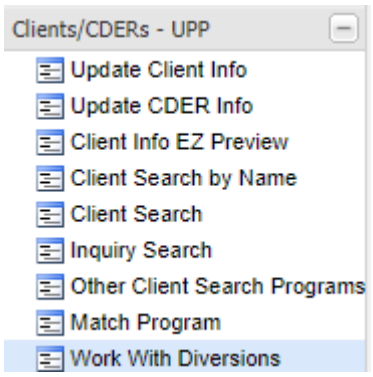
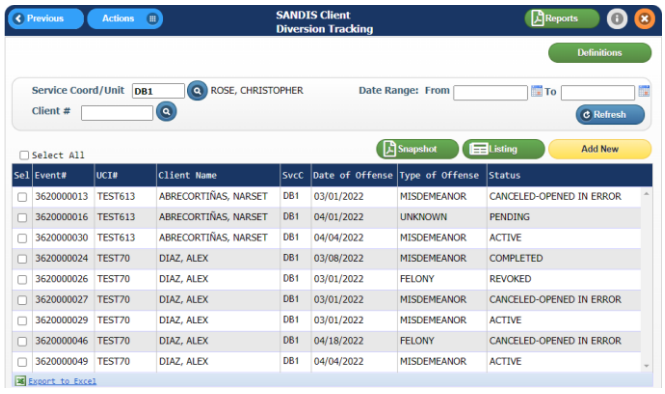
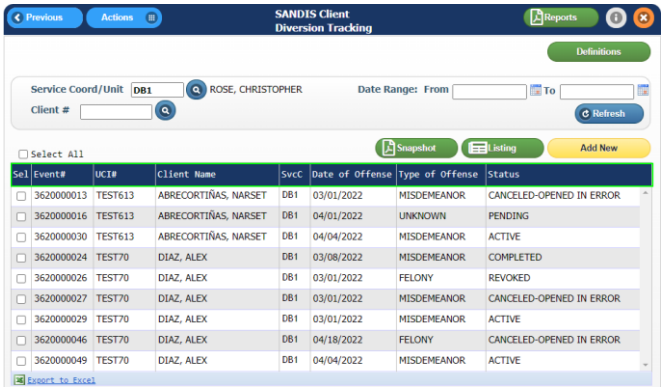
Work With Diversions

The *Work With Diversions* program allows users to track and access multiple individuals' Diversion Event incidents within one menu. It is used in conjunction with the Diversion screen of a client's legal tab located in their primary consumer record.

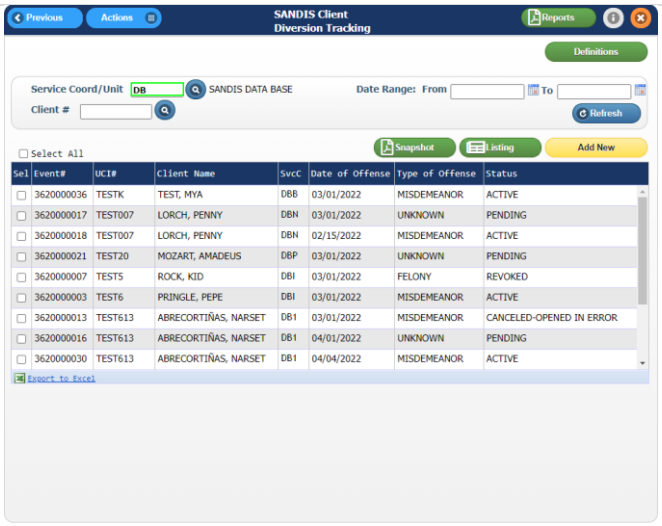
The Work with Diversions menu can be found by using the atrium menu on the left side of the screen and finding the Clients/CDERs-UP(P) or UP(D) menu, clicking on the + sign and selecting **Work With Diversions**.	
The Diversion History screen will display Events for any clients with incidents for the current profile's case load.	

Sel	Event#	UCI#	Client Name	SvcC	Date of Offense	Type of Offense	Status
	3620000013	TEST613	ABRECORTIÑAS, NARSET	DB1	03/01/2022	MISDEMEANOR	CANCELED-OPENED IN ERROR
	3620000016	TEST613	ABRECORTIÑAS, NARSET	DB1	04/01/2022	UNKNOWN	PENDING
	3620000030	TEST613	ABRECORTIÑAS, NARSET	DB1	04/04/2022	MISDEMEANOR	ACTIVE
	3620000024	TEST70	DIAZ, ALEX	DB1	03/08/2022	MISDEMEANOR	COMPLETED
	3620000026	TEST70	DIAZ, ALEX	DB1	03/01/2022	FELONY	REVOKED
	3620000027	TEST70	DIAZ, ALEX	DB1	03/01/2022	MISDEMEANOR	CANCELED-OPENED IN ERROR
	3620000029	TEST70	DIAZ, ALEX	DB1	03/01/2022	MISDEMEANOR	ACTIVE
	3620000046	TEST70	DIAZ, ALEX	DB1	04/18/2022	FELONY	CANCELED-OPENED IN ERROR
	3620000049	TEST70	DIAZ, ALEX	DB1	04/04/2022	MISDEMEANOR	ACTIVE

