



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."

This screenshot shows a portion of the HMIS interface. At the top, it says "Client - (215) johs, sara". Below that is a "Client Information" section with tabs for "Summary", "Client Profile", and "ROI". An orange arrow points from the "ROI" tab to the right. In the "Release of Information" section, there is a "Provider" field and a blue button labeled "Add Release of Information". Another orange arrow points from this button to the left.

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

This screenshot shows the "Household Members" section of the HMIS interface. It includes an information icon and the text "To include Household members". Below this are three checkboxes: "(630) Couple With No Children", "(215) johs, sara" (which is checked), and "(1162) johs, Peter". An orange callout box with a black border and text "Do not include other members." has an arrow pointing to the "(1162) johs, Peter" checkbox.

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

This screenshot shows the "Release of Information" section of the HMIS interface. It has a title "Release of Information" and a subtitle "Release of Information - (215) johs, sara". Below this is a section titled "Household Members" which contains the text "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.

Release of Information Data

Provider *	Transition Projects (TPI) - Agency (19)	Search	My Provider	Clear
Release Granted *	-Select-			
Start Date *	10 / 04 / 2025			
End Date *	/ /			
Documentation	-Select-			
Witness				

Save Release of Information Cancel

- 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 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

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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					
	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	

(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 did not want to share their data.

Release of Information					
	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	

Participant prefers not to share data

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

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