Transacting ROI for the MSST in HMIS

Download the *Verbal Release Form* and Frequently Asked Questions here.

Overview

Using information collected in the Verbal Release Form, *transact two ROIs*:
- One for your parent/login provider (the default option) and
- One for the provider called Multnomah Services and Screening Tool (MSST) (9066)

Instructions

- In the participant's record, click the "ROI" tab.

- Then, click "Add Release of Information."

- If the participant is a member of a household, only include the participant in the entry. Do not include other household members.

- If the participant is not a member of any households, skip to the next step.

ROI Prompts

- Your login provider (your agency) is automatically selected. In this example, let's say a user works at TPI. Click Search.

- In the Provider Search Results section, find and select the MSST (9066) by clicking the plus sign to the left of it. Then, click Exit.

- Release Granted: Select Yes or No based on whether the participant agreed to share data or not.

- Start date: the ROI start date **must** equal the program start date *even if consent was collected on a different day.*

- End date: **7 years** after the start date.

- Documentation: Select Verbal Consent.

- Witness: Enter the name of the person identified in the Witness field of the Verbal ROI form.

- Click Save Release of Information.

Examples

Here are two examples of a successful ROI transaction.

- Example 1: A user at TPI enrolled a participant in the MSST starting on Oct 4, 2025 and the participant agreed to share their data.

		Provider	Permission	Start Date	End Date	
✏️	🗑️	Transition Projects (TPI) - Agency	Yes	10/04/2025	10/04/2032	📎
✏️	🗑️	Multnomah Services and Screening Tool (MSST)	Yes	10/04/2025	10/04/2032	📎

Release of Information — (Optional) ROI attachment

- Example 2: A user at Our Just Future enrolled a participant in the MSST starting on September 24, 2024 and the participant <u>did not</u> want to share their data.

		Provider	Permission	Start Date	End Date	
✏️	🗑️	Multnomah Services and Screening Tool (MSST)	No	09/24/2024	09/24/2031	📎
✏️	🗑️	Our Just Future - Agency	No	09/24/2024	09/24/2031	📎

Release of Information — Participant prefers not to share data

Please contact hmishelp@multco.us if you have any questions.

~ End of doc ~