ANONYMOUS CLIENT PROFILE

The following is a guide on how to create an anonymous client in HMIS when a client does not wish to have his or her information entered. _Anonymity does not prevent a client from accessing the benefits of Coordinated Assessment._

Please note making a client anonymous does make it more challenging for a client to effectively be located for housing referrals through Coordinated Assessment.

Bitfocus

Step 1

Prior to adding the information listed below, be sure to select _Consent Refused_ for Release of Information (ROI). Then enter information as directed.

RELEASE OF INFORMATION

Permission	Yes — Change Permission from YES to NO
Start Date	03/13/2019
End Date	03/13/2023
Documentation	Select
Consent Refused	⊙ Click on the toggle here to confirm consent has been refused

Step 2

When entering the SSN please enter all 000-00-0000

For the Quality of SSN select from the drop down option "Client Doesn't Know"

CREATE A NEW CLIENT

Social Security Number: 000 - 00 - 0000

Quality of SSN: Client doesn't know

Step 3

Please note you will need to enter a "Last Name" as a placeholder until the system gives you a Unique ID Number-you can use "Anon" and change to UID once you have the number

For the First Name enter the letter "O"

For Quality of Name select the Partial, street name, or code name reported

Last Name	Anon
First Name	Enter the Letter O for the First Name
Quality of Name	Partial, street name, or code name reported

Step 4

For Quality of DOB select Approximate or Partial DOB Reported

Enter 01/01/xxxx for the Date of Birth-enter the year the client was born (e.g., 8/26/1981 enter 01/01/1981)

Quality of DOB	Approximate or partial DOB reported
Date of Birth	01/01/1981

Step 5

Complete entering all of the demographic information for the "Anonymous" client and be sure to select ADD RECORD

After you ADD RECORD, the UID will be provided (see number under profile image), be sure to take this number (copy & paste) and add it to the LAST NAME field changing "Anon" to the UID

UNIQUE IDENTIFIER
263064049

Step 6

Please note this now becomes the clients last name in HMIS

Be sure to record this # for your paper records

Once you are done select SAVE CHANGES

SAVE CHANGES

Once you have completed entering all demographic information and updating the Last Name-the client profile should look like this.

CLIENT PROFILE

Social Security Number	XXX - XX - XXXX
Quality of SSN	Client doesn't know
Last Name	263064049
First Name	O
Quality of Name	Partial, street name, or code name reported
Quality of DOB	Approximate or partial DOB reported
Date of Birth	01/01/1981 — Adult, Age: 38
Middle Name	None
Alias	
Gender	Female
Race	American Indian or Alaska Native
Ethnicity	Hispanic/Latino
Veteran Status	No

UNIQUE IDENTIFIER
263064049