



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."

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. Below the tabs is a "Release of Information" section with a "Provider" dropdown menu. At the bottom of this section is a blue button labeled "Add Release of Information", with an orange arrow pointing to it from 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 points to the "(1162) johs, Peter" checkbox and contains the text "Do not include other members."

- 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.

- 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	

(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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Document Revision History

July '26:

- Updated:
 - ROI with signature buttons