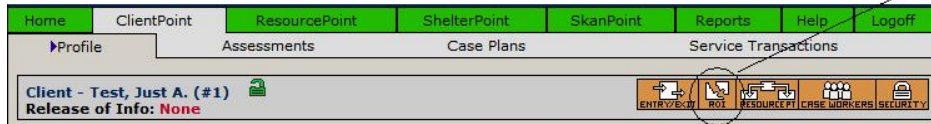


Release of Information (ROI) (v.1)

Note: The functionality of the ROI in the North Dakota ServicePoint HMIS has been turned OFF. If you enter the ROI data it will be for reference purposes only!

From anywhere within the CLIENTPOINT tab you can click on the orange **ROI** button.



1. Click the **Add Release** button.

Note: Household members must be established in the *Profile* section before creating an ROI.

Release of Information (Just A. Test)				Add Release	Close
Provider	Permission	Start Date	End Date		
No Release of Information found for this client.					

2. The *Release of Information* window will display.
 - a. If other members of the client's household will be included in the ROI, select the **check boxes** next to the appropriate names in the Household members section.
 - b. If you enter data for more then one program, be sure to select the correct Provider.
 - c. Enter the **Start Date** (the date the client signed the ROI).
 - d. Enter the **End Date** (signed disclosures are good for one year in North Dakota).
 - e. Complete the other information on the screen.
 - f. Click **Save Release Info**.
 - g. Click **Close**.

Release of Information - (Test, Just A.)		Save Release Info	Cancel
Household members			
To include household members in this release of info, click on the box beside each name. Note: Only members from the same household may be selected.			
Household #1 Members:			
<input checked="" type="checkbox"/>	* Test, Jimmy A.		
Release of Info Data			
Provider	Bismarck CAP - PSH - S+C #1 (#31)		
Release granted?	Yes		
Start Date	08/22/2007		
End Date	08/21/2008		
Documentation	Signed Statement from Client		
Witness	John Jones		

Reminder:

To **Edit** an entry, click on the pencil icon and make your changes.

To **Delete** an entry, click on the garbage can icon.

Release of Information (Just A. Test)					Add Release	Close
Provider	Permission	Start Date	End Date			
Bismarck CAP - PSH - S+C #1	Yes	08/22/2007	08/21/2008			