

HMIS Newsletter

Homeless Alliance of WNY • February 2021

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower right portion of the page.

Releases of Information (ROI) in HMIS

What is an ROI?

- An ROI is the HMIS Client Consent that allows sharing of that client's data.
- The client should sign a paper form of the ROI at intake. *There is a template on our website if needed.*
- **Not all client data is shared.** Only that which is specified in the sharing agreement at the agency level.
- There are two visibility levels
 - Agency Level
 - Client Level
- At the agency level, each agency agrees on what data they want shared and with whom. This applies to every client that the agency serves.
- At the client level, each client has to give consent (ROI) for their data to be shared. This client level consent is the ROI.

Why is an ROI Important?

Think of the ROI as a light switch. Without an accurate ROI in HMIS, the visibility is in the “off” position and the data is not visible to other agencies. By adding an accurate ROI, the visibility will be switched to “on” and the data will be visible.

- Even if a client refuses consent, you still need to enter their data into HMIS. It does not mean you can skip entering their data into HMIS.*
 - *(Exceptions to this include DV clients. If you have a DV client please contact HAWNY for data entry options)*
- If a client refuses HMIS consent, their data will not be shared outside of that agency and it will be “off”
- If you plan on making referrals through Coordinated Entry, visibility is very important.

Adding ROI's in HMIS Client File

Client Information | Service Transactions

Summary | Client Profile | Households | **ROI** | Entry / Exit | Case Managers | Case Plans | Measurements | Assessments

Release of Information

Provider	Permission	Start Date	End Date
HAWNY Test Coordinated Entry Project	Yes	08/18/2020	08/18/2021
Homeless Alliance of Western New York	No	01/28/2021	01/28/2021

Add Release of Information

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Exit

- Select “Add Release of Information” to add an ROI.
- **Add an ROI BEFORE you do an intake in the entry/exit tab**
- You should not need to select a provider or date in the ROI screen since you should be using Enter Data As and Backdate modes.
- ROI start dates should be on or before the client’s intake date to ensure accurate visibility. But at the same time the dates in HMIS must match up with what is on their signed consent.
- If an ROI expires, please have the client sign one ASAP to cover any gaps in consent coverage.

February



Credit
@Falseknees