Client BNL Consent Screen

Home > Client Management (Search Client) > BNL Consent

Business Purpose:

The **BNL Consent** page displays a tabular listing of the client's consent to participate on the By-Name List records for both service and bed programs. The City compiles information from SMIS into a document called the By Name List (BNL). The City uses the BNL data to evaluate which clients meet eligibility and prioritization criteria for housing and support programs available through the coordinated access process.

How to:

1. On the Consent to Participate on the By-Name List tab.

   - There are two buttons on the top:
     a) Back to Client Search – it will take the user to the Client Management – Search page
     b) New History log – it will the user to the Consent BNL History Log view
   - There are two buttons at the bottom:
     a) View/Print Blank Consent – it will open a new window with a new BNL consent form
     b) Apply Head of Household's Consents to Dependents – it applies head of the household's consent to dependant

2. The user can also choose the number of records to be displayed per page from a Search Consent List dropdown between 20 to **All** rows.

3. For each client the By-Name List consent record, the **Client Name**, **Client ID**, **Relationship**, **Created By**, **Created Date**, **Last Updated By**, **Last Updated Date**, **Status**, **Status** and **Actions** are displayed.

4. All column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the **Last Updated Date**, the records are then sorted in ascending order, the record with the oldest signature date will appear first.)

5. Clicking on the View **Actions** button will download a PDF file and will drill down the user into a detailed PDF with BNL consent details in read-only mode.

6. Clicking on the Withdraw **Actions** button will trigger a warning pop-up with

Confirm and Go Back button option to select. If acknowledged, the consent and its **Status** will be set to withdrawn. Record button will appear once the BNL consent is withdrawn.

Client Name	Client ID	Relationship	Created By	Created Date	Last Updated By	Last Updated Date	Status	Actions
Gin, Anna	729673	Head	Smith, Laura	2023-10-03 01:05:33 PM	Smith, Laura	2023-10-16 03:57:53 PM	Withdrawn	Record
Gin, Gin	729674	Spouse/Partner	Smith, Laura	2023-10-03 01:24:26 PM	Smith, Laura	2023-10-03 01:24:26 PM	Active	View Withdraw

7. Click on the Record button – a Record Consent pop-up window will appear.

8. Select **Consent Type** one of the options by clicking on the drop-down arrow. Click on confirmation checkbox and on Confirm button. BNL consent form will signed again.

Important Notes:

1. The total number of records is shown at the right top the page.

2. The Last Updated Date is the date the consent was signed or withdrawn.

3. The Created Date is the date of the consent created.

4. A BNL consent can have a Status of active, expired or withdrawn.