

UNIVERSAL RELEASE OF INFORMATION

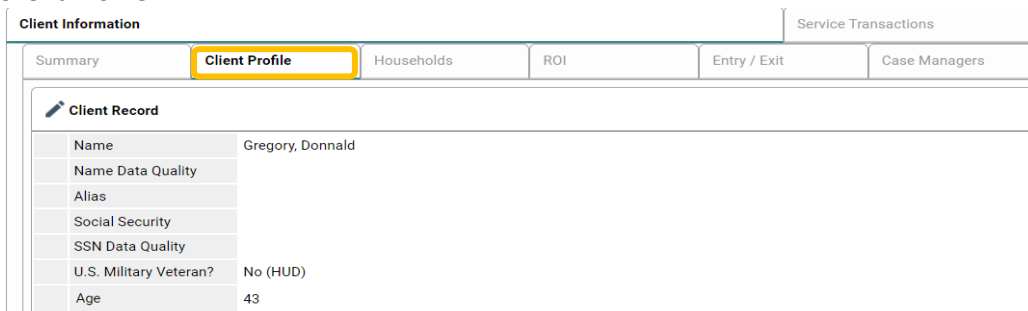
Universal Release of Information is designed to create additional visibility in HMIS.

Consumers have the option to share or not share data in HMIS. The ROI allows agencies to meet the consumers' needs quicker, reduce the need to answer basic questions multiple times and reduce the time from entry to housing matches.

This document provides the steps for uploading the ROI into HMIS.


ROI UPLOAD

- Client signs ROI
- Navigate to Clients
- Search for Client (ID# or Client Name Search)
- Tab to Client Profile



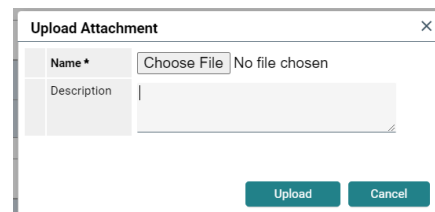
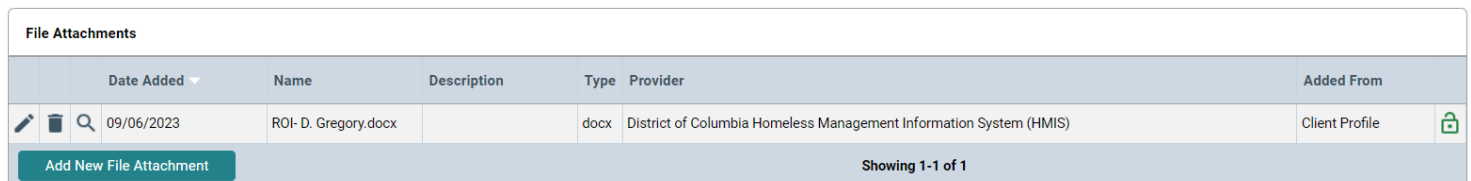
Client Information		Service Transactions			
Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers
Client Record					
Name	Gregory, Donald				
Name Data Quality					
Alias					
Social Security					
SSN Data Quality					
U.S. Military Veteran?	No (HUD)				
Age	43				

- Scroll Down
- Click Add New File Attachment



Date Added	Name	Description	Type	Provider
No matches.				

- Choose File to upload
- Click Upload
- Signed ROI will be attached

Date Added	Name	Description	Type	Provider	Added From
09/06/2023	ROI-D. Gregory.docx		docx	District of Columbia Homeless Management Information System (HMIS)	Client Profile

- Once uploaded, send an email to the helpdesk hmis@community-partnership.org
 - Subject ROI – include client ID only (**Do not send the ROI or the client's name**)