Semi-Annual RI- HMIS Security Compliance Checklist

Rhode Island Coalition for the Homeless HMIS Semi-Annual Security Compliance Certification Checklist

HMIS Partner Agency Name:		Security Officer Name:
Semi-Annual: July ☐	Semi-Annual: January ☐	Date:

Workstation Security Standards

The Rhode Island Coalition for the Homeless (the "HMIS Lead Agency"), utilizes ServicePoint Software, a division of Wellsky, Inc., and administers the State's Homeless Management Information System ("HMIS"). HMIS is a shared database software application which confidentially collects, uses, and releases client level information related to homelessness in the State. Client information is collected in the HMIS and released to nonprofit housing and services providers (each, a "Partner Agency," and collectively, the "Partner Agencies"), which use the information to improve housing and services quality. Partner Agencies may also use client information to identify patterns and monitor trends over time; to conduct needs assessments and prioritize services for certain homeless and low-income subpopulations; to enhance inter-agency coordination; and to monitor and report on the quality of housing and services. This Security Compliance Certification Checklist is to be completed and certified semi-annually by the Partner Agency Security Officer for the HMIS Partner Agency named above. Each Agency workstation used for HMIS data collection, data entry, or reporting must be certified compliant. Any identified compliance issues must be resolved within thirty (30) days. Upon completion, the original signed copy of this checklist should be retained in the records of the HMIS Partner Agency named above for a minimum of seven (7) years. Additionally, a copy must be made available to the HMIS office at the Rhode Island Coalition for the Homeless (the "HMIS Lead Agency") semi-annually when completed.

For the purposes of the following Workstation Security Standards, "Authorized Person" means a Partner Agency authorized agent or representative (each, an "HMIS End User,") who has used RI-HMIS within the past twelve (12) months.

1. An HMIS Privacy Statement is visibly posted at each HMIS workstation.
2. Each HMIS workstation computer is in a secure location where only Authorized Persons have access.
3. Each HMIS workstation computer is password protected and locked when not in use. (Changing passwords on a regular basis is recommended)
4. Documents printed from HMIS are sent to a printer in a secure location where only Authorized Persons have access.
5. Non-authorized persons are unable to view any HMIS workstation computer monitor.
6. Each HMIS workstation computer has antivirus software with current virus definitions (i.e., within the past twenty-four (24) hours), and each HMIS workstation computer has had a full system scan within the past week.
7. Each HMIS workstation computer has and uses a hardware or software firewall.
8. Unencrypted protected personal information ("PPI") – defined as client level identifying information, including, without limitation, information about names, birth dates, gender, race, social security number, phone number, residence address, photographic likeness, employment status, income verification, public assistance payments or allowances, food stamp allotments, or other similar information – has not been electronically stored or transmitted in any fashion (including, without limitation, by hard drive, flash drive, email, etc.). (Encrypted hard drives are recommended).
9. Hard copies of PPI (including, without limitation, client files, intake forms, printed reports, etc.) are stored in a physically secure location.
10. Each HMIS workstation computer password information, including each Authorized Person's user identification information, is kept electronically and physically secure.

(Additional copies of any of the following pages may be added if necessary).

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#	Workstation Location or End-User Name	1	2	3	4	5	6	7	8	9	10	Notes/ Comments
1	EXAMPLE: John Smith	✓	✓	✓	✓		✓	✓	✓	✓	✓	Need to work on #5.
1												
2												
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Any workstation compliance issues identified must be documented on the next page.

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Identified Workstation Compliance Issues

#	Workstation Security Compliance Issues Identified	Steps taken to Resolve Issue	Date Issue Resolved	Initial once Resolved
1	**EXAMPLE: Workstation must be turned away from door window.**	**Spoke with staff and supervisor, will rearrange office by 1/1/19 and notify the security officer.**		

Security Officer Certifications:

(Initials) I have verified that:

_____ Each End User is using the most current versions of the Rhode Islands' HMIS Client Consent to Data Collection and Release of Information.

_____ Each End User has been instructed to read and sign the Rhode Island HMIS End User Agreement and copies are on-site and originals have been sent to the HMIS Lead Agency.

_____ Each Agency End User has completed the Rhode island HMIS Privacy and Security Training within the past twelve (12) months.

_____ Each Partner Agency End User requires access to HMIS to perform their assigned duties.

_____	_____	_____
Agency Security Officer Name	Security Officer Signature	Date
_____	_____	_____
Agency Executive Director Name	Executive Director Signature	Date