HMIS Anonymous Client Entry Guide

1. Enter a new client and complete their initial demographics as below:

First Name = Client

Last Name = Refused

Name Data Quality = Client Refused

SSN =123456789

SSN Data Quality = Client Refused

DOB = 01/01/ and up or down a year or two (down a year for 17-year-olds)

DOB Data Quality = Approximate

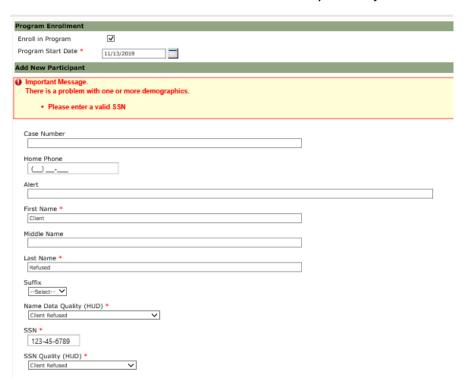
Gender = Enter as normal

Race = Enter as normal

Ethnicity = Enter as normal

Veteran Status = Client Refused

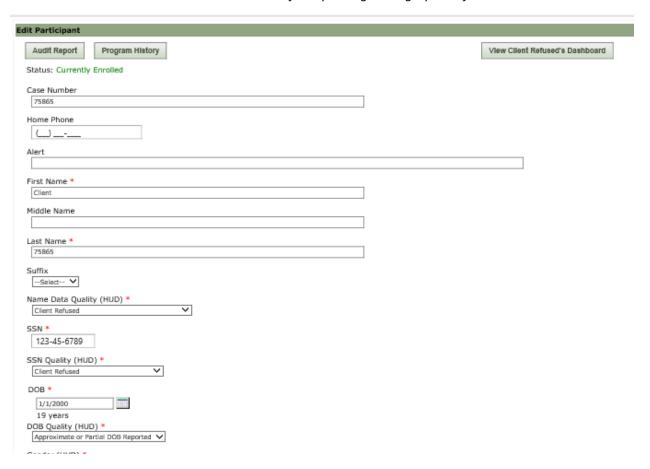
Screenshot below shows how this should look when you have finished entering demographic info.



HMIS Anonymous Client Entry Guide

2. Save the client record and a Case Number will be generated and visible at the top of the client's demographics page. Copy this Case Number and paste it into the Last Name field replacing "Refused" We do this so that we can more easily tell the difference between our consent refused clients.

Screenshot below shows how this should look after updating demographic info.



- 4. Record "Date last client Release of Information was signed" within the demographics. Do not upload the release of information to the clients dashboard.
- 5. Complete other Assessments such as the VI-SPDAT and HUD Assessments as normal.
- 6. Record Client information (name and contact information) outside of HMIS so that you can easily connect your client with their record in HMIS. Keep hard copy records of client release of information and any eligibility documentation (e.g. homeless verification forms, disability verification, etc.).