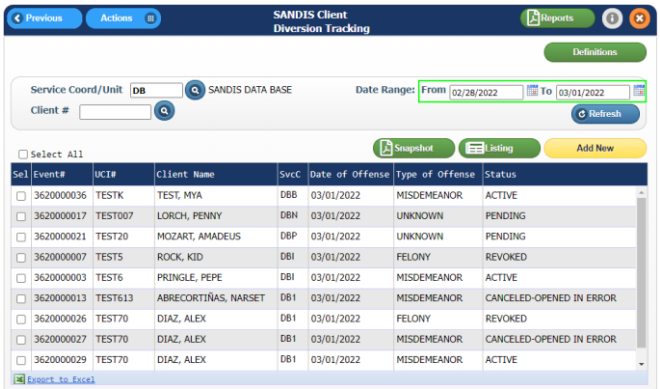
Events listed in the table can be sorted ascending or descending order by clicking on column name. Right-clicking on the dark blue bar will display options to Sort, Filter and Find.



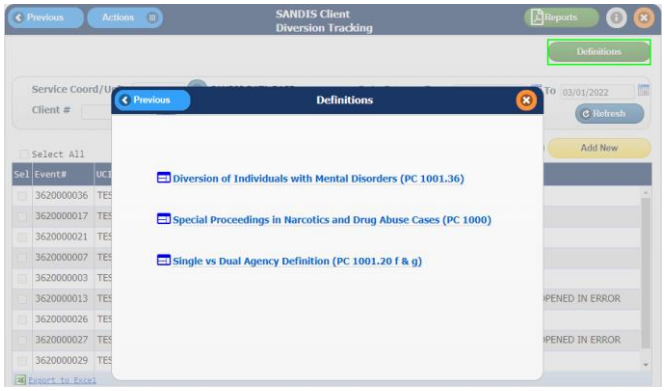
Depending on which program is available for the profile, the Service Coordinator/Unit field may be edited to display any clients with Diversion Events within that Caseload/Unit.



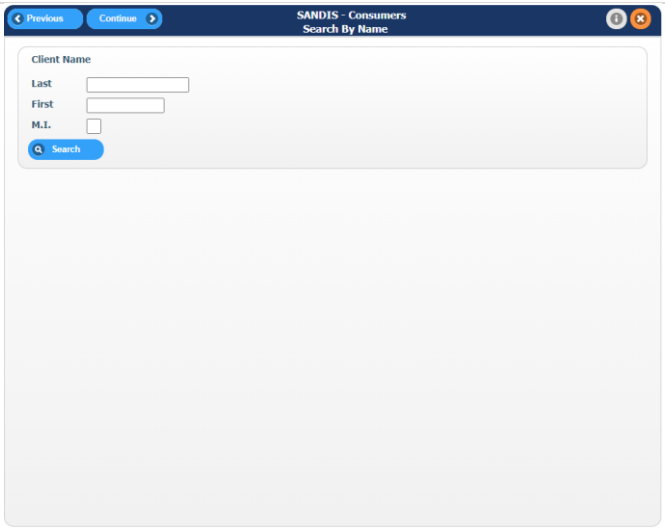
The results within the History screen can be further filtered by specifying a date range using the “From” and “To” fields and pressing the Refresh button.



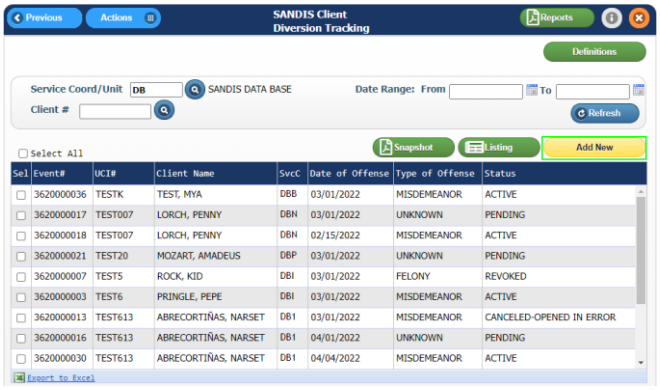
A list of Diversion Definitions can be brought up by clicking the Definitions button. A pop-up will appear with links to the California's Diversion legislature and other relevant information.



