Bitfocus

KCRHA
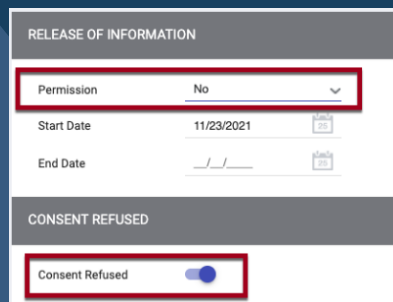King County Regional Homeless Authority

WA-500 Seattle/King County CoC
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.

If a client refuses consent to have personal information stored in HMIS, the Consent Refused slider button to the right of the profile should be turned on before entering profile information. This will automatically create de-identified profile information and set the ROI permission to "No" in the client's privacy shield.

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. 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. From the search screen, click "Add Client"
2. Click on the "consent refused" slider button to the right of the profile
3. For the Date of Birth, you will see that 01/01/____ appears.
   a. 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 1982 or 1979 in the Date of Birth field).
   b. When you enter the year, an age appears.
   c. Make sure the age fits the appropriate age category for the client. If not, adjust the year.
4. Enter Gender, Race, Ethnicity and Veteran status with real data (if it will not identify the client in any way)
5. Leave Middle Name and Suffix blank
6. Add Record