

HMIS (Clarity) Consent Refused Data Entry

As of April 1st, 2016 in the HMIS Clarity System

Quick Reference Cross Walk for Key Terms

Old System	New System
Consent Refused Checkbox	Quality of Name field
Agency Unique ID or Agency Unique Identifier or Identifier	Alternate Client ID and/or Also Known As and/or Alias
HMIS Generated Client ID or ID	Unique Identifier

Key Values to Maintain Throughout Data Entry

1. Clients must give written consent to have any personal information stored in HMIS – personal information continues to include 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 identifiers in the Alternate Client ID field

Basic Consent Refused Client Record Data Entry

1. Start with Quality of Name field and enter “Client Refused”
2. Enter zeros for SSN
3. Change to “Client Refused” for Quality of SSN
4. Type “Refused” for Last Name
5. Type “Consent” for First Name
6. Enter 01/01/ and up or down a year or two for Date of Birth
7. Enter “Approximate” for Quality of DOB or “Client Refused” if they refused and you picked a date
8. Enter a unique ID in Alternate Client ID so you can come back to this client and find them again(or leave it blank if you want the system number to be there instead). If you do fill it in, please make sure it is not in and of itself containing personal information
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. In the “Unique Identifier” field that now appears with an auto-filled number, copy and paste that into the Alternate Client ID field (if you don’t want to make up your own) and into the First Name field (use keyboard shortcuts), eliminating the word “Consent.” Alternately, use your Alternate Client ID to replace the word “Consent” in First Name. 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.

Keyboard Shortcuts

Highlight text then:

Cut = Cntrl+X

Copy = Cntrl+C

Paste = Cntrl+V

CREATE A NEW CLIENT

Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text"/>	All zeros
Quality of SSN	Select	Client Refused
Last Name	<input type="text"/>	Refused
First Name	<input type="text"/>	Consent
Quality of Name	Select	Client Refused
Date of Birth	<input type="text"/>	01/01/ Up or Down a Year
Quality of DOB	Select	Approximate Or Client Refused
Alternate Client ID and/or Also Known As and/or Alias	<input type="text"/>	Used to be "Agency Unique ID"
Gender	Select	Real data
Race	Select	Real data
Ethnicity	Select	Real data
Middle Name	<input type="text"/>	Blank
Name Suffix or Prefix	None	

or [Cancel](#)

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Consent Refused

Profile | History | Services | Programs | Notes | Files | Location

✓ 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	Consent
Quality of Name	Client refused
Date of Birth	01/01/1995 Adult. Age: 21
Quality of DOB	Approximate or partial DOB report
Unique Identifier	FF9FB553F
Alternate Client ID and/or Also Known As and/or Alias	AGENCYUNIQUEID1
Gender	Female
Race	White
Ethnicity	Non-Hispanic/Non-Latino
Veteran Status	No
Middle Name	
Name Suffix or Prefix	None

or [Cancel](#)

This example is if there is **NO** Agency Unique Identifier. Use the system generated **Unique Identifier in First Name...**

Ff9fb553f Refused

Profile History Services Programs Notes Files Location

CLIENT PROFILE WA General Intake

Social Security Number XXX - XX - XXXX

Quality of SSN Client refused

Last Name Refused

First Name Ff9fb553f **12.3**

Quality of Name Client refused

Date of Birth 01/01/1995 Adult, Age: 21

Quality of DOB Approximate or partial DOB reports

Unique Identifier FF9FB553F

Alternate Client ID and/or Known As and/or Alias FF9FB553F

Gender Female

Race White

Ethnicity Non-Hispanic/Non-Latino

Veteran Status Client refused

Middle Name

Name Suffix or Prefix None

Save changes or Cancel

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...and you can add the **Unique Identifier** here too, but you must put it in the **First Name** field.

---OR---

This example is if there is an **Agency Unique Identifier**. Put it in the First Name field AND the Alternative.... Alias field. Then put a comma, and the system **Unique Identifier**.

Agencyuniqueid1 Refused

Profile History Services Programs Notes Files Location

CLIENT PROFILE WA General Intake

Social Security Number XXX - XX - XXXX

Quality of SSN Client refused

Last Name Refused

First Name Agencyuniqueid1 **12.4**

Quality of Name Client refused

Date of Birth 01/01/1995 Adult, Age: 21

Quality of DOB Approximate or partial DOB reports

Unique Identifier FF9FB553F

Alternate Client ID and/or Known As and/or Alias **12.5** AGENCYUNIQUEID1, FF9FB553F

Gender Female

Race White

Ethnicity Non-Hispanic/Non-Latino

Veteran Status Client refused

Middle Name

Name Suffix or Prefix None

Save changes or Cancel

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