



HMIS Partner Agency Security Checklist

HMIS Partner Agency Name : _____

In accordance with the Contra Costa HMIS Security Plan, I have verified the following on behalf of the agency above:

Each HMIS workstation has the Contra Costa HMIS Privacy Notice visibly posted and is made available to clients who request it.

Each HMIS workspace is configured to support the privacy of client interaction and data entry.

Each HMIS workstation is password-protected and will automatically lock after a period of inactivity.

HMIS user accounts and passwords are not shared or left visible for others to see.

Offices that contain client files are locked when not occupied.

All HMIS workstations, including laptops and remote workstations, have virus protection with automatic updates installed.

Specify virus protection installed and date of last update: _____

Each HMIS workstation has and uses a hardware or software firewall.

Specify firewall protection and version number: _____

HMIS End Users are not accessing the HMIS on a private device, public computer, or from an internet connection that is not secured.

Agency HMIS Administrator Signature

Date (mm/dd/yy)

Executive Director (or other authorized signer)

Date (mm/dd/yy)