drop-down menu and click Make Placement.

Select Program for Placement:

5. You will see the following pop-up message

You do not have chart access to the program to which you want to place this client. Clicking OK will send a message to this program to Make Placement.

OK

Cancel

6. Click Ok, you will see the following pop-up message.

The message has been sent to the program to make this placement.

Close

7. Click Close, the referral process to the OHP Diversion Program is complete.