Transacting ROI for the MSST in HMIS

Access the *Verbal Release Form* and Frequently Asked Questions [here](#).

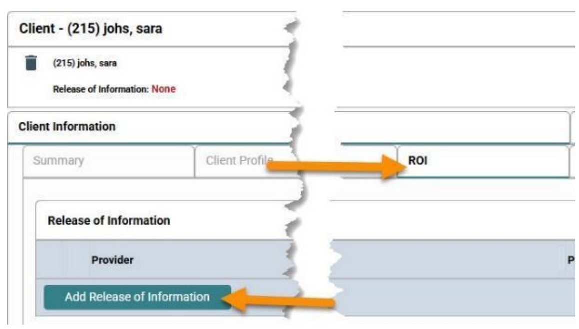
Overview

Using information collected in the Verbal Release Form, *transact two ROIs*:

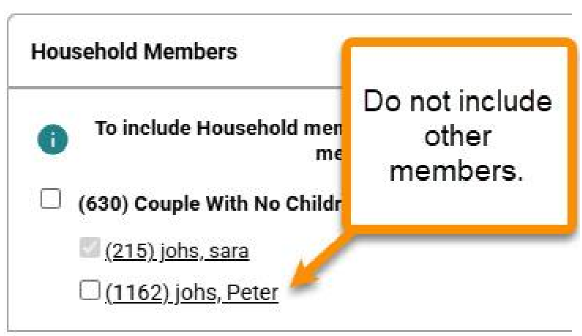
- One for your parent/login provider (the default option) and
- One for the provider called Multnomah Services and Screening Tool (MSST) (9066)

Instructions

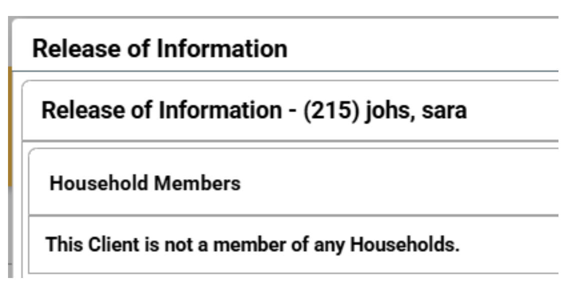
- In the participant's record, click the "ROI" tab.
- Then, click "Add Release of Information."



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

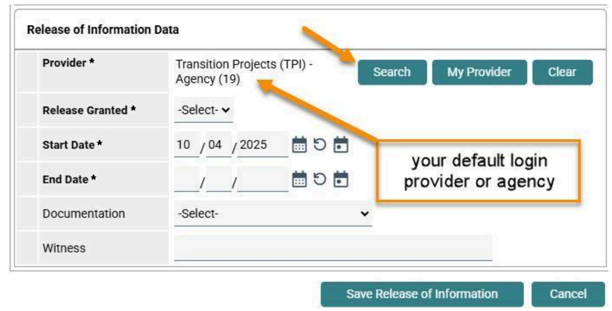


- If the participant is not a member of any households, skip to the next step.

