



## Recording Notice of Privacy Practice in CHAMP

### Purpose:

In CHAMP, users can upload consent forms to the client records. Follow this guide to learn how to record Notice of Privacy Practice in CHAMP.

### Recording a Notice of Privacy Practice (NOPP)

- Notice of Privacy Practice is required for all clients.

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

**Step 2:** If a NOPP has not been recorded, select **Add New**.

**NOTE:** **Consents** will be an item in the workflow when submitting an HFH Application, CBEST Referral, or Client Profile Update.

Consent Type	Created By	Signee Date	Expiration Date	Consent Status
CallAM Opt In	David Kov			
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** – application tied to the type of consent.
- **Consent Type** – select **Notice of Privacy Practices**.
- **Consent Status** – select **Provided**.
- **Signee Type** – select **Client** or **Representative**.
- **Signee Name** – the date the form was signed.

**NOTE:** If the acknowledgement page is missing a signature or date, it is considered **Declined**.

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

Select Application: 03/21/2024 - Interim Housing - David Kov

Consent Type: Notice of Privacy Practices

Consent Status: Provided

Client Name: Cohen, Sandy

Signee Type: Client

Signee Name: Sandy Cohen

Signee Date: 04/01/2024

# CHAMP Training: Job Aid

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



## Step 4: When uploading:

- Select **Choose File**
- Upload the completed acknowledgement page of the Notice of Privacy Practice Form.
- Make sure to click **Save**.

The screenshot shows the 'Consent' form for client Sandy Cohen. The form includes the following fields and values:

- Client: Sandy Cohen
- Client ID: 10906
- Birth Date: 6/15/1970
- Primary Phone: --
- Consent Status: FULL SHARING
- Consent Type: Notice of Privacy Practices
- Consent Status: Provided
- Client Name: Cohen, Sandy
- Signee Type: Client
- Signee Name: Sandy Cohen
- Signee Date: 04/01/2024

The form also includes a 'Page 1' field with a 'Choose File' button highlighted in red. At the bottom right, there is a 'Save' button also highlighted in red.

For additional support contact: [HFHCHAMPTraining@dhs.lacounty.gov](mailto:HFHCHAMPTraining@dhs.lacounty.gov)