

Agency Name		Agency Projects:	
HMIS END USER NAMES:			
Requirements	Description	Response	Assessment
Data Collection	Does agency have a data collection form and/or protocol that captures universal and program specific (where applicable) data elements?	Yes	<input type="checkbox"/> Y <input type="checkbox"/> N Has a data collection form or protocol <input type="checkbox"/> Y <input type="checkbox"/> N Uses VIA LINK HMIS Intake form <input type="checkbox"/> Y <input type="checkbox"/> N Uses Assessment form (Annual) for TH and PH <input type="checkbox"/> Y <input type="checkbox"/> N Uses Exit form <input type="checkbox"/> Y <input type="checkbox"/> N Is capturing Universal Data Elements on all clients <input type="checkbox"/> Y <input type="checkbox"/> N Is capturing Program Data Elements as required <input type="checkbox"/> Y <input type="checkbox"/> N Monitors data quality <input type="checkbox"/> Y <input type="checkbox"/> N Enters data into another system/spreadsheet
		No	No updated data collection protocol.
Privacy: Privacy Notice	Does agency have HMIS Privacy Notice posted at every place where intake occurs	Yes	_____ # of intake locations _____ # of posted Notices Reasonable accommodations. Does agency need Notice in: <input type="checkbox"/> Y <input type="checkbox"/> N Spanish? <input type="checkbox"/> Y <input type="checkbox"/> N Copy of notice is available upon request
		No	No posted sign at intake desk
Privacy: Mandatory Collection Notice	Does agency have HMIS Mandatory Collection Notice posted at every place where intake occurs	Yes	_____ # of intake locations _____ # of posted Notices Reasonable accommodations. Does agency need Notice in: <input type="checkbox"/> Y <input type="checkbox"/> N Spanish? <input type="checkbox"/> Y <input type="checkbox"/> N Copy of notice is available upon request
		No	No posted sign at intake desk
Privacy: Privacy Policy	Does agency have policies (notices) posted on website?	Yes	Policy (Notice) Version Date: ____/____/____
		No	Notice(s) is not available

HMIS Technical Visit Checklist

Client Consent	Are the Client Consent/Information Release form signed by client?	Yes	Spot checked client records have signed consent
		No	Spot checked client records do not have signed consent
Client Revocation	Does agency have Client Revocation form readily available?	Yes	Client forms are readily available
		No	Form not readily available
Grievance	Does agency have a grievance policy?	Yes	___ Y ___ N Agency form/policy available to give to clients ___ Y ___ N HMIS form/policy available to give to clients
		No	Agency does not have own grievance form/policy or HMIS form/policy

Requirements	Description	Response	Assessment
Client Rights	Does agency have Clients Rights visible and readily available	Yes	___ Y ___ N Brochure is available to give to clients ___ Y ___ N Sign is visible to clients
		No	Brochure is not visible or readily available
HMIS Users	Does agency have updated HMIS user accounts?	Yes	___ Y ___ N All HMIS users have an active account ___ Y ___ N Inactive HMIS users have account locked ___ Y ___ N All users have signed the HMIS User Agreement form
		No	Active Accounts are not locked
User Authentication	Does the agency abide by the HMIS policies for unique usernames and password?	Yes	___ Y ___ N Agency abides by HMIS Policies and Procedures _____ Number of HMIS users at agency ___ Y ___ N NEVER share username and passwords ___ Y ___ N NEVER keep usernames/passwords in public locations ___ Y ___ N NEVER user their internet browser to store passwords
		No	Agency does not abide by HMIS user authentication policy

Hard Copy Data	Does agency have procedures in place to protect hard copy Personal Protected Information (PPI) generated from or for the HMIS?	Yes	<p>Agency has procedures for hard copy of PPI that includes:</p> <p>(1) Security of hard copy files <input type="checkbox"/> Y <input type="checkbox"/> N Locked drawer/file cabinet <input type="checkbox"/> Y <input type="checkbox"/> N Locked office</p> <p>(2) Procedure for client data generated from the HMIS <input type="checkbox"/> Y <input type="checkbox"/> N Printed screen shots <input type="checkbox"/> Y <input type="checkbox"/> N HMIS client reports <input type="checkbox"/> Y <input type="checkbox"/> N Downloaded data into excel <input type="checkbox"/> Y <input type="checkbox"/> N Client data across a public network is encrypted</p>
		No	Agency does not have a procedure to protect hard or data copy PPI

Requirements	Description	Response	Assessment
PPI Storage	Does agency dispose of PPI or remove identifiers from a client record after a specified period of time? (minimum standard: 7 years after PPI was last changed if record is not in current use)	Yes	<input type="checkbox"/> Y <input type="checkbox"/> N Agency has a procedure <input type="checkbox"/> Y <input type="checkbox"/> N Agency uses shredder Describe procedure: _____ _____
		No	Agency does not have procedure to dispose of or remove identifiers or PPI
Comparable Database (DV)	Does DV or legal service provider establish and operate a comparable database that complies with 24 CFR 580.25?	Yes	Comparable Database in compliance
		No	Comparable database is not in compliance
Virus Protection	Do all computers have virus protection with automatic update? (This includes non-HMIS computers if they are networked with HMIS computers) (Please fill out spreadsheet)	Yes	<input type="checkbox"/> Y <input type="checkbox"/> N Spot checks several computers Virus software and version _____ <input type="checkbox"/> Y <input type="checkbox"/> N Auto-update turned on Date last updated: ____/____/____ Person responsible for monitoring/updating: _____
		No	No virus protection installed
Firewall	Does agency have a firewall on the network and/or workstation(s) to protect the HMIS systems from outside intrusion?	Yes	<input type="checkbox"/> Y <input type="checkbox"/> N Individual workstation Version: _____ Networked (multiple computer) agencies: <input type="checkbox"/> Y <input type="checkbox"/> N Network firewall Version: _____
		No	Individual workstation or network firewall not active

Requirements	Description	Response	Assessment
Physical Access	Area all HMIS workstations in secure locations or are they manned if they are in publicly accessible locations? (This includes non-HMIS computers if they are networked with HMIS computers)	Yes	All workstations are: <input type="checkbox"/> Y <input type="checkbox"/> N In secure locations (locked offices) or manned at all times <input type="checkbox"/> Y <input type="checkbox"/> N Using password protected screensavers All printers used to print hard copies from HMIS are: <input type="checkbox"/> Y <input type="checkbox"/> N In secure locations
		No	Not all workstations have current software security
Data Disposal	Does the agency have policies and procedures to dispose of hard copy PPI or electronic media?	Yes	<input type="checkbox"/> Y <input type="checkbox"/> N Agency shreds all hardcopy PPI before disposal Before disposal, the agency reformats/degausses (demagnetizes): <input type="checkbox"/> Y <input type="checkbox"/> N Disks/CDs <input type="checkbox"/> Y <input type="checkbox"/> N Computer hard drives <input type="checkbox"/> Y <input type="checkbox"/> N Other media (tapes, jump drives, etc)
		No	The agency does not have policies and procedures for data disposal
Software Security	Do all HMIS workstations have current operating system and internet browser security?	Yes	Operating System (OS) Version: _____ <input type="checkbox"/> Y <input type="checkbox"/> N All OS updated are installed <input type="checkbox"/> Y <input type="checkbox"/> N Most recent version of internet browser(s) are installed
		No	Not all workstations have current software
		No	Agency not familiar with monthly bundle report