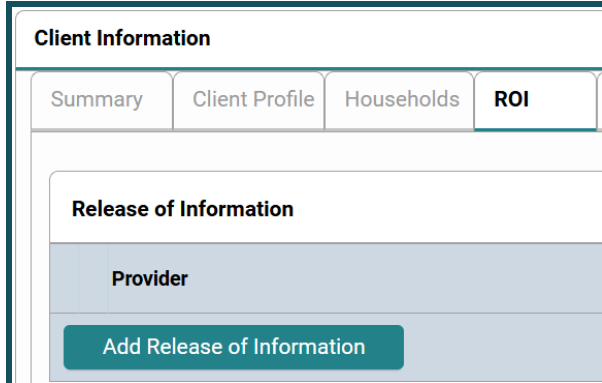


Cross Sector Case Conference (CSCC) Release of Information Quick Guide

November 2024



Client Information

Summary Client Profile Households **ROI**

Release of Information

Provider

Add Release of Information

Collecting the Release of Information (ROI) - Prior to Case Conferencing

Prior to case conferencing, CSCC Facilitator will need to confirm that an ROI has been signed and uploaded into the Homelessness Information Management System (HMIS).

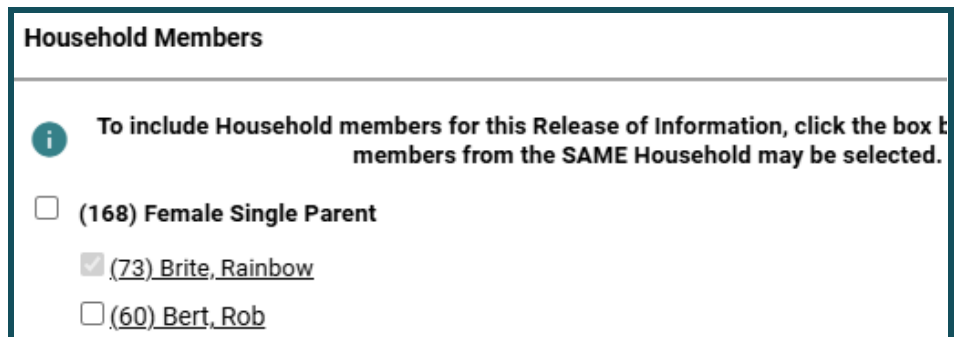
Participants prioritized for the upcoming session without a signed CSCC ROI cannot be case

conferenced, as protected identifiable (PII) and health information (PHI) cannot be shared without written consent. Additionally, a separate release for 42 CFR Part 2 will be necessary for the discussion of any services relating to substance use disorder diagnosis, prognosis, or treatment.

Transacting ROIs in HMIS

Signed ROIs are transacted and uploaded into HMIS in the same way that the Multnomah County Data Sharing Agreement (Multco ROI) and Coordinated Access ROI are entered. - Through the ROI tab as seen above.

- ★ Click on the "ROI" tab
- ★ Then "Add Release of Information"
- ★ Only include the Head of Household in the ROI



Household Members

To include Household members for this Release of Information, click the box to the left of the member's name. Only members from the SAME Household may be selected.

☐ (168) Female Single Parent

☒ (73) Brite, Rainbow







☐ (60) Bert, Rob

Complete the Entry

Click **"Search"** to include **both** your agency (aka Login Provider) & the Case Conferencing Providers:

- ★ Login Provider
- ★ MultCo Cross Sector Case Conferencing (CSCC)

Clicking 'Save Release of Information' will create a distinct Release of Information for each selected provider.

Provider *	<input checked="" type="checkbox"/> Northwest Pilot Project - Agency (2197) <input checked="" type="checkbox"/> MultCo Cross Sector Case Conferencing (CSCC) (9276)	Search
Release Granted *	Yes ▼	
Start Date *	11 / 19 / 2024   	
End Date *	11 / 19 / 2031   	
Documentation	Signed Statement from Client ▼	
Witness	Advocate's Name	

Release Granted: Yes/No

Start Date: Date Signed (must match project start date)







End Date: Seven Years

(from date signed)

Documentation: Signed Statement from Client

Witness: Advocate's Name

When successfully transacted, it should look something like this under the ROI tab - see below.

Release of Information					
	Provider	Permission	Start Date	End Date	
 	Northwest Pilot Project - Agency	Yes	11/19/2024	11/19/2031	
 	MultCo Cross Sector Case Conferencing (CSCC)	Yes	11/19/2024	11/19/2031	
Add Release of Information		Showing 1-2 of 2			

You can then attach the signed Cross Sector Case Conferencing Client Consent to Share form and additional 42CFR Part-2 (optional) consent form, by clicking on the image of the binder clip to the right.

Need additional resources?

- ★ View a Video on [How to Transact an ROI](#)
- ★ See the [Service Point Handbook](#) with more instructions (page 3)

- ★ General [HMIS links for Providers](#)
- ★ Send inquiries to: hmishelp@multco.us