**Access Point Referral to Homelessness Prevention 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 | Enroll the client/household in the Access Point, complete a Current Living Situation Assessment. |
| 4 | Click the Events tab. |
| 5 | Click the down arrow to the right of Referral to Prevention Assistance project. |
| 6 | Record the date of referral in the Date field. |
| 7 | Optional: Record an Event Note. |
| 8 | Click Submit. |
| 9 | Exit the client from the Access Point. |