

## HMIS Consent Refused Policy: Client Profile Data Entry Steps

1. After selecting 'Create a Client,' navigate to the right-hand side of the client screen, as shown below:
2. Change 'Permission' under Release of Information to 'No.'
3. Turn the 'Consent Refused' toggle on.

The image shows two screenshots of the 'RELEASE OF INFORMATION' section in a software interface. The left screenshot shows the 'Permission' dropdown set to 'Yes', 'Start Date' as 12/14/2021, 'End Date' as 12/14/2023, and 'Documentation' set to 'Select'. Below this, the 'Consent Refused' toggle is turned off. An arrow points to the right screenshot, which shows the 'Permission' dropdown set to 'No', 'Start Date' as 12/14/2021, and 'End Date' as a blank field with a calendar icon. Below this, the 'Consent Refused' toggle is turned on.

4. Once the 'Permission' is set to 'No' and the 'Consent Refused' toggle on, default inputs will automatically populate on-screen, as seen to the right. There are only a few details that need to be completed. The following elements help contribute to demographic reports and equity reports.

- Date of Birth: Enter "01/01/" and **plus or minus a minimum of one year** from their birth year (minus a year for 17-year-olds)
- Enter Gender
- Enter Race
- Enter Ethnicity
- If applicable, based on age, Veteran Status

5. After the record is added, the first name of the client will automatically revert to the client's Unique Identifier.

The image shows a screenshot of the 'CREATE A NEW CLIENT' form. The form has a dark blue header with the text 'CREATE A NEW CLIENT'. Below the header, there are several input fields with default values: 'Social Security Number' (000 - 00 - 0000), 'Quality of SSN' (Client refused), 'Last Name' (Refused), 'First Name' (Automatically Generated), 'Quality of Name' (Client refused), 'Quality of DOB' (Approximate or partial DOB re), 'Date of Birth' (01/01/), 'Middle Name' (None), 'Gender' (Select), 'Race' (Select), and 'Ethnicity' (Select). At the bottom, there is a 'Client is Deceased' toggle (off) and two buttons: 'ADD RECORD' and 'CANCEL'.