



## **Diversion Intake Checklist**

- Update Appointments Plus availability
- Update Day Center dry erase board availability
- Screening & Intake Form completed
- Review Program Guidelines with client
- Schedule next meeting/task
- Hard copy file created
- Signature forms  Sent,  Signed,  Printed
  - Program Guidelines
  - Consent for Release of Info (2)
  - Consumer Reports Release
  - Drug Testing Release
  - Truthful Disclosure & Participation Form
- Business Card/Contact Info given to client
- Consumer reports  Submitted,  Printed, Reviewed,  Printed
- Enroll client in HMIS
- State ID, Social Security Card, and Birth Certificates added to file

## **Diversion Exit Checklist**

- Exit client in HMIS, ensuring SSNs are entered
- Ensure hard copy client file is organized
- Add confidential exit case note summarizing outcome (with documentation attached if applicable, e.g. signed lease page) to interior front of case file
- Transfer hard copy case file to archives or other program cabinet
- If a successful outcome, give or submit the following if applicable...
  - Mustard Seed referral
  - Goodwill vouchers (approximately \$100 depending on availability)
  - Bus passes or gas card
  - Move-in cleaning kit
  - Food pantry referral
  - Loaner mattresses (can ask other staff to deliver)
- Take photo of family at move-in, and email it with anecdotes/details of family story to communications staff (e.g., director)
- Retrieve any loaned supplies, like pack-n-play, car seat, booster seat, etc. and ask facilities assistant to wash/disinfect items
- Update Appointments Plus availability
- Update Day Center dry erase board availability