

MIAMI-DADE COUNTY HOMELESS TRUST

POLICY & PROCEDURES

POLICY NO: HT003

**SUBJECT: HMIS PROCESS FOR OPENING
ANONYMOUS CLIENTS**

EFFECTIVE DATE: 9/24/14

REVISED DATE:

PURPOSE: This procedure will define how an Anonymous record will be created in HMIS.

SCOPE: Miami-Dade Homeless Trust Continuum of Care (CoC) and their contracted providers

PROCEDURES:

The decision of whether to or not provide one's personal information to HMIS is entirely up to the individual client and no agency will be allowed or encouraged to coerce clients into providing their information. The Miami-Dade County Homeless Trust, through its sub-recipients, hopes to gain the confidence of all users and clients in the integrity and usefulness of HMIS and thereby have as high a level of participation as possible. There is no basis to penalize anyone if a client does not want to participate.

1. If a client refuses, or is unable to provide consent, it means that person will not be identified in the HMIS. The client's record should not have any personal identifiers (First Name, Last Name, Social Security Number, complete Date of Birth) attached to it anywhere in the system.

Clients have the right to revoke their authorization at any time for any reason. If the client wishes to revoke authorization, the provider will document the request to be signed and dated by the client and inserted into the client file. Additionally, authorization should be turned off within HMIS.

2. If the client refuses entry into HMIS, the agency creating the file must retain a separate record with the HMIS ID and the demographic information excluded from HMIS.
3. If a client does not consent to providing identifying information in HMIS, the program staff should do the following on the Client Search screen:
 - a. Click on **Add Anonymous Client** (this will create first name "Anonymous" and add a client ID for a last name).
 - b. Enter **Refuse (HUD)** for *Social Security Number Data Quality*, and
 - c. Enter **01/01/Year of Birth** in Date of Birth field, and
 - d. Enter Approximate or **Partial DOB Reported (HUD)** in the *DOB Data Quality* field, and
 - e. Enter **Gender, Primary Race and Ethnicity**

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- f. All other required data standards and assessments should be completed in their entirety.

TOOLS: Wellsky HMIS