### As agreed upon by each agency in the Orange county HMIS Policies and Procedures

 **In Compliance?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Privacy Notice posted at each intake desk? *(ref. section 4.4)*
 |  | Yes |  | No |
| 1. Mandatory Collection Notices: Posted at each intake desk? *(ref. section 4.4)*
 |  | Yes |  | No |
| 1. Client Consent/Information Release Form dated 11/16/12*(ref. section 4.4)*.
 |  | Yes |  | No |
| 1. Client Revocation of Consent to Release Information Form (*ref. section 4.5)*. Does agency have forms readily available?
 |  | Yes |  | No |
| 1. Agency and HMIS Grievance Form /Policies readily available *(ref. section 4.8)*
 |  | Yes |  | No |
| 1. Statement of Client Rights Brochure available/visible to clients:
 |  | Yes |  | No |

## Maintenance of Onsite Computer Equipment

 **In Compliance?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Validate Virus Protection exists on each computer accessing HMIS

*(ref. section 2.4 & 3.5)* |  | Yes |  | No |
| 1. Validate Virus Protection on each computer accessing HMIS has up to date DAT files *(ref. section 2.4 & 3.5)*
 |  | Yes |  | No |
| 1. Workstation(s) accessing the LA/OC HMIS must have a username/password to log onto Microsoft Windows Operating System. *(ref. section 2.5)*
 |  | Yes |  | No |
| 1. Workstation(s) accessing the LA/OC HMIS must have locking, password-protected screen saver *(ref. section 2.5)*
 |  | Yes |  | No |
| 1. Do users follow secure email protocol? Are any reports and files in a secure location?*(ref. section 3.3)*
 |  | Yes |  | No |
| 1. Does the staff use a shredder?
 |  | Yes |  | No |

### Data Quality Check-in

|  |
| --- |
| 1. Discuss Data Quality with users. Ensure they understand items below *(ref. section 5.1)*
 |
| * 1. Monthly Bundle Reports
 |
| * 1. Quarterly Checklist Review
 |
| * + 1. Data Quality Long/Short List
 |
| * + 1. Definition of Chronically Homeless/Validation Report
 |
| * + 1. Definition of Literally Homeless
 |
| * 1. Data Integrity Report (DIR)
 |
| 1. Collecting all required HUD Data Elements by using an
 |  |  |  |  |
| * 1. HMIS Intake
 |  | Yes |  | No |
| * 1. HMIS Exit
 |  | Yes |  | No |
| * 1. HMIS Annual Assessment (TH and PH projects)
 |  | Yes |  | No |