**Access Point Successful Diversion 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 the Current Living Situation Assessment. 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 Problem Solving/Diversion/Rapid Resolution intervention or service. |
| 6 | Record the date of successful Diversion in the Date field. |
| 7 | Record the Result: Client housed/re-housed in a safe alternative as “Yes” and record the Result Date. Result Date and Date should match. |
| 8 | Optional: Record an Event Note. |
| 9 | Click Submit. |
| 10 | Exit the client from the Access Point. |