

You are receiving this notification of a Client requested change to their Level of Consent in the Safe Harbors Homeless Management Information System (HMIS). This Client has elected to revoke their consent to keep their personal identifiers in the HMIS.

As part of the revocation process, all records related to this Client within your Agency will be completely deleted from the HMIS after 10 business days (two weeks). This client will no longer exist in the HMIS after 10 business days and will not be reflected on any reports for your agency.

Note: If this Client is in a domestic violence situation, notify Safe Harbors to remove this Client's records immediately.

In order to maintain accurate agency Client Service Records for any reporting purposes, please take the following steps. You may find instructions regarding the usage of the HMIS in the Safe Harbors II Guide (<http://www.safeharbors.org/training.html#intro>).

1. Start the HMIS
2. In Client Services Search, find the Client using the ID number that is written on the Revocation of Client Consent form (Attached)
3. LEFT click to highlight the entire row of that client's information.
4. RIGHT click anywhere on the highlighted row.
5. A pop-up menu will display, LEFT click on "Preview Report" in the pop-up.
6. The 'Application Reports' menu will display in your web browser. *
7. LEFT click on "Entry Application" to view that report. NOTE: There are 2 pages to this report. *
8. LEFT click on "Service Report by Client" to view that report. *

****All paper print outs must be shredded or kept with other locked client files.***

Re-Enter Unidentified Client Record

1. Create an unidentified Client record in Central Intake (HOH Intake or Household Statistics)
 - a. Check the Consent Refused checkbox
 - b. Enter Year-of-Birth, Gender and Race
 - c. Enter an Agency Unique Identifier
 - d. Enter the Zip Code for the last permanent address (do not include for clients experiencing domestic violence)
2. Use the information in the Application Reports to re-enter the remaining information about this Client

If you need help with this process contact the Safe Harbors Help Desk, (206) 386-0030, SafeHarborsHMISHelp@Seattle.gov