

ANONYMOUS CLIENT PROFILE

The following is a guide on how to create an anonymous client in HMIS when a client does not wish to have his or her information entered. Anonymity does not prevent a client from accessing the benefits of Coordinated Assessment.

*Please note making a client anonymous does make it more challenging for a client to effectively be located for housing referrals through Coordinated Assessment.

HAVE QUESTIONS OR NEED ASSISTANCE PLEASE CONTACT THE HELP DESK OR EMAIL SUPPORT@BITFOCUS.COM

Need Assistance?

IF YOU WANT TO ANONYMIZE A PREEXISTING CLIENT PLEASE CONTACT THE HELP DESK FOR ASSISTANCE AT SUPPORT@BITFOCUS.COM

Step 1

Prior to adding the information listed below, be sure to select **Consent Refused** for Release of Information (ROI). Then enter information as directed.

Step 5

Complete entering all of the demographic information for the "Anonymous" client and be sure to select **ADD RECORD**

Step 2

When entering the SSN please enter all **xxx-xx-xxxx**

Step 6

Please note this now becomes the clients last name in HMIS

Step 3

Please note you will need to enter a "Last Name" as a placeholder until the system gives you a **Unique ID** Number-you can use "Anon" and change to UID once you have the number

Be sure to record this # for your internal records

Step 4

For Quality of Name select the **Partial, street name, or code name reported**

Once you have completed entering all demographic information and updating the Last Name-the client profile should look like this.