

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.*

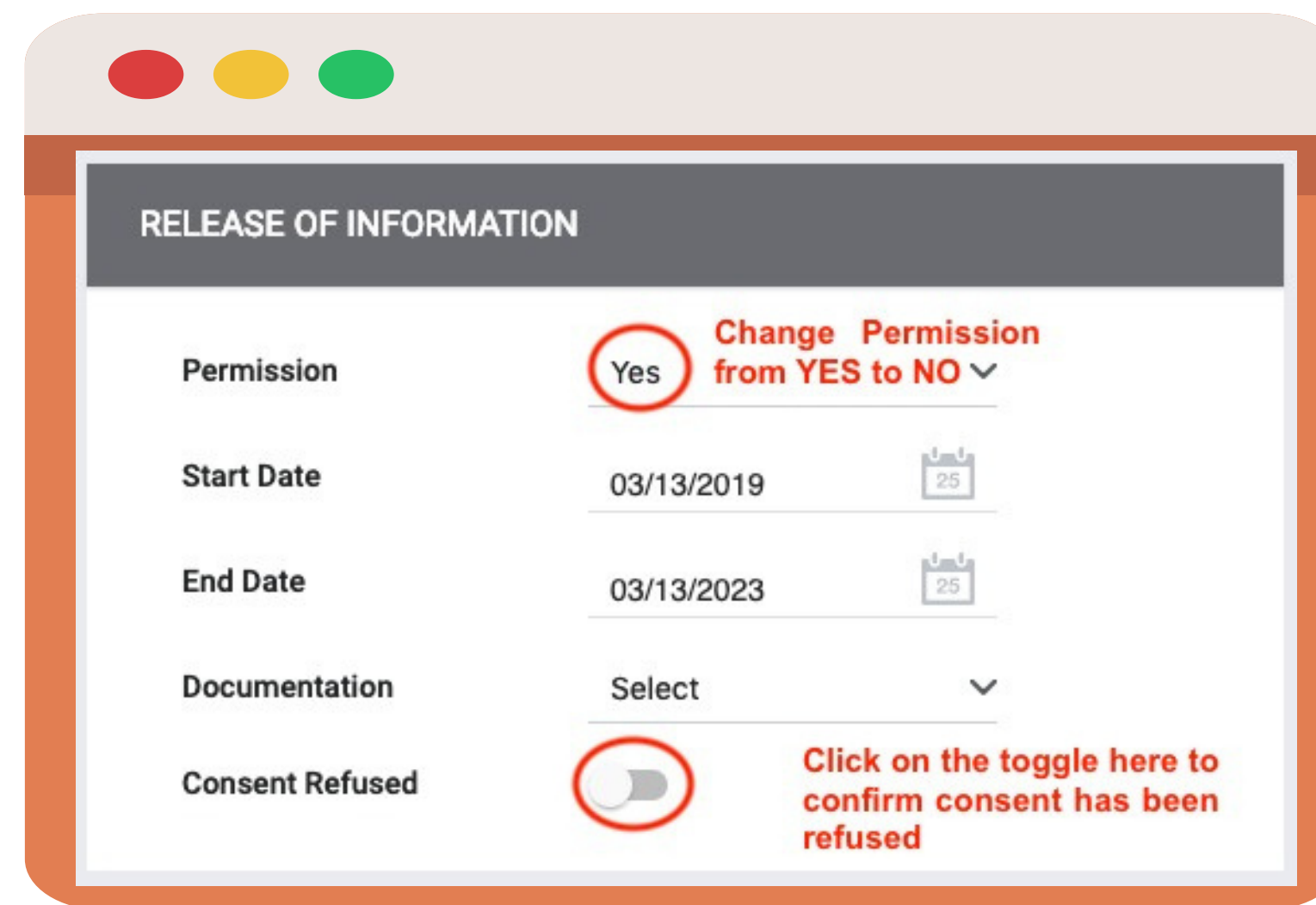
HAVE QUESTIONS OR NEED ASSISTANCE PLEASE CONTACT THE HELP DESK OR EMAIL SUPPORT@BITFOCUS.COM

Need Assistance?

