

## How to Prioritize Prevention/Diversion Assessments for your Agency

### Instructions:

1. Your agency needs to decide how frequently your agency is going to allocate prevention/diversion funding to participants. For example: Agency ABC would like to provide assistance to participants weekly. They will review all the assessments they complete or receive from Friday afternoon until Friday morning of the next week.
2. Your agency will record all of the assessments they receive on your agency's "BoS CES Prevention Diversion Prioritization List" during the time period your agency decides. Save all of the BoS CES Prevention Diversion Prioritization Lists you use to determine which participants receive funding.
3. When it is time for your agency to decide who to provide assistance to, you will use your agency's "BoS CES Prevention Diversion Prioritization List" and sort the excel sheet. To sort the excel sheet you will click on the column "Prevention/Diversion Assessment Score" and sort it by "largest to smallest". This will show you the participants who should receive priority for your funding.
4. Each agency is responsible to determine the participant is eligible to receive the funding the agency is providing. Please review your grant compliance requirements from your funder to determine who is eligible. Your agency should make every attempt to provide funding to the highest scoring eligible participants on your "BoS CES Prevention Diversion Prioritization List".
5. Agencies may receive referrals for prevention/diversion funds from other agencies. The agency making the referral can provide the Client ID, date assessment completed and prevention/diversion assessment score to the agency who will consider the referral for funding. If you agency is unwilling or unable to accept the referral, please notify the referring agency immediately. The agency receiving the referral can review the Prevention/Diversion Assessment in HMIS and follow up with the participant for any other information needed to determine eligibility. This is in an effort to allow participants to answer the Prevention/Diversion Assessment once during an episode instead of answering the same questions to each agency they are referred to for assistance at one time. Also, this eliminates some duplicate work for our assessors.