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.

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.