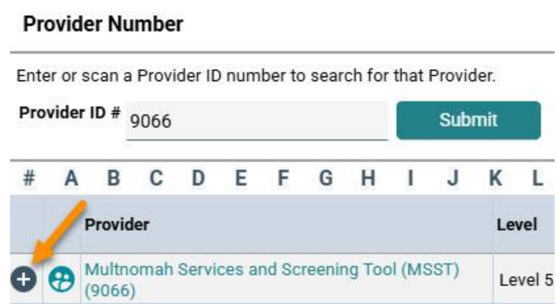


ROI Prompts

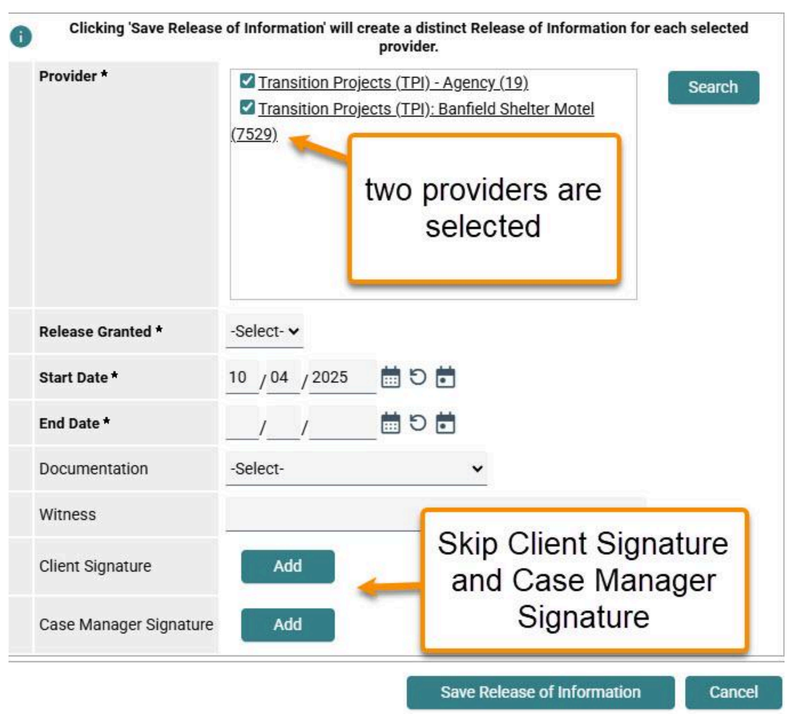
- Your login provider (your agency) is automatically selected. In this example, let's say a user works at TPI. Click Search.



- 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.
- **Client Signature:** Skip this.

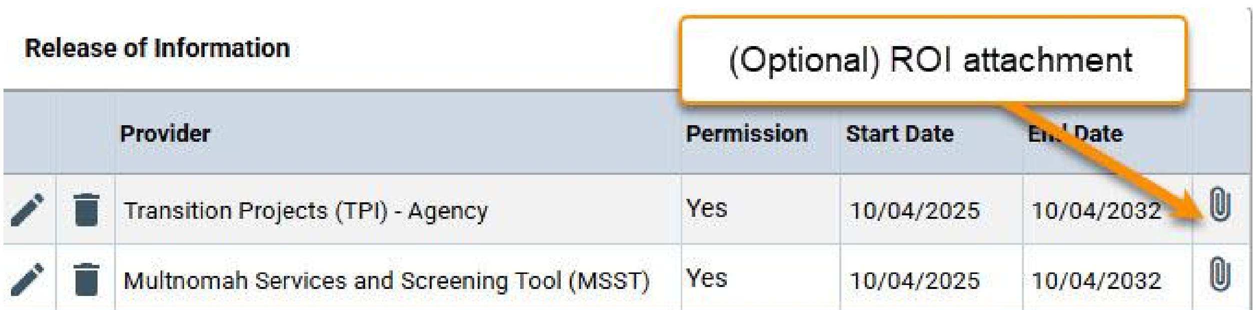
- **Case Signature:** Skip this.
- Click **Save Release of Information.**

Wellsky added the new ROI buttons in early August, 2026. HSD does not require the use of these buttons. Data added to Client Signature and Case Manager Signature will not be migrated to Clarity HMIS.

Examples

Here are two examples of an accurate ROI transaction.

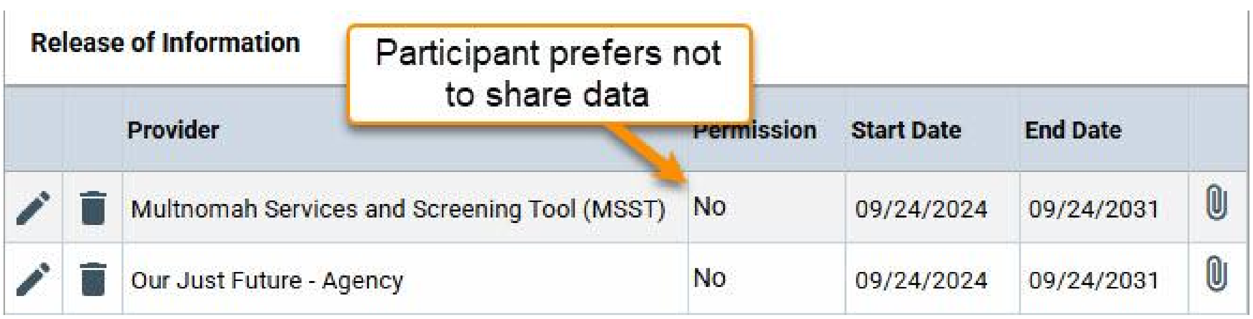
- Example 1: A user at TPI enrolled a participant in the MSST starting on Oct 4, 2025 and the participant agreed to share their data.



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	

- 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.



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	

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

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Document Revision History

<u>July ‘26</u>:

- Updated:
  - ROI with signature buttons