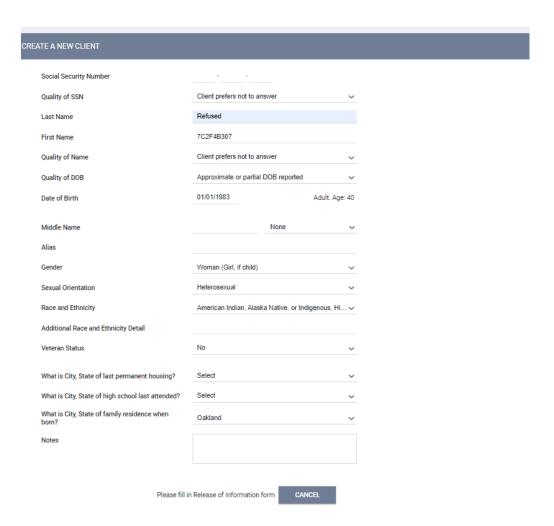# Alameda County HMIS:
Consent Refused Data Entry Guide

Clients are not required to provide 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.

The de-identified data entry protocol should be followed as described below. If one member of a household refuses consent, de-identified data entry protocol should be used for all members even if others are willing to consent.

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; or 3) under 13 with no parent or guardian available to consent to enter the minor's information in HMIS.

De-identifying a New Data Entry Protocol:

1. From the search screen, click "Add Client"

2. Enter '000-00-0000' for Social Security, select "Client prefers not to answer" for Quality of SSN

3. Enter "Refused" for last name

4. Temporarily enter "Refused" for first name, select "Client prefers not to answer" for Quality of Name

5. For the Date of Birth, enter 01/01/____ and the year the client was Born, select "Approximate or partial DOB reported" for Quality of DOB

6. Leave Middle Name and Suffix blank

7. Enter Gender, Race and Ethnicity and Veteran status with real data

8. Select Save

9. Edit First Name: copy the UII for First Name.

10. Profile will look like this:

CREATE A NEW CLIENT

Social Security Number	- -
Quality of SSN	Client prefers not to answer
Last Name	Refused
First Name	7C2F4B307
Quality of Name	Client prefers not to answer
Quality of DOB	Approximate or partial DOB reported
Date of Birth	01/01/1983 Adult. Age: 40
Middle Name	None
Alias	
Gender	Woman (Girl, if child)
Sexual Orientation	Heterosexual
Race and Ethnicity	American Indian, Alaska Native, or Indigenous, Hi...
Additional Race and Ethnicity Detail	
Veteran Status	No
What is City, State of last permanent housing?	Select
What is City, State of high school last attended?	Select
What is City, State of family residence when born?	Oakland
Notes	

Please fill in Release of Information form   **CANCEL**

If a client profile exists and it now needs to be de-identified, follow the steps listed above and contact the Help Desk if help is needed to de-identified the record.

As service provider working with a de-identified client record please: Retain the Clarity unique identifier and any other identifying information (such as name, date of birth, SSN, etc...) you will need in order to identify and update the client's record in Clarity throughout the course of serving them.

Retain this information in a manner that meets agency, HUD, and ACHMIS security requirements.

Updated October 2023