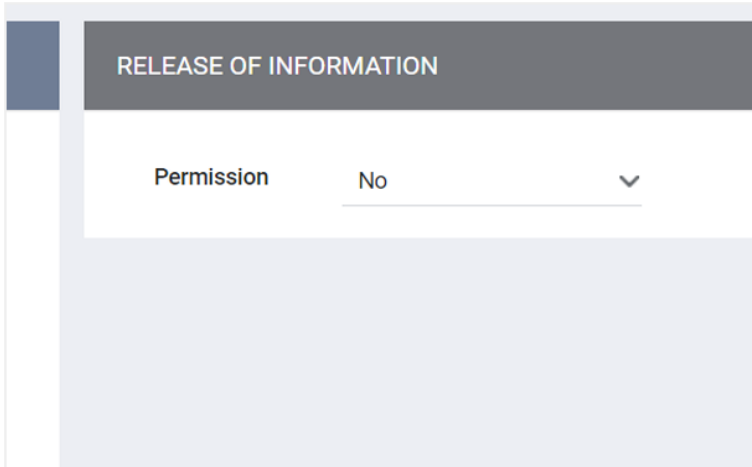


## Consent Documentation Types in Clarity

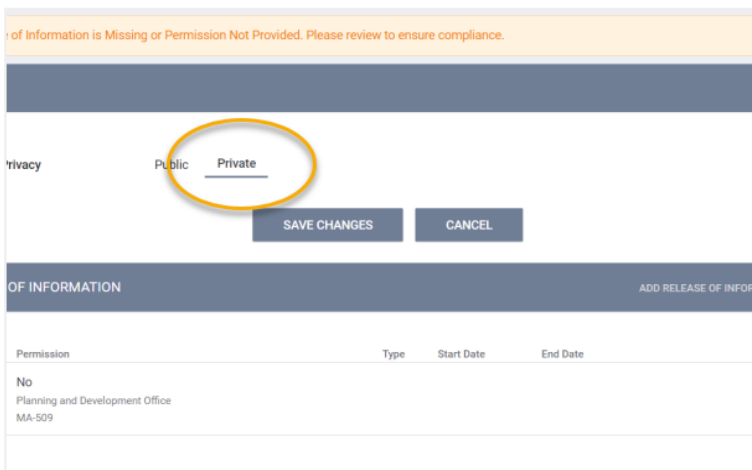
*How to record documentation when a client refuses consent*



RELEASE OF INFORMATION

Permission

**If a client is not already in Clarity** and refuses to sign the ROI, fill in their name and demographic information and select "No" for ROI permission. Then select "Add Record."



of Information is Missing or Permission Not Provided. Please review to ensure compliance.

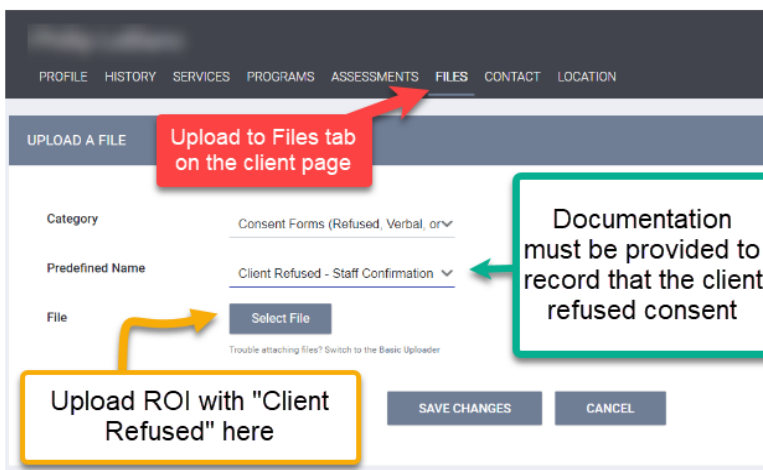
Privacy

SAVE CHANGES CANCEL

RELEASE OF INFORMATION ADD RELEASE OF INFORMATION

Permission	Type	Start Date	End Date
No	Planning and Development Office MA-509		

Click on the privacy shield icon and set to "Private." Save changes. Write "Refused" on ROI form and print and sign your name. Upload to the Files section of the client's record.



PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS **FILES** CONTACT LOCATION

UPLOAD A FILE

Category

Predefined Name

File

Trouble attaching files? Switch to the Basic Uploader

SAVE CHANGES CANCEL

Upload to Files tab on the client page

Documentation must be provided to record that the client refused consent

Upload ROI with "Client Refused" here

**If a client is already in Clarity** and opts out of a new ROI, select the privacy icon on their record and add a new ROI with the permission set to "No." Set to Private if you can, but you will likely have to contact the HMIS Lead so they can de-identify the record. Upload form with "Refused" as in the step above.