

# 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.*

The screenshot displays a web form for client entry. At the top, there is a 'Program Enrollment' section with a checked 'Enroll in Program' box and a 'Program Start Date' of 11/13/2019. Below this is the 'Add New Participant' section. A prominent yellow error message box with a red border and a red exclamation mark icon contains the text: 'Important Message. There is a problem with one or more demographics. Please enter a valid SSN'. The form fields below the error message are: Case Number (empty), Home Phone (empty), Alert (empty), First Name (Client), Middle Name (empty), Last Name (Refused), Suffix (dropdown menu showing '--Select--'), Name Data Quality (HUD) (Client Refused), SSN (123-45-6789), and SSN Quality (HUD) (Client Refused).

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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.*

**Edit Participant**

[Audit Report](#) [Program History](#) [View Client Refused's Dashboard](#)

Status: **Currently Enrolled**

Case Number  
75865

Home Phone  
( ) - - -

Alert  
\_\_\_\_\_

First Name \*  
Client

Middle Name  
\_\_\_\_\_

Last Name \*  
75865

Suffix  
--Select--

Name Data Quality (HUD) \*  
Client Refused

SSN \*  
123-45-6789

SSN Quality (HUD) \*  
Client Refused

DOB \*  
1/1/2000  
19 years

DOB Quality (HUD) \*  
Approximate or Partial DOB Reported

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.).