

King County HMIS: Consent Refused Data Entry Guide



Clients must give written consent to have any personal information stored in HMIS. Personal information includes not just names, exact dates of birth, and partial or full social security numbers, but also information that may not be identifying in and of itself, but when combined with other non-identifying information, may unintentionally lead to the identification of that person. In the event that a client refuses consent to have personal information stored in HMIS, the client’s consent should be entered as “No” (located behind the Client Privacy Shield) and the consent refused/de-identified data entry protocol should be followed as described below. If one member of a household refuses consent, de-identified data entry protocol should be used for all members even if others are willing to consent.

NOTE: Providers should not enter identifying information into HMIS for clients who are: 1) receiving services from domestic violence agencies; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation; 3) are being served in a program that requires disclosure of HIV/AIDS status (i.e.; HOPWA); or 4) under 13 with no parent or guardian available to consent to enter the minor’s information in HMIS.

Consent Refused Data Entry Protocol:

1. From the search screen, click “Add Client”
2. Click on the “consent refused” slider button to the right of the profile. The SSN, Name and Month and Day of Birth fields will be automatically filled with non-identifying values.
3. For the Date of Birth, you will see that 01/01/____ appears.
Enter a year that is one or two years older or younger (for example, if the client's actual date of birth is 03/16/1980, enter 1982 or 1979 in the Date of Birth field).
When you enter the year, an age appears. Make sure the age fits the appropriate age category for the client. If not, adjust the year.
4. Enter Gender, Race, Ethnicity and Veteran status with real data (if it will not identify the client in any way)
5. Leave Middle Name and Suffix blank

A screenshot of the "CREATE A NEW CLIENT" form in the HMIS system. The form is displayed on a dark blue background. It contains several fields for data entry:

- Social Security Number:** 000 - 00 - 0000
- Quality of SSN:** Client refused (dropdown menu)
- Last Name:** Refused (text input)
- First Name:** Automatically Generated (text input)
- Quality of Name:** Client refused (dropdown menu)
- Quality of DOB:** Client refused (dropdown menu)
- Date of Birth:** 01/01/ (text input)
- Middle Name:** None (dropdown menu)
- Gender:** Select (dropdown menu)
- Race:** Select (dropdown menu)
- Ethnicity:** Select (dropdown menu)

- Click on Add Record. The client ID that is generated when the record is saved will automatically replace the first name. The de-identified record should look like this after you save it:

CLIENT PROFILE	
Social Security Number	XXX - XX - XXXX ?
Quality of SSN	Client refused
Last Name	Refused
First Name	C71EA8657
Quality of Name	Client refused
Quality of DOB	Client refused
Date of Birth	01/01/1998 Adult. Age: 21
Middle Name	None
Gender	Male
Race	White, Black or African American
Ethnicity	Non-Hispanic/Non-Latino
Veteran Status	No



UNIQUE IDENTIFIER
C71EA8657

If a client profile has already been created before the Release of Information is refused, please contact the Help Desk to have the record de-identified.

There should not be any reason to create a de-identified record manually. However, if you do, make sure contains the de-identified values in the example above, including replacing the first name value with the Client ID number.

For additional information, please review the Complete Seattle/King County Manual (HMIS End User Manual) and the ROI Frequently Asked Questions (FAQ: Client Consent and HMIS Release of Information) document, which are both located on the Seattle/King County HMIS Forms and Guides webpage (<http://kingcounty.hmis.cc/client-forms/>).