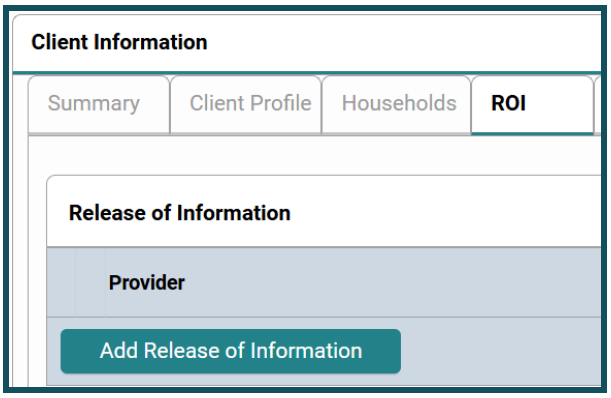
Homeless Services Department

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

November 2024



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

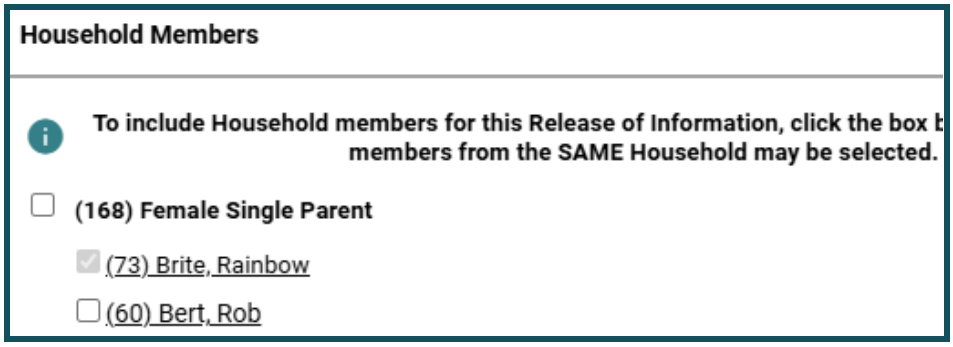
Prior to case conferencing, CSCC Facilitator will need to confirm that an ROI has been signed and uploaded into the Homelessness Information Management System (HMIS).

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.

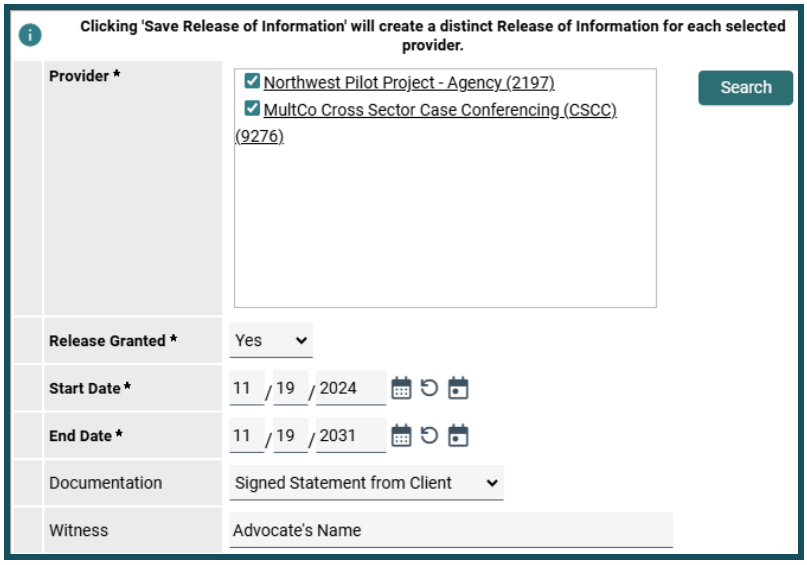
- ★ Click on the **"ROI"** tab
- ★ Then "**Add Release of Information**"
- ★ Only include the Head of Household in the ROI



Complete the Entry

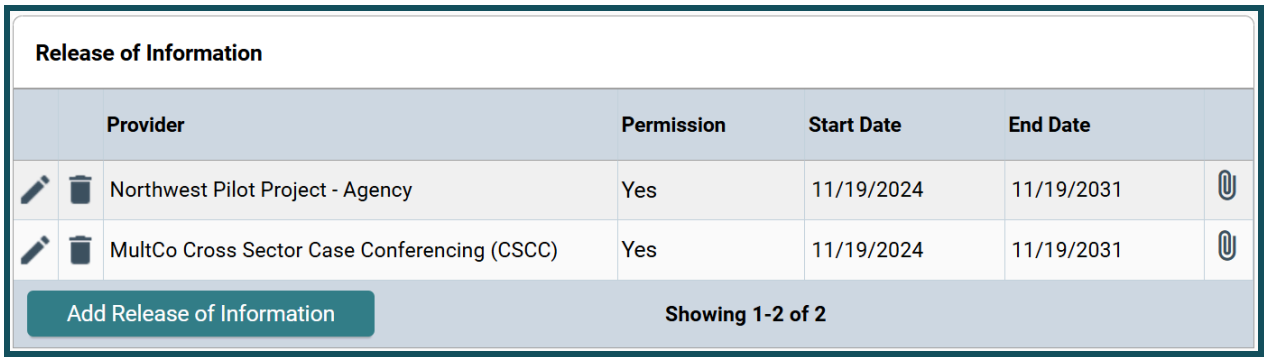
Click **"Search"** to **include both** your agency (aka Login Provider) & the Case Conferencing Providers:

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



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.



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