**BCAC HMIS Merge Client Request Form**

A duplicate client record may exist in the Boise City / Ada County Homeless Management Information Systems software. If you feel you have found duplicate client records or if you accidently duplicated a record, please record the client numbers on the worksheet below. Keep this record confidential and do not put any client information other than the ServicePoint Unique ID on this worksheet.

**AVOID DUPLICATING CLIENTS BY ALWAYS COMPLETING A SEARCH BEFORE ADDING AS A NEW CLIENT BY COMPARING NAME AND SOCIAL SECURITY NUMBER.**

**USE EXISTING CLIENT RECORDS FOR YOUR DATA ENTRY BY CLICKING ON THE CLIENT’S NAME IN THE SEARCH RESULTS.**

**Agency Sending this form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **SOURCE ID #**  **(This number will be eliminated - usually the newest client record)** | **DESTINATION ID #**  **(This number will be the record which will contain all merged data)** | **ICA Record**  **(Do Not fill out)** |
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**Email this form with typed ID #’s to:**

**[alissa.parrish@icalliances.org](mailto:alissa.parrish@icalliances.org)**