HMIS Anonymous Client Entry Guide

Sonoma County Department of Health Services

Ending Homelessness Team

April 2025

V. 1.0

Instructions for Creating a New Anonymous Client Profiles in ETO

Guidance

Per Sonoma County's HMIS Policies and Procedures, "*If a client elects not to complete the HMIS Client Release of Information, the partner agency can choose to complete an anonymous enrollment with de-identified client information into the HMIS database when that data is expected to be useful for organizing, providing, or evaluating the delivery of housing or housing-related services.*"

Data Entry Steps

1. Enter a new client and complete their initial Demographics field using the following entries:

   First Name = Client

   Last Name = Refused

   Name Data Quality = Client prefers not to answer

   SSN = 123456789

   SSN Data Quality = Client prefers not to answer

   DOB = 01/01/ and up or down a year or two (down a year for 17-year-olds)

   DOB Data Quality = Approximate or Partial DOB Reported

   Gender = Enter as normal

   Race and Ethnicity = Enter as normal

   Veteran Status = Client prefers not to answer

   Local Income Level= Enter as normal

The following screenshot shows how this should look when you have finished entering demographic info.

Program Enrollment

Enroll in Program ✓

Program Start Date * 04/01/2025

Add New Participant

First Name *
Client

Middle Name

Last Name *
Refused

Name Data Quality (HUD) *
Client prefers not to answer

Suffix
--Select--

Case Number

Email

SSN *
123-45-6789

SSN Quality (HUD) *
Client prefers not to answer

DOB *
01/01/2000
25 years old

DOB Quality (HUD) *
Client prefers not to answer

2. Save the client record and a Case Number will be generated and visible at the top of the client's demographics page. Copy this Case Number and paste it into the Last Name field replacing "Refused" We do this so that we can more easily tell the difference between our consent refused clients.

The following screenshot shows how this should look after updating demographic info.

3. Record "Date last client Release of Information was signed" within the demographics. Do not upload the Release of Information form declining consent to the client's dashboard.

4. Complete other Assessments such as the HUD Assessments and VI-SPDAT as normal.

5. Where applicable, client information (name and contact information) should be recorded outside of HMIS so that you can easily connect your client with their record in HMIS. Retain any obtained hardcopy records of the declined Release of Information form and any eligibility documentation (e.g. homeless verification forms, disability verification, etc.) within the client's file.