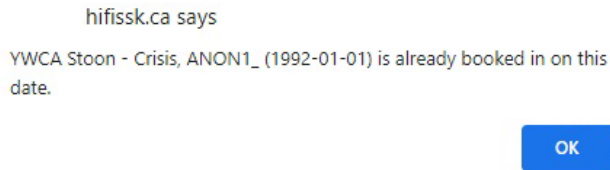**PR3: Occupy a Bed for a Non-Consenting Client**

Programs that use rooms and beds will occasionally need to occupy a bed in HIFIS for a client who is too young to consent (under 16 and accessing services solo), declines to sign the consent form, or is not able to consent on their own behalf at that time. Files for use in these situations have been pre-created for each service provider using the following sequence: ANON1_ServiceProvider; ANON2_ServiceProvider, etc.

NOTE: The file Anonymous, Anonymous is system generated and is NOT used for this purpose.

Follow the instructions below to occupy a bed in HIFIS using an ANON file:

1. From the Front Desk menu, select Admissions.

2. Click the Add Book in button and complete the required field on the book in screen.

   i. Client Name = Try adding ANON1. A pop-up box will appear if that file is already booked in to a bed. Try the next ANON file (ANON2, ANON3, ANON4) until you find an available file.

   hifissk.ca says

   YWCA Stoon - Crisis, ANON1_ (1992-01-01) is already booked in on this date.

   OK

   USE THIS FILE TO OCCUPY A BED FOR A CLIENT WHO DECLINES TO / CANNOT SIGN A CONSENT FORM.

   DO NOT CHANGE/ADD ANY PERSONAL INFO. RECORD FILE # ON PAPER INTAKE.

   IF ANON1 IS IN USE, USE ANON2, ANON3, ETC.

   NON1_ YWCA Stoon - Crisis

Consent Status	Active
Client State	Active
Housing Status	Homeless
File Number	0000000134
Current Stay	YWCA Stoon - Crisis - Rm 13 : Bed 1
Gender	Undeclared / Refused
Date of Birth	1992-01-01 (30)
Family	No

   ii. Reason for Service = Other

   iii. Referred from = Client/Self – No Referral

3. Click the Next button to proceed as you normally would to book a client into a bed.

4. Record the File Number for the ANON file you used on the client's paper intake.

5. When the client leaves shelter, book the client out using the following for required fields:

   i. Reason for Discharge = 'Other'
   ii. Referred to = None – No Referral