**Section 1. Unique Client Identifiers**

*From the LA County Coordinated Entry System- Protocol for Protecting Client Level Data DRAFT 11.12.13*

**A. Creating a Unique Client Identifier for a Client you are working with**

1. The first digit is the SPA Number (based on the location the client is currently residing in)
2. The next two digits of the UCI - First Two Letters of the first name of the **person inputting the client** into the system
3. Following two digits of the UCI - First Two Letters of the last name of the **person inputting** the client into the system
4. Next six digits - The two-digit month, two-digit-day, and two-digit year that the client is added to the database
5. A Dash (-)
6. Final two digits - the number (in order put into the database) of the client added to the database that day represented as a number and a letter, beginning with 1A, going to 1Z, going to 2A, to 2Z to 3A and so on.
7. As an example, if Chris Ko in SPA 6 entered in his third client of the day into the database on November 4, 2013, the client would obtain the following UCI: **6CHKO110413-1C**
8. **SPA 6 COMMUNITY ADDITION:**
	1. A 2-letter abbreviation describing *where* the client was assessed.
		1. **NO** will be used to represent clients assessed North of Florence Avenue
		2. **SO** will be used to represent clients assessed South of Florence Avenue
		3. **WS** will be used to represent clients assessed in Winter Shelters
	2. A 2-letter abbreviation describing the organization that was responsible for assessing the client. For example, Hollywood could choose to add “SU” for Step Up. This is particularly useful if there are multiple outreach workers with the same initials in the same community.
9. As an example, if Chris Ko in SPA 6 south of Florence Ave entered in his third client of the day into the database on November 4, 2013, the client would obtain the following UCI: Using the above example, your community-specific UCI might look like this: **6CHKO110413-1C-SO**