

DuPage CoC HMIS Annual Site Visit Assessment and Report

Agency Name: _____ Visit Date: _____

Site Visit Completed by: _____

Agency Staff Present: _____

Follow-Up Date: _____

Site Visit Summary

Category	Status
Data Coverage and Quality	_____
Privacy Forms	_____
Privacy Management	_____
User Ethics	_____
Security	_____
Agency Participation	_____

Notes:

I have received the results of this site visit and will share it with all necessary members of my agency:

Executive Director's Signature: _____ Date: __/__/__

Print Name: _____

HMIS Signature: _____ Date: __/__/__

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Requirement	Description	Assessment	Status	Notes and Action Steps
<p>Data Coverage and Quality The Agency meets the minimum requirements described in the Data Quality Plan.</p>	<p>HMIS Run 0640 - HUD Data Quality Report Framework for 7/1/2019-6/30/2020 in accordance with HMIS Data Quality Plan.</p> <p>Agency Run the 0640-HUD Data Quality Report Framework for 7/1/2019-6/30/2020 and correct data quality issues for each program prior to the site visit.</p> <p>Provide a copy of all intake/application forms used to collect client data for HMIS.</p>	<p>Agency is meeting minimum Data Quality standards for -</p> <ol style="list-style-type: none"> 1. Personal Identifying Information 2. Universal Data Elements 3. Program Specific Data Elements 4. Timeliness of Program Entries 5. Timeliness of Annual Reviews 6. Assessment tools match the data standard requirements for HMIS 7. Steps are being taken to improve/maintain data quality 		

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<p>Privacy Forms The agency implemented a privacy notice that meets or exceeds the baseline requirements and utilizes all required privacy forms.</p>	<p>HMIS Staff- Review Agency's Privacy Notice and related privacy forms.</p> <p>Agency Staff- Provide a copy of your agency's privacy notice and related forms. This includes and is not limited to the privacy notice, privacy posting, data refusal form, and consent forms.</p>	<p>The following forms have been implemented and meet the minimum requirements -</p> <ol style="list-style-type: none"> 1. Privacy Notice 2. Privacy Posting 3. Data Sharing Refusal Form 4. Separate client authorizations when applicable. 		

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<p>Privacy Management Clients are properly informed on why their data is being collected, how their data is being used, and their rights</p>	<p>HMIS Staff- Audit system for changes to client privacy from 7/1/2019-6/30/2020.</p> <p>Agency Staff- Be prepared to discuss privacy training provided to</p>	<ol style="list-style-type: none"> 1. The privacy notice is posted on the agency's website. 2. The privacy posting is posted in areas where staff meet with clients (i.e. waiting room, office, etc.). 3. The full privacy notice is available upon 		

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<p>regarding accessing and sharing their data. Agency staff execute and document changes to data sharing as needed.</p>	<p>agency staff and the process of informing and documenting client's response to the notice.</p>	<p>request and is accessible to staff.</p> <ol style="list-style-type: none"> 4. A separate authorization is obtained when data being shared is not covered by the Privacy Notice. 5. A data sharing refusal form is available upon request and is accessible to staff. 6. Privacy audit reflects that all privacy changes are documented and required documents are uploaded in the client's Release of Information tab in HMIS. 7. The agency has a procedure on how to manage client requests to view and obtain copies of their data that aligns with the privacy notice. 		
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<p>User Ethics The agency ensures that all active users have completed all required training, have access to the minimum amount of information needed for their job, and are using HMIS as described in the User Agreement.</p>	<p>HMIS Staff- Run the User Sheet in Qlik and send the detail table to the Agency Data Admin prior to the site visit.</p> <p>Agency Staff- Review User login and contact information data provided. Be prepared to discuss User needs.</p>	<ol style="list-style-type: none"> 1. All active users are currently employed with the agency. 2. All active users completed all required training. 3. Each User has access to only the programs and system modules in which they require to do their job. 4. Each user has a valid name, phone number and agency email in the system. 5. Each Users' last login reflects accurate user activity. 		

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<p>Security The agency's network and devices meet the minimum security standards as outlined in the Security Plan.</p>	<p>HMIS Staff- Coordinate with the ADA to schedule security assessments with a minimum of 2 users, who preferably are working offsite. This can be done during the Site Visit.</p> <p>Agency Staff- Have the appropriate person at the agency complete the Security Assessment form prior to the site visit. Email the form to HMIS@dupageco.org. Work with HMIS staff to coordinate security assessments with users at your agency.</p>	<ol style="list-style-type: none"> 1. The devices assessed for this visit meet the minimum security requirements. 2. The security assessment responds comply with the Security Plan. 3. All users working offsite have completed a security assessment with HMIS staff. <p>Describe the process used to ensure compliance with Computer Security for offsite workstations.</p>		

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<p>Agency Participation The agency has an active partnership agreement and shares HMIS related information obtained through bi-monthly ADA trainings across their agency.</p>	<p>HMIS Staff- Review ADA training Attendance. Review results of End User Certification.</p> <p>Agency Staff- None</p>	<ol style="list-style-type: none"> 1. There is an active Partnership Agreement 2. There is one Agency Data Administrator assigned by the Executor of the MOU. 3. The Agency Data Administrator has attended, or an agency representative has attended, all ADA trainings. 		