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

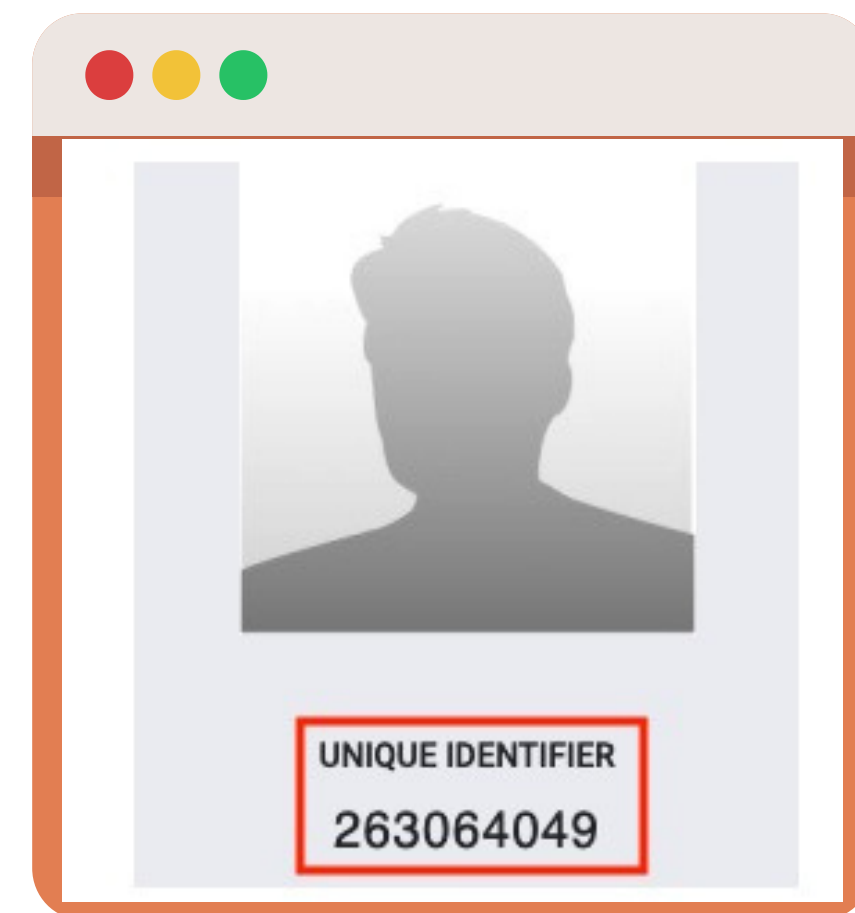
Step 1

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

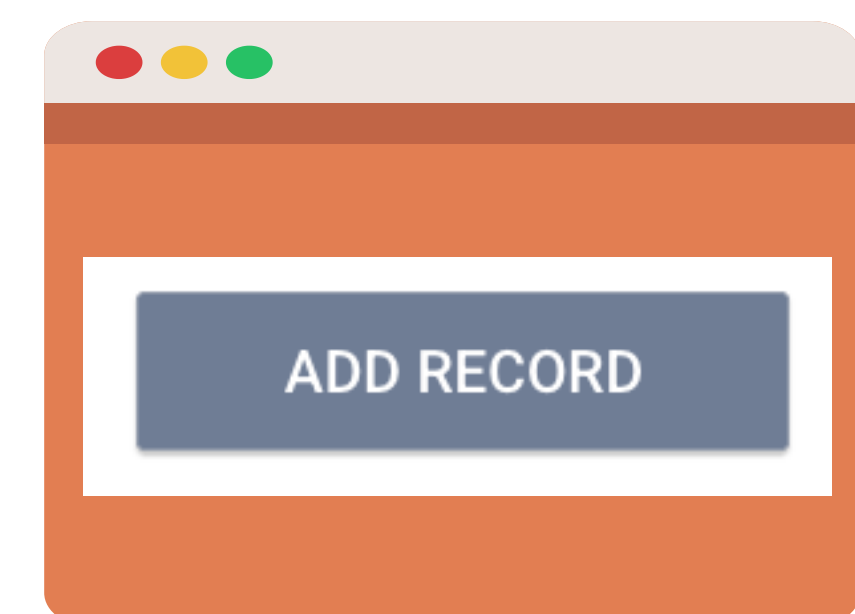


Step 5

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



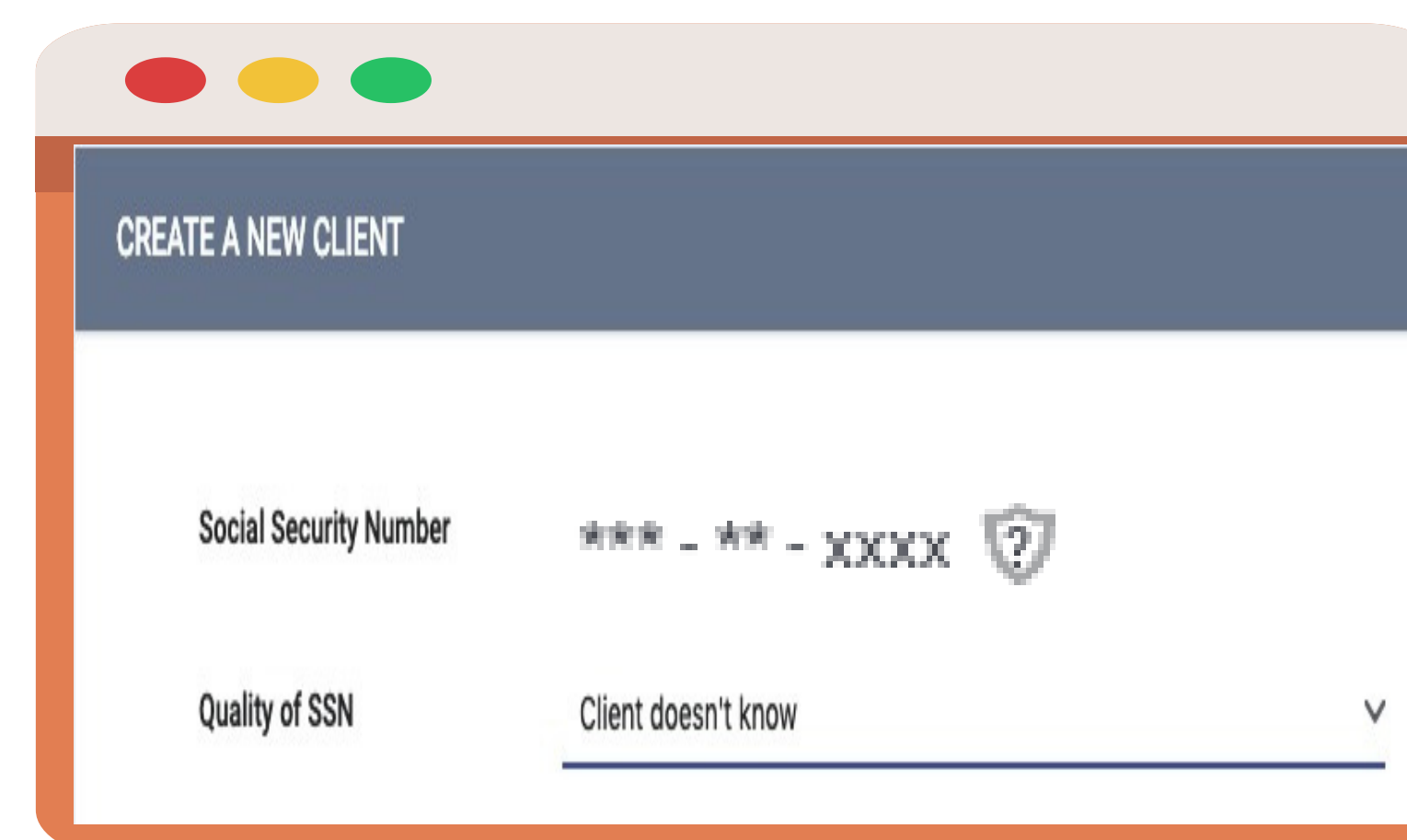
