



Annual BRCoC HMIS Security Compliance Checklist

HMIS Partner Agency Name:	
HMIS Agency Captain/Security Officer:	
Date:	

Workstation Security Standards

This Security Compliance Certification Checklist is to be completed and certified annually by the HMIS Agency Captain/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 **Council of Community Services** (the “HMIS Lead Agency”) 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. Unauthorized 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 this page may be added if necessary.

#	a.) User Name b.) Workstation address c.) Clarity Program Name(s)	1	2	3	4	5	6	7	8	9	10	Notes/ Comments
EX	a.) Brian Burnette b.) 502 Campbell Ave SW, 24016 c.) CES, RRH, Prev, HOPWA, etc.	✓	✓	✓	✓		✓	✓	✓	✓	✓	Need to work on #5.
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Identified Workstation Compliance Issues

#	Workstation Security Compliance Issues Identified	Steps taken to resolve issue	Date Issue Resolved	Initial once resolved
EX	Example: Workstation must be turned away from the door window.	Spoke with staff and supervisor, will rearrange office by 1/1/22 and notify security officer.		

Security Officer Certifications

(Please initial the following)

I have verified that:

___ Each End User is using the most current versions of the BRCoC HMIS Client Release of Information.

___ Each Agency End User has completed the BRCoC 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: _____