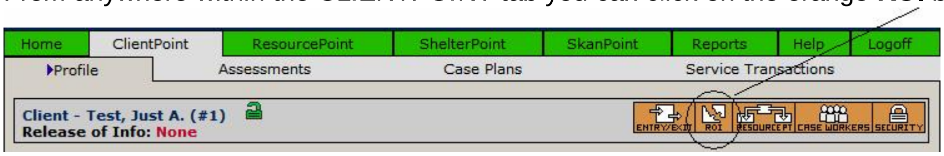
Release of Information (ROI) (v.1)

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

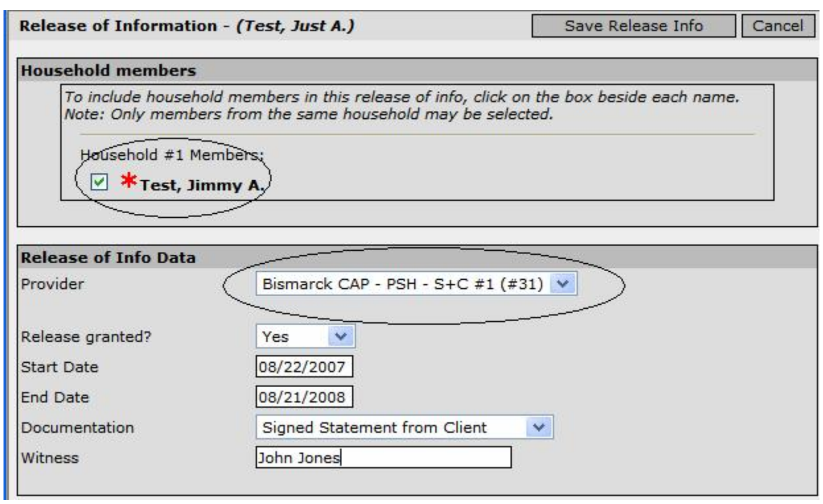
From anywhere within the CLIENTPOINT tab you can click on the orange **ROI** button.



1. Click the **Add Release** button.
   Note: Household members must be established in the *Profile* section before creating an ROI.

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. <u>If you enter data for more then one program, be sure to select the correct Provider.</u>
   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**.



Reminder:
To **Edit** an entry, click on the pencil icon and make your changes.
To **Delete** an entry, click on the garbage can icon.