

# 2019 HMIS Site Visit

Agency Name: \_\_\_\_\_

Visit Date: \_\_\_\_\_

Visit Completed by (HMIS Staff): \_\_\_\_\_

Staff Members Present:

Follow-Up Necessary? \_\_\_\_\_

Date of Follow- Up \_\_\_\_\_

Summary Table:

Category	Outcome
Data Coverage and Quality	
Privacy Notice	
Client Privacy	
User Authentication	
Security	
Agency Participation	

Overall Notes:

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

Agency Representative Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

# 2019 HMIS Site Visit

Agency Name: \_\_\_\_\_

Requirement	Description	Assessment	Outcome	Follow-Up
<p><b>Data Coverage and Quality</b></p> <p>Does the Agency meet the requirements of the HMIS Data Quality Plan?</p>	<p><b>HMIS Staff-</b> Run data quality reports in accordance with HMIS Data Quality Plan. Bring Reports to Site Visit.</p> <p>Tools used: 0640 - HUD Data Quality Report Framework, timeframe: 1 year prior to date of visit.</p> <p>Provide a list of client Id's for the file audit</p> <p><b>Agency Staff-</b> Review and correct data quality issues for each program.</p> <p>Provide a copy of any intake/application forms used to collect client data for HMIS.</p> <p>Provide client files for the file audit.</p>	<p>Agency is meeting minimum standards for:</p> <ol style="list-style-type: none"> <li>1. Personal Identifying Information:</li> <li>2. Universal Data Elements:</li> <li>3. Program Specific Data Elements:</li> <li>4. Timeliness of Program Entries</li> <li>5. Timeliness of Annual Reviews</li> </ol> <p>Assessment tools match the data standard requirements for HMIS</p> <p>Explain steps taken to improve on data quality</p> <p>Notes:</p>	<p><input type="checkbox"/> Action Needed</p> <p><input type="checkbox"/> In Compliance</p> <p><input type="checkbox"/> Suggestions Noted</p>	

Requirement	Description	Assessment	Outcome	Follow-Up
<p><b>Privacy Notice</b></p> <p>Has the agency implemented a privacy notice that meets the baseline requirements?</p>	<p><b>HMIS Staff-</b> Review Agency's Privacy Notice and related forms.</p> <p><b>Agency Staff-</b> Provide a copy of your agency's privacy notice and related forms.</p>	<p>Has the agency implemented a privacy notice that meets or exceeds the baseline requirements?</p> <p>Notes:</p>	<p><input type="checkbox"/> Action Needed</p> <p><input type="checkbox"/> In Compliance</p> <p><input type="checkbox"/> Suggestions Noted</p>	

Requirement	Description	Assessment	Outcome	Follow-Up
<p><b>Client Privacy</b></p> <p>Does the agency properly notify, document, and execute the</p>	<p><b>HMIS Staff-</b> Provide a list of clients for privacy audit prior to the site visit.</p> <p><b>Agency Staff-</b></p>	<p>Is this notice posted on the agency's website? If not, explain the process of client notification on privacy plan changes.</p>	<p><input type="checkbox"/> Action Needed</p> <p><input type="checkbox"/> In Compliance</p> <p><input type="checkbox"/> Suggestions Noted</p>	

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<p>privacy plan and additional consents?</p>	<p>Be prepared to discuss the Agency's Privacy Plan, process of informing and documenting client's response.</p> <p>Provide client privacy and related forms for clients identified by HMIS Staff.</p>	<p>Is this notice posted in client meeting/waiting areas of the agency?</p> <p>Is a copy of the full notice available upon client request?</p> <p>Demonstrate the process of client notification and documentation of the client's response.</p> <p>Explain the process for sharing data not covered in the agency's privacy plan.</p> <p>Notes:</p>		
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Requirement	Description	Assessment	Outcome	Follow-Up
<p><b>User Authentication</b></p> <p>Does the agency ensure authorized use of HMIS?</p>	<p><b>HMIS Staff-</b> Run Customized 0123 – ServicePoint User Last Login Report – v11.06.28 Customized 0121 – User Contact Information – v11.06.28</p> <p><b>Agency Staff-</b> Provide End User agreements for each user.</p>	<p>Are all Agency Users authorized to access HMIS?</p> <p>Does each user have a valid name, phone and agency email?</p> <p>Does the User last Login report reflect accurate user activity?</p> <p>Notes</p>	<p><input type="checkbox"/> Action Needed</p> <p><input type="checkbox"/> In Compliance</p> <p><input type="checkbox"/> Suggestions Noted</p>	

Requirement	Description	Assessment	Outcome	Follow-Up
<p><b>Security</b></p> <p>Does the agency ensure that they keep their computers, network, and paper files secure?</p>	<p><b>HMIS Staff-</b> Send ADA Computer/Network Security Self-Assessment Form</p> <p><b>Agency Staff-</b> Complete the Computer Security Self-Assessment before the Site Visit.</p>	<p>Concerns from the Computer/Network Security Self-Certification?</p> <p>Describe the process used to ensure compliance with Computer Security for offsite workstations.</p> <p>Describe the process to secure client data being</p>	<p><input type="checkbox"/> Action Needed</p> <p><input type="checkbox"/> In Compliance</p> <p><input type="checkbox"/> Suggestions Noted</p>	

# 2019 HMIS Site Visit

Agency Name: \_\_\_\_\_

	Have a copy for HMIS Staff.	stored, transmitted, and disposed by the agency.  Notes		
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Requirement	Description	Assessment	Outcome	Follow-Up
<p><b>Agency Participation</b></p> <p>Does the agency meet the participation requirements of HMIS?</p>	<p><b>HMIS Staff-</b> Review ADA training Attendance. Review results of End User Certification.</p> <p>Tools: User Training Records and Certification</p> <p><b>Agency Staff-</b> None</p>	<p>Does the agency have an Active Partnership Agreement?</p> <p>Has the Agency Data Administrator been assigned by the Executor of the MOU?</p> <p>Does the Agency Data Administrator or a program representative attend required trainings?</p> <p>Notes</p>	<p><input type="checkbox"/> Action Needed</p> <p><input type="checkbox"/> In Compliance</p> <p><input type="checkbox"/> Suggestions Noted</p>	