SSP PARTICIPANT UNIQUE IDENTIFIERS

 [PROJECT NAME]

Staff Name: Date:

INSTRUCTIONS: STEP 1

Ask the participant for the following information. If you are creating this unique identifier as part of the initial intake, transcribe the information below from the intake form.

|  |  |
| --- | --- |
| **Information Request** | **Participant Response** |
| Participant Name |  |
| Date of Birth - *(Month-Date-Year)* |  |
| Hispanic – (Yes – No) |  |
| Ethnicity  |  |
| Gender Identity - *(At Intake)* |  |

INSTRUCTIONS: STEP 2

Follow the rules outlined below to create the participant’s unique identifier in the boxes below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| 1. | 2. | 3.*(first digit)* | 3.*(second digit)* | 4.*(first digit)* | 4.*(second digit)* | 5. |
| RULE | *Example Information* | *CODE Input* |
| 1. Last two-digit Year of Birth
 | 1981 | 81 |
| 1. Two-digit Day of Birth
 | 03 | 03 |
| 1. First two letters of city of birth
 | Da | Da |
| 1. First two letters of last name
 | Le | Le |
| *Example* FINAL CODE: 8013DALE |

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