

# CHAMP Training: Job Aid

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



## Recording CalAIM Opt-In in CHAMP

### Purpose:

Users must upload CalAIM consents in the client records. Follow this guide on how to record CalAIM Opt-Ins in CHAMP.

**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 client must have a Full or Limited Sharing Universal Consent and Notice of Privacy Practices Provided on file before recording any CalAIM Opt Ins.

Search Client / Consents

HFH (Program Area) Sample Person Client ID 10755 Birth Date 5/10/1967 Primary Phone 123-123-6789 Consent Status MISSING

Consents

Consents for the selected client are displayed below. Please review before proceeding. Select Add New to add, update or upload a more recent version of any consent record.

+ Add New

Consent Type	Created By	Signee Date	Expiration Date	Consent Status
No records found.				

**Step 3:** Fill in all applicable fields.

- **Select Application\*** – that is appropriately tied to the type of consent.
- **Consent Type\*** – select **CalAIM Opt-In**.
- **Consent Sub Type** – check what applies to the client.
- **Consent Status** – select **Provided, Declined, or Revoked**.
- **Signee Date** – the date the verbal consent was received.
- **Signee Type\*** – select **Client or Representative**.
- Make sure to **Save**.

**Note:** If the Consent Sub Type does not apply to the client, the Consent Status can be left blank.

Search Client / Consents / Consent

HFH (Program Area) Sample Person Client ID 10755 Birth Date 5/10/1967 Primary Phone 123-123-6789 Consent Status MISSING

Consent

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

Refresh Form

Select Application: \* 11/03/2023 - Higher Level of Care, Interim Housing, Permanent Housing, Rapid Rehousing, COVID-19 Housing - Kinch Trebajo

Consent Type: \* CalAIM Opt In

5 results found.

Consent Sub Type	Consent Status	Signee Date
<input checked="" type="checkbox"/> CS Housing Navigation	Provided	04/01/2024
<input checked="" type="checkbox"/> CS Recuperative Care	Declined	04/01/2024
<input checked="" type="checkbox"/> CS Housing Deposits	Revoked	04/12/2024
<input type="checkbox"/> CS Personal Care and Homemaker Services	-- SELECT --	MM/DD/YYYY
<input type="checkbox"/> CS Tenancy and Sustaining Services	-- SELECT --	MM/DD/YYYY

Client Name: Person, Sample

Signee Type: \* Client

Save Cancel

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