

Agency:

HMIS Self-Monitor Checklist

Date:

Name & Job Title of Security Officer:		
Signed Documentation		Comments
Run report to see if any clients are missing HMIS consent forms. Do all clients have up-to-date HMIS consent forms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building/Workspace		Comments
All unsecured areas (non-locked rooms and offices) are free from any visible PII and HMIS login information	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Computer monitors are facing away from anywhere unauthorized persons could see them, and/or have a protected screen cover	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employees' workstations are free from visible login info and PII. Sensitive information is kept in locked offices or drawers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Client consent form is posted in all intake areas and common rooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employees		Comments
All Clarity users have their own usernames, and no staff share logins/passwords	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff workstations that access HMIS are current on virus protection updates	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Communication with HMIS Lead		Comments
The HMIS lead agency has been informed of all former-HMIS users that no longer need access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any staff questions or concerns regarding security or privacy protocols/breaches/etc. have been communicated to the HMIS Lead	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Conclusion		Detail steps that will be taken, including estimated completion date
Is further action needed? (If any area above is checked 'No,' please detail steps on right, or in separate agency-approved process. This may mean completing any actions above that were not taken, re-training staff, contacting the HMIS Lead Agency, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Updated 20-Oct-2020

Signature:

Date: