**Access Point Referral to Emergency Housing Voucher Event Workflow**

| Step | Action |
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| 1 | Switch to COORDINATED ENTRY - BoSCoC (OH-507) or COORDINATED ENTRY - MCHCOC (OH-504). |
| 2 | Search for the head of household. Click the pencil to the left of the head of household's name in the search results. If the client is not already in Clarity, create the client(s). For multiple clients, create the household. |
| 3 | If the client/household is not already enrolled in the Access Point, enroll the client/household and complete a Current Living Situation Assessment and other needed assessments.  If the client/household is already enrolled, under the Client Profile, click Programs, and click the pencil to the left of the Access Point enrollment listed as Active. |
| 4 | Click the Events tab. |
| 5 | Click the down arrow to the right of Referral to Emergency Housing Voucher (EHV). |
| 6 | Record the Date of referral. |
| 7 | BoS only: Record the Referral Result: “Successful referral: client accepted” and record the Result Date. Result Date and Date should match.  Mahoning only: Leave the Referral Result untouched until the Referral Result is known. |
| 8 | Optional: Record an Event Note. |
| 9 | Click Submit. |
| 10 | Exit the client from the Access Point. |