

Device/Network Security Self-Certification

Instructions:

This Self-Certification is specific to networks and devices used for Homeless Management Information (HMIS) purposes and any equipment networked with these devices, which all must be reviewed for compliance with the [DuPage County HMIS Standard Operating Procedures – Security Plan](#)¹. Personnel completing this self-certification must be qualified to assess this agency’s network, devices, and security practices to ensure the protection and privacy of the data collected, stored, and shared.

This Self-Certification is to be completed and returned to HMIS@dupageco.org by this agency’s site visit to ensure compliance with the HMIS Security Plan.

Workstations	Total	Certification (Initial and Date)
Provide the total number of devices that are used for HMIS + the number of devices that are networked to a device used for HMIS.		
Number of devices assessed for this site visit.		

Virus Protection	Compliance	Certification (Initial and Date)
<p>All devices used for HMIS and those that share the same network have industry compliant virus protection software installed.</p> <p>If yes, please provide what software and version is currently in use.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	
<p>The virus protection software updates automatically.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	
<p>The virus protection software includes anti-spyware functionality.</p> <p>If no, what software is supplying this protection?</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	

¹ <https://www.dupageco.org/HMIS/SOP/HMIS@dupageco.org>

<p>Virus Scans are completed at least weekly.</p> <p>Please describe any additional scans completed and how often.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	
<p>All operating systems are supported by their vendors.</p> <p>Please describe the frequency that Operating Systems and web browsers are updated.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	

Firewalls	Compliance	Certification (Initial and Date)
<p>All devices are either individually firewalled or networked to a server that has a firewall.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	

Physical Access	Compliance	Certification (Initial and Date)
<p>All devices are controlled via a unique user log-in and password protection.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	
<p>Password protected screensavers are automatically activated after less than 15 minutes of inactivity.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	

Disposal	Compliance	Certification (Initial and Date)
Agency appropriately disposes of all electronic data. Please provide agency disposal policy.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	

Hard Copy Data	Compliance	Certification (Initial and Date)
Agency destroys all hard copy data before disposal. Please provide agency disposal policy.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not in Compliance Notes:	

Signature

Date

Title

Agency