After you **ADD RECORD**, the UID will be provided (see number under profile image), be sure to take this number (copy & paste) and add it to the LAST NAME field changing "Anon" to the UID



Step 2

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

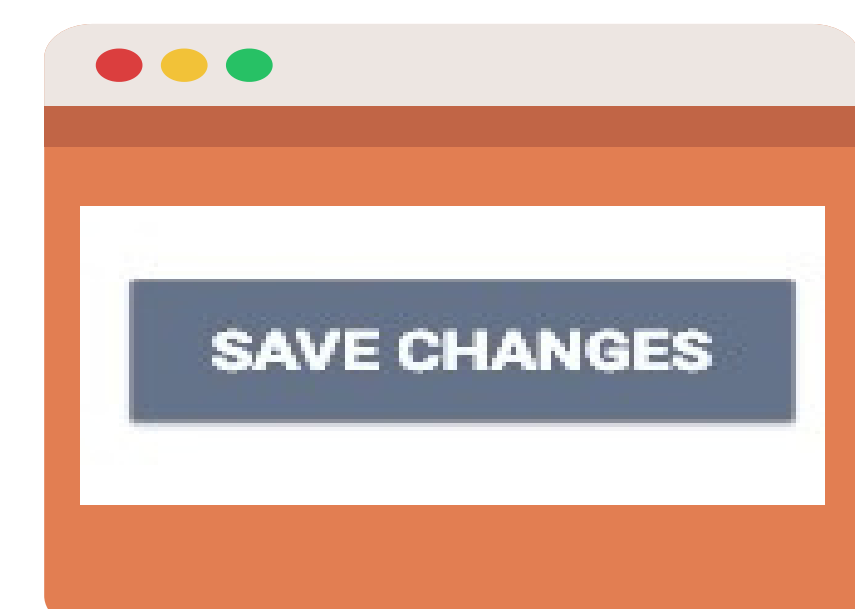
For the Quality of SSN select from the drop down option **"Client Doesn't Know"**



