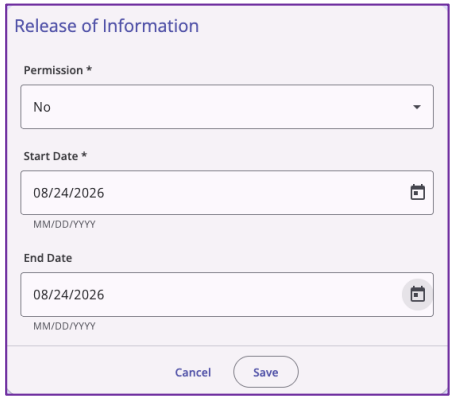
ANONYMOUS CLIENT PROFILE

Coordinated Assessment Access: Creating an anonymous profile does not prevent clients who withhold personal information from receiving Coordinated Assessment benefits.
Housing Referral Challenge: Anonymity makes it more difficult to locate clients for housing referrals through Coordinated Assessment.



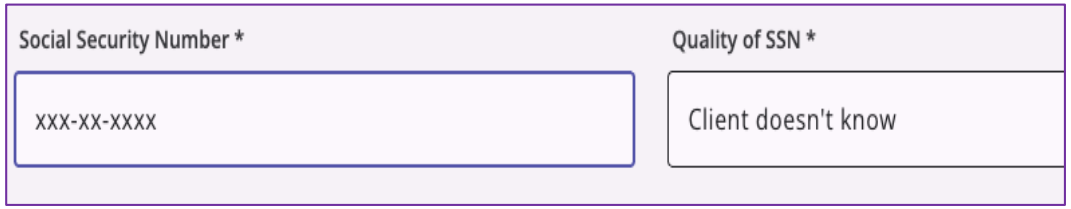
1

Prior to adding the information listed be sure to select *Permission NO* for Release of Information (ROI). Follow the prompts.

To Anonymize a pre-existing client please contact the Help Desk at solano-admin@bitfocus.com

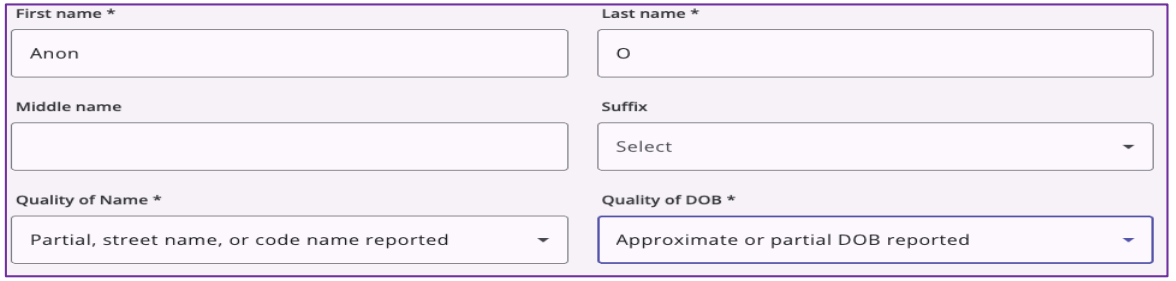
2

When entering the SSN please enter all x's.
For the Quality of SSN select from the drop-down option "Client Doesn't Know"

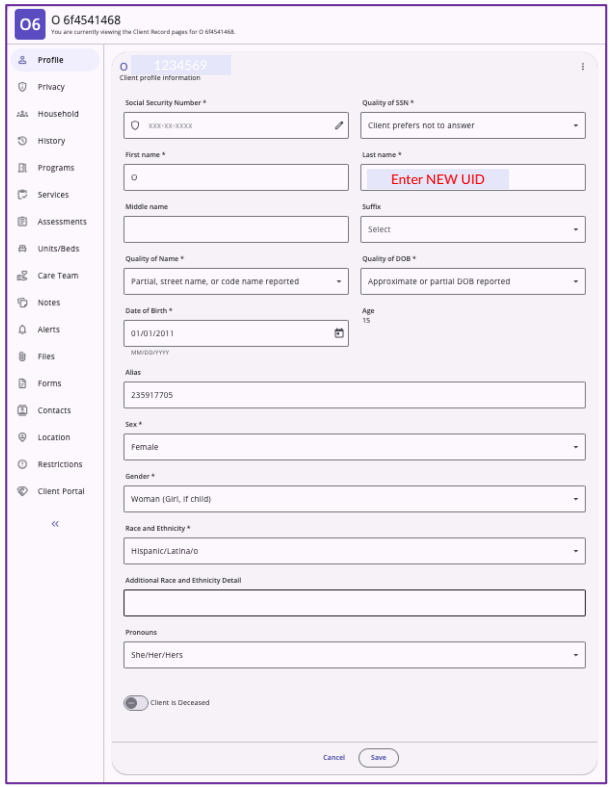


3

First Name: Enter the letter "O".
Last Name: Enter "Anon" as a temporary placeholder, then update it to the Unique ID (UID) once generated.
Quality of Name: Select "Partial, street name, or code name reported".



Quality of DOB: Select "Approximate or Partial DOB Reported".
Date of Birth: Enter 01/01/xxxx using the client's actual birth year (e.g., if born on 8/26/1981, enter 01/01/1981).



4

- **Submit Initial Record**: Fill out all demographic fields and click ADD RECORD.
- **Copy Unique ID (UID):** Locate the generated UID number under the profile image and copy it.
- **Update Last Name:** Replace "Anon" in the LAST NAME field with the UID (this becomes the client's official last name in HMIS).
- **Save:** Save the UID for your paper records, then click SAVE to complete the profile.

Have Questions or Need Assistance:
Email: solano-admin@bitfocus.com