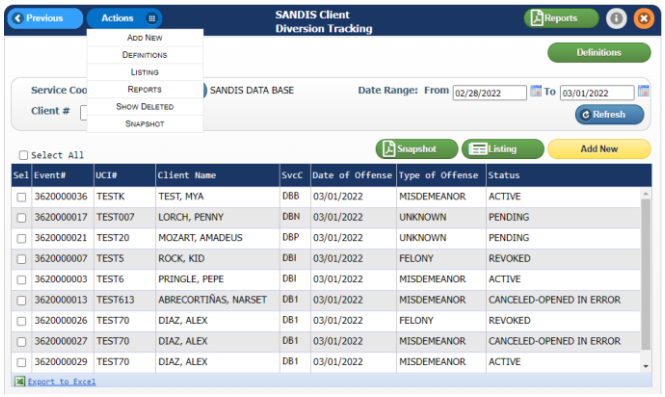
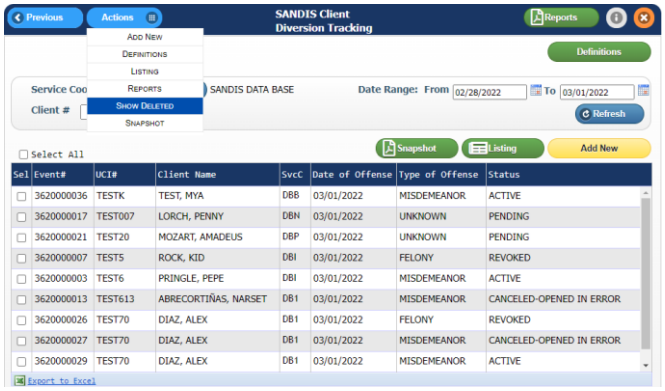
To search for a client, either type in the UCI # directly or click on the blueSEARCH icon to search for an individual by first and/or last name.



To create a new Diversion event for a client, click the yellow Add New button. If a "Client #" has **NOT** been entered, either the "Client Search by Name" program or a list of individuals on the profile's caseload will display, from which a UCI can be selected.

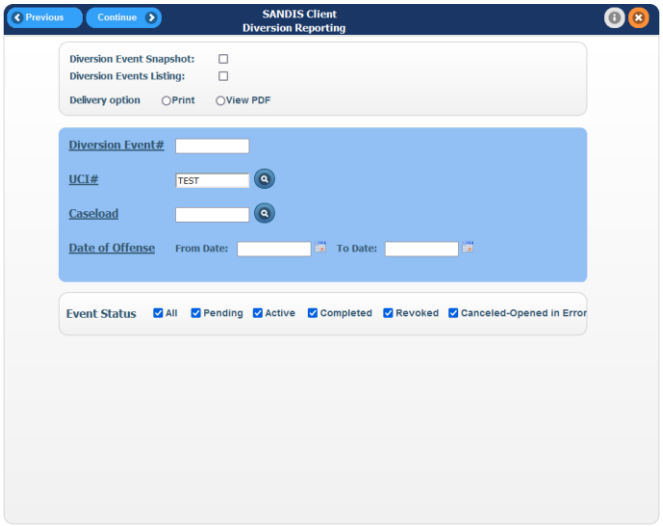


Sel	Event#	UCI#	Client Name	SvcC	Date of Offense	Type of Offense	Status
	3620000036	TESTK	TEST, MYA	DBB	03/01/2022	MISDEMEANOR	ACTIVE
	3620000017	TEST007	LORCH, PENNY	DBN	03/01/2022	UNKNOWN	PENDING
	3620000018	TEST007	LORCH, PENNY	DBN	02/15/2022	MISDEMEANOR	ACTIVE
	3620000021	TEST20	MOZART, AMADEUS	DBP	03/01/2022	UNKNOWN	PENDING
	3620000007	TEST5	ROCK, KID	DBI	03/01/2022	FELONY	REVOKED
	3620000003	TEST6	PRINGLE, PEPE	DBI	03/01/2022	MISDEMEANOR	ACTIVE
	3620000013	TEST613	ABRECORTIÑAS, NARSET	DB1	03/01/2022	MISDEMEANOR	CANCELED-OPENED IN ERROR
	3620000016	TEST613	ABRECORTIÑAS, NARSET	DB1	04/01/2022	UNKNOWN	PENDING
	3620000030	TEST613	ABRECORTIÑAS, NARSET	DB1	04/04/2022	MISDEMEANOR	ACTIVE

Shortcuts to the features provided on the Diversion History screen can also be found in the Actions Menu. Click on Actions # and select an action.	
To view any records that may have been deleted, select Show Deleted in the Actions# menu. This will toggle between active and deleted Diversion entries in the main screen.	

Reports

The Diversion tab features two different reports that are available to print - a **Snapshot** view and a **Diversion Event Listing** view.

To access the reports function, click on the Reports button or click on the Actions and select **Reports**.

A Snapshot or Listing can be generated from the main screen by selecting a client and clicking on the appropriate button.