Step 6

Please note this now becomes the clients last name in HMIS

Be sure to record this # for your internal records

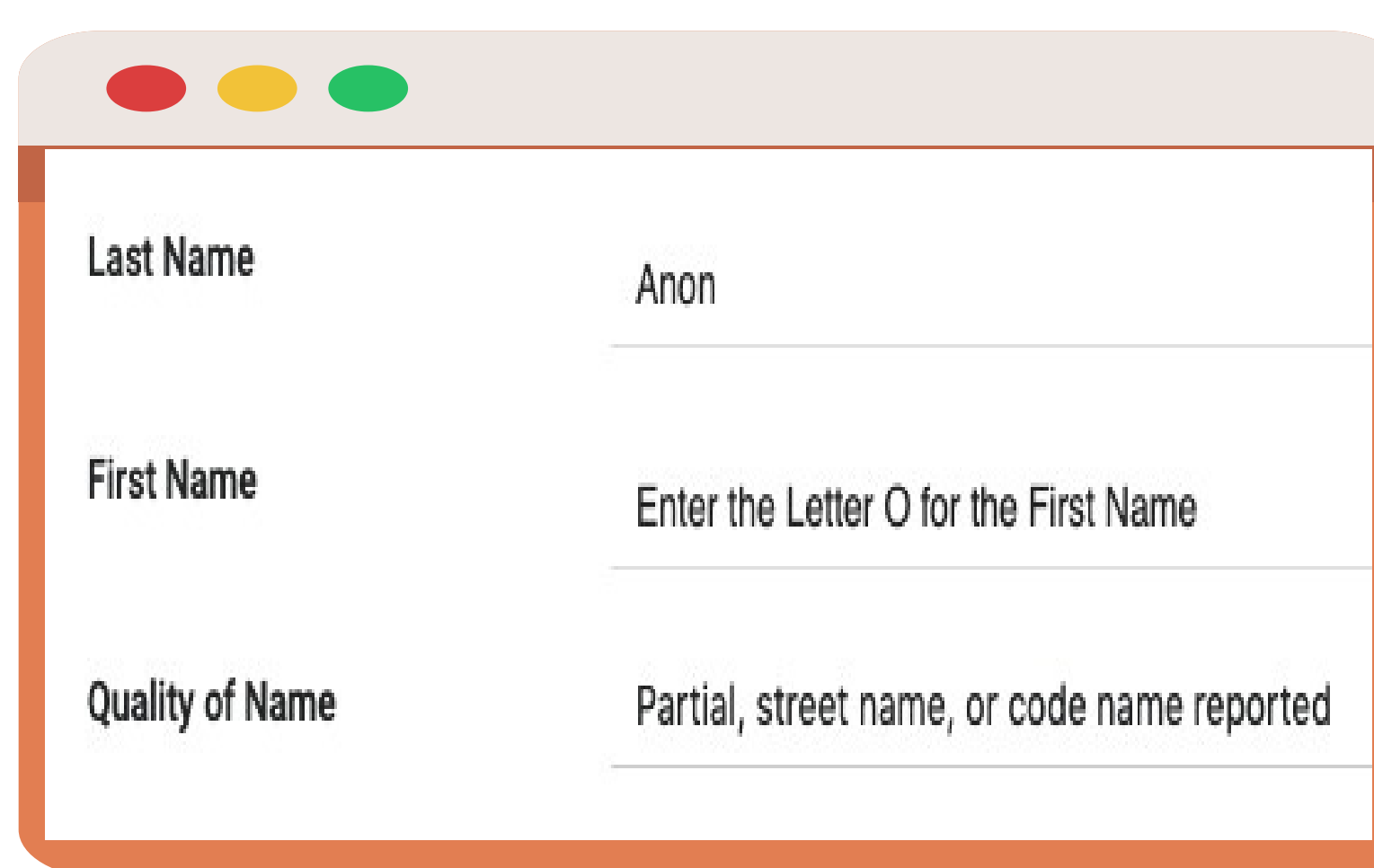


Step 3

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

For the First Name enter the letter **"O"**

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



Once you are done select **SAVE CHANGES**

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

Step 4

For Quality of DOB select **Approximate or Partial DOB Reported**

Enter **01/01/xxxx** for the Date of Birth- enter the year the client was born (e.g., 8/26/1981 enter **01/01/1981**)

