DEPARTMENT OF

ELDER AFFAIRS
STATE OF FLORIDA

JEB BUSH
GOVERNOR

TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: AAA Directors   **NOTICE #: 070903-1-P-SWCBS**
            CARES Supervisors

FROM: Terry White
            Secretary

DATE: July 8, 2003

SUBJECT: Notice of Policy: Pseudo ID Numbers

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The purpose of this policy is to provide new guidelines for creating pseudo ID numbers for clients whose Social Security numbers are unknown. **However, providers should continue to make every effort to obtain the correct Social Security number if possible.**

BACKGROUND: Pseudo Social Security numbers have been identified as an obstacle to reconciling the APS referrals in the CIRTS system with the APS referrals in DCF's FAHIS system.

Current CIRTS Policy Guidelines: "to create a pseudo ID, use the first letter of the client's first name, middle initial, and the first letter of the last name. **If the middle initial is not known, use the first two letters of the client's first name.** Then enter the six character date of birth MM/DD/YY. **If the DOB is not known, make one up.**"

New Policy Guidelines: "to create a pseudo client ID, use the client's initials from their name (first middle and last) for the first three characters. **If the middle initial is unknown then enter "X".** The last six characters are created by entering the client's six-digit date of birth MM/DD/YY. **Do not make up a DOB.** These guidelines should be used for all DOEA clients whose Social Security numbers are unknown.

This policy shall take effect on July 15, 2003.

TFW/jj

cc: Henry Taylor
      Judy Janowski
      Chuck Corley
      MW Specialists
      Mindy Sollisch
      Peggy Ball

4040 ESPLANADE WAY
TALLAHASSEE
FLORIDA, 32399-7000

phone 850.414.2000
fax 850.414.2004
TDD 850.414.2001