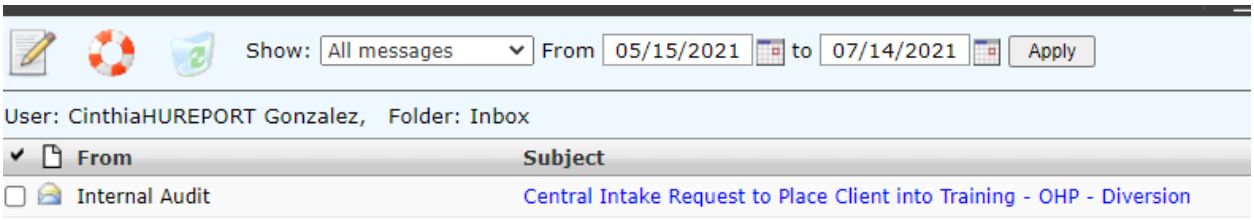
OHP Diversion Project Instructions for Referral Agencies

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

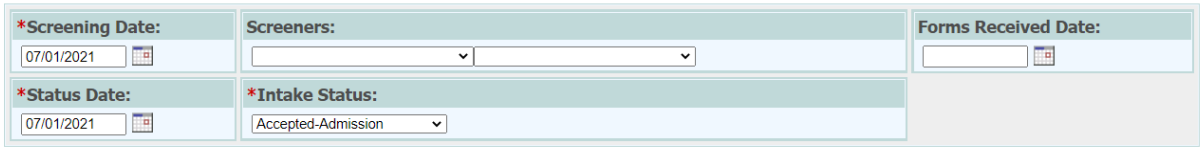


2. Select the message with the subject line "Central Intake Request to Place Client into OHP Diversion Program.



3.Click on the "here" hyperlink in the body of the message to complete the Referral Form.

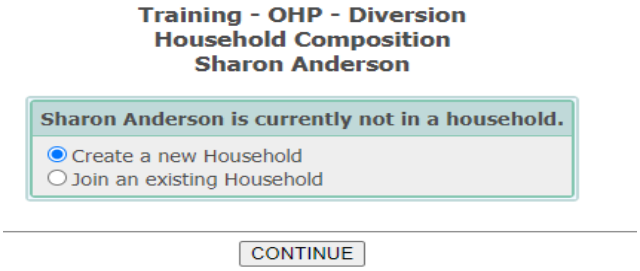
4.The Referral Form is displayed. Data must be entered in all fields marked with a red asterisk and any additional fields required by your agency. The Intake Status must be set to Accepted Admission in order to Create Referral.



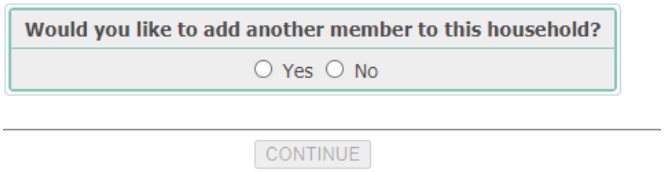
5. Click on Process Admission to admit the consumer into your program, complete the Admission Form and click Update to save the page.

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’.



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