

Visibility Adjustment Addendum SP5.11

Changing visibility of a client record affects how your agency and others outside of your agency can view the client record – do not make any changes unless you have been trained and know precisely the impact of your decision.

Data Sharing and the Electronic ROI

1. Defaults have been set so that information is shared according to your Agency's Privacy Policy.
2. If a client does not want their information shared outside your agency, they must sign the [Client Data Sharing Refusal Form](#). Then the electronic data sharing must be managed on the individual client record by removing select Visibility Groups from the Client Visibility Screen.
3. The electronic ROI (electronic Release of Information) does not affect system visibility. However, it is recommended to scan a copy of the signed Client Data Sharing Refusal Form and attach it to the client's ROI record for future reference.

Provider	Permission	Start Date	End Date
DuPage County CoC	No	05/19/2015	05/19/2015

Release of Information - (143724) Sosa, Sammy

Household Members

To include Household members for this Release of Information, click the box beside each name. Only members from the SAME Household may be selected.

- (59551) Couple with children (IDHS)
- (143724) Sosa, Sammy
- (143429) Test, Just A

Release of Information Data

Provider* DuPage County CoC (3739) Search My Provider Clear

Release Granted* No

Start Date* 05 / 19 / 2015

End Date* 05 / 19 / 2015

Documentation DuPage Opt-Out

Witness

Save Release of Information Cancel

Note: In order for users to edit client level security, 'Allow User to Change the Security of their Clients' Assessments' must be enabled on the user's license.

Adjusting Client Visibility

Client - (140274)

(140274): Release of Information: None -Switch to Another Household Member- Submit

Client Information Service Transactions

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

1. Access the Client Record
2. Select the lock icon in the upper right-hand corner of the Client Record to display the **Client Visibility** screen

3. Click the **Red Minus** icon next to remove data sharing to this group. To verify which providers are included in the group, select the name of the group for more details.
4. Do not remove your agency's providers or provider groups. If your agency and children programs are not in the list – add them.
5. Repeat this process for each applicable household member. Adjustments can be made in the **Households** tab.

Client Visibility

Client

Warning: This client is shared by other providers. This client should not be restricted except in extreme circumstances.

Client	(143724)
Date Updated	04/07/2015 09:57:17 AM
Visibility Updated	05/19/2015 01:53:28 PM

Visibility Groups		Deny Groups	
Group ID	Group Name	Group Type	Last Updated
	8057	DuPage County HMIS(7053) - Children Included	05/19/2015
	1430	Regional Global	09/12/2014

Add Visibility Group Showing 1-2 of 2

Record Cannot Be Restricted

If you see this error, contact the HMIS Help Desk, HMIS@dupageco.org, and inform the client that the originating agency must be contacted to make any changes.

Client Visibility

Client

Note: This client is shared by other providers and can not be restricted by your agency. You may, however, restrict other pieces of data you add for this client individually such as assessment data and services. In extreme circumstances, your System Administrator may restrict this client for you.

Client	(143724)
Date Updated	04/07/2015 09:57:17 AM
Visibility Updated	05/19/2015 01:51:53 PM

Visibility Groups			
Group ID	Group Name	Group Type	Last Updated
	Restricted	***Restricted***	05/19/2015
	Restricted	***Restricted***	09/12/2014

Add Visibility Group Showing 1-2 of 2