

Agency Name		Agency Projects:	
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 forms <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
		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
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	<input type="checkbox"/> Y <input type="checkbox"/> N Agency form/policy available to give to clients <input type="checkbox"/> Y <input type="checkbox"/> 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	<input type="checkbox"/> Y <input type="checkbox"/> N Brochure is available to give to clients <input type="checkbox"/> Y <input type="checkbox"/> N Sign is visible to clients
		No	Brochure is not visible or readily available
HMIS Users	Does agency have updated HMIS user accounts?	Yes	<input type="checkbox"/> Y <input type="checkbox"/> N All HMIS users have an active account <input type="checkbox"/> Y <input type="checkbox"/> N Inactive HMIS users have account locked <input type="checkbox"/> Y <input type="checkbox"/> 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	<input type="checkbox"/> Y <input type="checkbox"/> N Agency abides by HMIS Policies and Procedures _____ Number of HMIS users at agency <input type="checkbox"/> Y <input type="checkbox"/> N NEVER share username and passwords <input type="checkbox"/> Y <input type="checkbox"/> N NEVER keep usernames/passwords in public locations <input type="checkbox"/> Y <input type="checkbox"/> N NEVER use 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	Agency has procedures for hard copy of PPI that includes: (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 (2) Procedure for client data generated from the HMIS:
		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

HMIS Technical Visit Checklist

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: ___ Y ___ N In secure locations (locked offices) or manned at all times ___ Y ___ N Using password protected screensavers All printers used to print hard copies from HMIS are: ___ Y ___ 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	___ Y ___ N Agency shreds all hardcopy PPI before disposal Before disposal, the agency reformats/degausses (demagnetizes): ___ Y ___ N Disks/CDs ___ Y ___ N Computer hard drives ___ Y ___ 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: _____ ___ Y ___ N All OS updated are installed ___ Y ___ 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