### 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 |