**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 filed

**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