

Part 3: HMIS Monitoring

HMIS Operations: Policies and Procedures	Yes/No	Notes
1. The agency has a signed HMIS Participation Agreement on file with the current HMIS Lead Agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. All HMIS User Agreements for Active HMIS users are signed and complete on file.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. The organization has identified the Agencies HMIS Security Officer and has communicated this to the HMIS Lead Agency. The HMIS Security officer is: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Has the Agencies HMIS Security Officer attended a Security Training from the HMIS Lead organization within the last FY?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. The organization has identified the Agencies HMIS Administrator and has communicated this to the HMIS Lead Agency. The Agencies HMIS Administrator is: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. At least 90% of All Active HMIS users have completed at least 2 required group trainings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Does the Agency have an outstanding balance for HMIS User Licenses for past or current program year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Privacy	Yes/No	Notes
1. The Agency has a Data Collection/Privacy Notice posted in English and Spanish at each location where client data is entered with clients (AKA: Consumer Notice Posting).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. The agency has a written Privacy Policy printed and available for clients as requested and is posted to their website.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. The most recent form of releases of information (ROI) in both English and Spanish are printed and available for clients to sign.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Release of Information (ROI's) are being scanned and uploaded to clients' HMIS profile; hard copies should be available for seven (7) years.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. The agency ensures all client documents and files are stored in a secure, locked location.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. No client PPI is kept after seven (7) years after creation of the file and is destroyed in a secure manner unless a statutory, regulatory, contractual, or other requirement mandates longer retention.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. The agency has a written client complaint/grievance procedure that has been made available to the HMIS Lead Agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. The agency has an established process of tracking all field complaints and can provide copies of complaints/resolution to the HMIS Lead Agency if requested.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Security	Yes/No	Notes
1. No HMIS licenses/log-ins are shared between staff in the Agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. There are no users currently on HMIS that should have had their access removed due to not needing HMIS/no longer with the agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. The Agency contacts the HMIS Lead when an employee leaves the agency within 12 hours to ensure their account is disabled.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. All staff with HMIS access have logged in and used HMIS within the last 60 days (2 months).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. The HMIS Agency Manager has submitted their annual security audits to the HMIS Lead Agency in a timely fashion, with all findings resolved.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Each HMIS workstation computer is in a secure location where only Authorized Persons have access.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Each HMIS workstation computer is password protected and locked when not in use. (Changing passwords on a regular basis is recommended)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Documents printed from HMIS are sent to a printer in a secure location where only Authorized Persons have access.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Nonauthorized persons are unable to view any HMIS workstation computer monitor by having the screen turned away from where others can see, or by having privacy screens installed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Each HMIS workstation computer has antivirus software with current virus definitions (i.e., within the past twenty-four (24) hours), and each HMIS workstation computer has had a full system scan within the past week.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Each HMIS workstation computer has and uses a hardware or software firewall.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Each workstation computer password information is kept electronically and/or physically secure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. HMIS is not accessed on any public/shared computer, and if it is, there are individual logins set for HMIS user(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Data Quality <i>(Monitored for the most recent full-grant period per project.)</i>	Yes/No	Notes
1. Occupancy/Utilization for all projects have been above 89% (PH Only).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Percentage of all leavers who exited to non-positive destinations within the last program year is less than or equal to 5% (ES, TH, PH:RRH, PSH, OPH)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Percentage of all HMIS Universal Data Elements null/unknown have error rates below 5%.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Chronic Homelessness Data Quality have error rates below 5%.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. At least 95% of adult participants have at least one service transaction recorded.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Timeliness of Data Entry: The majority of client entry/exit records were recorded between 0 and 3 days after their actual entry/exit date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	