

CHAMP Training: Job Aid

For use by Housing for Health & Office of Diversion and Re-entry



Recording Universal Consent in CHAMP

Purpose:

In CHAMP, users can upload consent forms to the client records. Follow this guide to learn how to record Universal Consent in CHAMP.

Recording Full Universal Consent (UC)

- Full Data Sharing means the client has elected to share Mental Health and Substance Use Disorder data. For this to be valid, both Authorization Boxes must be checked AND initialed.
- *If the client signed*, the form **must include** the date signed, client's written name and signature.
- *If a representative acted on behalf of the client*, the form **must include** the date signed, client's written name, representative's name, representative's signature, and representative's relationship to the client.

Step 1: From the Client Dashboard, click on **Consents** (identified by a pen icon).

Note: **Consents** is also in the HFH Application, CBEST Referral, and Client Profile Update workflows.

Step 2: select **Add New**.

NOTE: The authorization boxes for MH and SUD must be checked **AND** Initialed to be considered Full Universal Consent.

Consent Type	Created By	Signee Date	Expiration Date	Consent Status
CAIAM Opt In	David Kov			Provided
Notice of Privacy Practices	David Kov	04/01/2024		Provided
Universal Consent	David Kov	04/01/2024	04/01/2029	Full SUD/MH Data Sharing Provided

Step 3: Fill in all required fields (with red asterisks *).

- **Select Application** – that is appropriately tied to the type of consent.
- **Consent Type** – select **Universal Consent**.
- **Consent Status** – select **Full SUD/MH Data Sharing Provided**.
- **Signee Type** – select **Client** or **Representative**.
- **Signee Date** – the date the form was signed.

Enter consent information below. Fields with a red asterisk (*) are required.

Select Application: 03/21/2024 - Interm Housing - David Kov
Consent Type: Universal Consent
Consent Status: Full SUD/MH Data Sharing Provided
Client Name: Cohen, Sandy
Signee Type: Client
Signee Name: Sandy Cohen
Signee Date: MM/DD/YYYY
Expiration Date: MM/DD/YYYY

Sharing Restrictions - For Limited Data Sharing, please actively select the type of information that the client is willing to share.

The client specifically authorizes to share the following information:
✓ Mental Health
✓ Substance Use

Upload Option: Upload all pages individually

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- **Expiration Date** – date of 5 years will auto-populate. **DO NOT CHANGE THE DATE.**
- **Sharing Restrictions** – For full sharing, both **Mental Health** and **Substance Use** are pre-selected and cannot be unselected.

NOTE: If the authorization boxes on the UC Form for MH and SUD are not checked AND Initialed, a Universal Consent is considered **Limited Sharing**.

Step 4: When uploading:

- Select **Choose File**.
- Upload the Universal Consent form.
- Select **Save**.

NOTE: You can upload the form as a multi-page individual document, or as individual pages.

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Recording Limited Universal Consent (UC)

- Limited Data Sharing means the client has elected to share only Mental Health or Substance Use Disorder data. For this to be valid, the respective Authorization Box must be checked AND initialed.
- *If the client signed*, the form **must include** the date signed, client's written name and signature.
- *If a representative acted on behalf of the client*, the form **must include** the date signed, client's written name, representative's name, representative's signature, and representative's relationship to the client.

Follow Steps 1 and 2 above.

Step 3: Fill in all required fields (with red asterisks *).

- **Select Application** – that is appropriately tied to the type of consent.
- **Consent Type** – select **Universal Consent**.
- **Consent Status** – select **Limited SUD/MH Data Sharing Provided**.
- **Signee Type** – select **Client** or **Representative**.
- **Signee Date** – the date the form was signed.
- **Expiration Date** – date of 5 years will auto-populate. **DO NOT CHANGE THE DATE.**
- **Sharing Restrictions** – select the data sharing preference the client has consented to.

Step 4: When uploading:

- Select **Choose File**.
- Upload the Universal Consent form.
- Select **Save**.

NOTE: You can upload the form as a multi-page individual document, or as individual pages.

For additional support contact: HFHCHAMPTraining@dhs.lacounty.gov