



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.

Household Members

To include Household members, check the box.

(630) Couple With No Children

(215) johs, sara

(1162) johs, Peter

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

Release of Information

Release of Information - (215) johs, sara

Household Members

This Client is not a member of any Households.

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.

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID # 9066

Submit

#	A	B	C	D	E	F	G	H	I	J	K	L
Provider												Level
												Multnomah Services and Screening Tool (MSST) (9066) Level 5

- 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.

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

Provider *	<input checked="" type="checkbox"/> Transition Projects (TPI) - Agency (19) <input checked="" type="checkbox"/> Multnomah Services and Screening Tool (MSST) (9066)
Release Granted *	Yes
Start Date *	10 / 04 / 2025
End Date *	10 / 04 / 2032
Documentation	Verbal Consent
Witness	John Doe

two providers are selected

Continued on next page

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.

Release of Information		(Optional) ROI attachment			
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 

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

Release of Information		Participant prefers not to share 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	

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

~ End of doc ~