

Date _____

Cert installed by _____

Checklist for HMIS Agencies

Forms and information that need to be checked at a site visit are:

- 1. That there is a Signed Client Consent (release) form for each client (Spanish also)**
- 2. That there is a sign (HMIS data collection statement) posted at each intake desk (Spanish also)**
- 3. They have a written privacy policy**
- 4. That they have HMIS fact sheets to hand out (Spanish also)**
- 5. If the organization has a website that it has the privacy policy posted**
- 6. Serial Number for HMIS computer _____**
- 7. Are software programs up-to-date: operating systems, applications, Internet Browsers, and Java**
- 8. Blank user agreements**
- 9. Is organization going through a server? If yes, does server have up-to-date anti-virus, spam recognition, and firewall?**
- 10. If no, does individual computer have up-to-date, anti-virus, spam recognition, and firewall?**
- 11. If computer is publicly accessible does it require a password when the screensaver is initialized?**
- 12. Does agency have the Universal Intake HUD form?**
- 13. Laptop agreement form.** (Laptops must remain locked in office or use encryption program for any HMIS related data)

Agency Name

User Name
