



HMIS Policies and Procedures Compliance Checklist

Agency Official Name

Security Officer Name

- _____(Int.) Agency has the HUD Public Notice posted in an area visible to clients.
- _____(Int.) Agency has an HMIS Privacy Notice that complies with the requirements set forth by the CoC HMIS Operating Policies and Procedures and is available to all clients.
- _____(Int.) Agency has a copy of the HUD Public Notice and the Privacy Notice on its website.
- _____(Int.) Client files with hard copy data that includes client identifying information are protected behind one lock, at a minimum, from unauthorized access.
- _____(Int.) Offices that contain client files are locked when not occupied.
- _____(Int.) Client files are not left visible to unauthorized individuals.
- _____(Int.) Agency has adopted the PromisSE Release of Information and requests this for every client.
- _____(Int.) HMIS workspaces are configured to support the privacy of client interaction and data entry.
- _____(Int.) User accounts and passwords are not shared or left visible for others to see.
- _____(Int.) End Users do not save HMIS reports with identifying client information on portable media.
- _____(Int.) All HMIS workstations, including laptops and remote workstations, have virus protection and automatic updates.
- _____(Int.) End Users are not accessing the HMIS on a public computer or from an internet connection that is not secured.
- _____(Int.) Agency has a documented plan for remote access if End Users are accessing the HMIS outside of the office setting.



Findings : _____

Corrective Actions: _____

Deadline for Completion: _____

Security Official Printed Name

Agency Official Printed Name

Security Official Signature

Agency Official Signature

Date (mm/dd/yy)

Date (mm/dd/yy)