

HMIS: Consent Refused Data Entry Guide

For anonymous client data entry only. See the [Informed Consent Form](#) for additional information.

Consent Refused Client Profile Data Entry Steps:

1. Social Security Number (SSN) = Enter ALL Zeros "000-00-000"
2. Quality of SSN = "Client Refused"
3. Type "Refused" for Last Name
4. Type "Consent" for First Name*
5. Quality of Name = "Client Refused"
6. Quality of Date of Birth (DOB) = "Client Refused"
7. Date of Birth: Enter "01/01/" and **plus or minus a minimum of one year** from their birth year (minus a year for 17 year olds).
8. Enter Gender, Race, Ethnicity and, if applicable, Veteran status**
 - Veteran Questions: if not collecting veteran data - enter years of service as "9999" and "Data Not Collected" for the remaining veteran questions.
9. Middle Name and Suffix – leave blank
10. Click "Add Record" to save
11. **Copy & Paste** the **Unique Identifier** in the **First Name field** eliminating the word "Consent"*
12. Click "Save Changes"

***DV shelters** or agencies that input an **agency specific (non-PII) identifier** into HMIS: Check with your agency to determine if an 'Agency Specific Identifier' is used and the protocol for where it is to be placed. It may be placed either in the First Name field or Alternative ID field.

****DV clients:** if entering Gender, Race, Ethnicity, and Veteran status would lead to the specific identification of the client in your community, you may enter those as "client refused." (See our [DV guidance](#).)

CREATE A NEW CLIENT

Social Security Number	1	000 - 00 - 0000	
Quality of SSN	2	Client refused	v
Last Name	3	Refused	
First Name	4	Consent	
Quality of Name	5	Client refused	v
Quality of DOB	6	Client refused	v
Date of Birth	7	01/01/ +/- year	
Alternate Client ID and/or Also Known As and/or Alias			
Gender		Select	v
Race	8	Select	v
Ethnicity		Select	v
Middle Name	9		v
Name Suffix or Prefix		None	v

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ADD RECORD
CANCEL

CLIENT PROFILE

Social Security Number	XXX - XX - XXXX		
Quality of SSN	Client refused		
Last Name	Refused		
First Name	11	F50E98D16	Copy & Paste the Unique Id into First Name <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 5px;"> UNIQUE IDENTIFIER F50E98D16 </div>
Quality of Name	Client refused		
Quality of DOB	Client refused		
Date of Birth	01/01/1965		
Middle Name			
Name Suffix or Prefix	None		Save Changes

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SAVE CHANGES