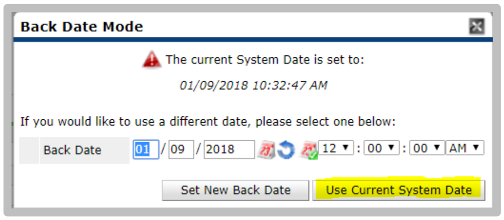
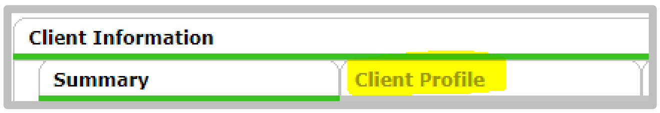
ATTACHING A RELEASE OF INFORMATION (ROI)

As of the 2018 ROI Training (date TBD), projects are required to attach a signed Release of Information when creating a new, shared record. These instructions describe the process for doing so in ServicePoint.

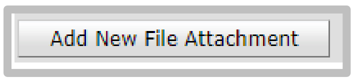
1. Confirm you are in **EDA mode** to the correct provider, and in the Head of Household's record.
2. Use Current System Date.



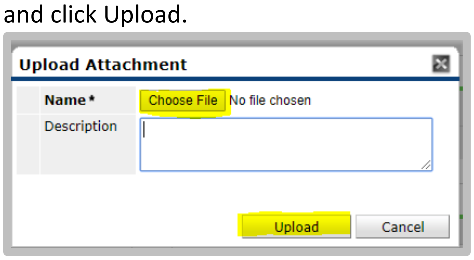
3. Go to **Client Profile.**



4. Scroll to the bottom of the page.
5. Click **Add New File Attachment** in File Attachments section.



6. **Choose File** from your computer for the Release of Information, click on **Open**. Add "**ROI**" to Description and click Upload.



The Release of Information is now attached to the client file.