

King County HMIS: Consent Refused Data Entry Guide



Clients must give written consent to have any personal information stored in HMIS. Personal information includes not just names, exact dates of birth, and partial or full social security numbers, but also 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. In the event that a client refuses consent to have personal information stored in HMIS, the client's consent should be entered as "No" (located behind the Client Privacy Shield) and the consent refused/de-identified data entry protocol should be followed as described below.

NOTE: Providers should not enter identifying information into HMIS for clients who are: 1) receiving services from domestic violence agencies; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation; 3) are being served in a program that requires disclosure of HIV/AIDS status (i.e.; HOPWA); or 4) under 13 with no parent or guardian available to consent to enter the minor's information in HMIS.

Consent Refused Data Entry Protocol:

1. Enter zeros for the social security number
2. Select "Client Refused" for the Quality of SSN field
3. Type "Refused" for Last Name
4. Type "Consent" for First Name
5. Select "Client Refused" for the Quality of Name field
6. For the Date of Birth, enter January 1st for the month and day, and enter a year that is one or two years older or younger (for example, if the client's actual date of birth is 03/16/1980, enter 01/01/1982 or 01/01/1979 in the Date of Birth field)
7. Select "Client Refused" for the Quality of DOB field
8. Enter a unique ID (that does not, in and of itself, contain any identifying information) in the Alternate Client ID field or, alternatively, leave this field blank until after you have saved the client's profile.
9. Enter Gender, Race, Ethnicity and Veteran status with real data (if it will not identify the client in any way)
10. Leave Middle Name and Suffix blank
- *11. Add Record. Copy & Paste Unique ID into First Name field (overwriting "Consent"). Save.

*After you have completed the client's profile as indicated above, click Add Record. The "Unique Identifier" now appears under the photo box with a system-generated identification number copy and paste the unique ID into the Alternate Client ID field and into the First Name field, eliminating the word "Consent" from the First Name field. Alternatively, you may replace the word "Consent" in the First Name field with your agency's unique ID for this client.

CREATE A NEW CLIENT

1	Social Security Number	All Zeros	
2	Quality of SSN	Client Refused	▼
3	Last Name	"Refused"	
4	First Name	"Consent"	→
5	Quality of Name	Client Refused	▼
7	Quality of DOB	Client Refused	▼
6	Date of Birth	January 1± a year or two from birth year	
8	Alternate Client ID and/or Also Known As and/or Alias		
9	Gender	Real Data	→
	Race	Real Data	→
	Ethnicity	Real Data	→
10	Middle Name	Blank	
	Name Suffix or Prefix	None	▼

After you add the record, copy & paste Unique ID into First Name field (overwriting "Consent") and save the changes.

These fields can be completed with real data if doing so will not endanger or identify the client.

ADD RECORD

CANCEL

For additional information, please review the Complete Seattle/King County Manual (HMIS End User Manual) and the ROI Frequently Asked Questions (FAQ: Client Consent and HMIS Release of Information) document, which are both located on the Seattle/King County HMIS Forms and Guides webpage (<http://kingcounty.hmis.cc/client-forms/>).