

Use this guide for entering anonymous clients into Clarity. You can use Basic Consent Refused, or Agency Specific Identifiers Consent Refused.

Key Values to Maintain Throughout Data Entry:

1. 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 includes 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.
2. Keep “Refused” in the last name
3. Put searchable IDs in “Alternate Client ID” field
4. Don’t accidentally put personal information in the Alternate Client ID/Alias field

Use these instructions if your agency does NOT create their own agency specific identifier and your agency only uses the HMIS generated Unique Identifier.

Basic Consent Refused Client Record Data Entry:

1. Enter zeros for SSN
2. “Client Refused” for Quality of SSN
3. Type “Refused” for Last Name
4. Type “Consent” for First Name
5. “Client Refused” for Quality of Name field
6. For Quality of DOB, enter “Approximate” if you knew the DOB year or enter “Client Refused” if you guessed the DOB year.
7. Enter 01/01/ and up or down a year or two for Date of Birth (down a year for 17 year olds)
8. Enter Gender, Race, Ethnicity and perhaps Veteran status with real data if it won’t serve to identify them in any way
9. Leave Middle Name and Suffix blank
10. Click Add Record
11. Copy and paste Unique Identifier in Alternate Client ID/Alias field AND paste in First Name field eliminating the word “Consent” (If you don’t do this, you won’t be able to easily differentiate your consent refused clients)
12. Click Save Changes

Keyboard Shortcuts

Highlight text then:

Cut = Cntrl+X

Copy = Cntrl+C

Paste = Cntrl+V

Basic Consent Refused Client Record Data Entry Screen Shots:

This example is for agencies that **DO NOT** use Agency Specific Identifiers in HMIS.

CREATE A NEW CLIENT

Social Security Number	1 <input type="text"/> - <input type="text"/> - <input type="text"/>	All zeros
Quality of SSN	2 Select	Client Refused
Last Name	3 <input type="text"/>	Refused
First Name	4 <input type="text"/>	Consent
Quality of Name	5 Select	Client Refused
Quality of DOB	6 Select	Client Refused or Approximate
Date of Birth	7 <input type="text"/>	01/01/ + or - Year

Alternate Client ID and/or Also Known As and/or Alias	Client Agency ID
Gender	Select
Race	8 Select
Ethnicity	Select
Middle Name	9 <input type="text"/>
Name Suffix or Prefix	None <input type="text"/> Blank

10 Add record or [Cancel](#)

✔ Your changes have been saved successfully.

CLIENT PROFILE WA General Intake

Social Security Number	XXX - XX - XXXX	
Quality of SSN	Client refused	
Last Name	Refused	
First Name	11 329CC3E96	
Quality of Name	Client refused	
Quality of DOB	Approximate or partial DOB reported	
Date of Birth	01/01/1980 Adult. Age: 36	
Unique Identifier	11 329CC3E96	

Copy & Paste Unique Id into First Name and Alias fields.

Alternate Client ID and/or Also Known As and/or Alias	11 329CC3E96
Gender	Client refused
Race	Client refused
Ethnicity	Client refused
Veteran Status	Client refused
Middle Name	<input type="text"/>
Name Suffix or Prefix	None <input type="text"/>

12 Save changes or [Cancel](#) Save Changes

Remember to **copy and paste** the Unique Identifier in the Frist Name and Alias fields.

Some agencies create a number/letter code for their clients. We call those Agency Specific Identifiers if used in HMIS. The following instructions are for anonymous clients with Agency Specific Identifiers. If your agency doesn't create their own unique number letter code for clients, please follow the Basic instructions.

Agency Specific Identifier Consent Refused Client Record Data Entry:

1. Enter zeros for SSN
2. "Client Refused" for Quality of SSN
3. Type "Refused" for Last Name
4. Input the client's Agency Specific Identifier for First Name
5. "Client Refused" for Quality of Name field
6. For Quality of DOB, enter "Approximate" if you knew the DOB year or enter "Client Refused" if you guessed the DOB year.
7. Enter 01/01/ and up or down a year or two for Date of Birth (down a year for 17 year olds)
8. Input the Agency Specific Identifier in the Alternate Client ID/Alias field. *(If you don't do this, you won't have an identifier in the top of each screen as you continue to enter data on this client)*
9. Enter Gender, Race, Ethnicity and perhaps Veteran status with real data if it won't serve to identify them in any way
10. Leave Middle Name and Suffix blank
11. Click Add Record
12. Copy and paste Unique Identifier in the Alternate Client ID/Alias field. Enter a comma to separate the Unique Identifier and the client's Agency Specific Identifier
13. Click Save Changes

Agency Specific Identifier Consent Refused Client Record Data Entry Screen Shots:

This example is if there is an **Agency Unique Identifier**. The agency identifier goes in the First Name and Alias fields, Add Record...

CREATE A NEW CLIENT

Social Security Number	1	<input type="text"/>	All zeros
Quality of SSN	2	Select	Client Refused
Last Name	3	<input type="text"/>	Refused
First Name	4	<input type="text"/>	Client Agency ID
Quality of Name	5	Select	Client Refused
Quality of DOB	6	Select	Client Refused or Approximate
Date of Birth	7	<input type="text"/>	01/01/ + or - Year

Input the Agency Specific Identifier in the First Name & Alias fields.

8	Alternate Client ID and/or Also Known As and/or Alias	<input type="text"/>	Client Agency ID
	Gender	Select	Real Data (if real data can be used to identify the individual enter Client Refused)
9	Race	Select	
	Ethnicity	Select	
10	Middle Name	<input type="text"/>	Blank
	Name Suffix or Prefix	None	

...and, after adding the record, put the **Unique Identifier** in the Alias field. Remember; use a **comma** to separate the two different identifiers. Save changes.

✓ Your changes have been saved successfully.

CLIENT PROFILE WA General Intake

Social Security Number	XXX - XX - XXXX
Quality of SSN	Client refused
Last Name	Refused
First Name	AgencyID123
Quality of Name	Client refused
Quality of DOB	Approximate or partial DOB reported
Date of Birth	01/01/1980 Adult. Age: 36
Unique Identifier	329CC3E96

12 Copy & Paste Unique ID in the Alias field before or after the Agency Identifier. Comma to separate IDs.

12	Alternate Client ID and/or Also Known As and/or Alias	329CC3E96, AgencyID123
	Gender	Client refused
	Race	Client refused
	Ethnicity	Client refused
	Veteran Status	Client refused
	Middle Name	<input type="text"/>
	Name Suffix or Prefix	None

13 Save changes or Cancel