

Homeless Resource Council of the Sierras' HMIS Contributing HMIS Organization (CHO) Security Certification

Each organization is required to meet the following security requirements. If the requirement cannot be met at the time of the initial certification, you must indicate a date not later than three months after the initial certification by which you will have met the requirement. At that time, you will be required to submit an updated version of this form demonstrating your compliance.

	Required policy	Meets Requirement	If no, date of compliance:
User Authentication	Are all End Users at the agency aware that they should... ...NEVER share username and passwords? ...NEVER keep username and passwords in public locations? ...NEVER use their internet browser to store passwords?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have all End Users at the agency signed an End User Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hard Copy Data	Does the agency have a procedure for hard copy Protected Personal Information (PPI) that addresses... ...the location of the files? (Should be located in a locked drawer/cabinet or a locked office.) ...data generated by the HMIS (including, but not limited to printed screen shots, HMIS reports, downloaded data)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is a copy of the procedure available for review by clients?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are all staff trained on hard copy procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PPI Storage	Does the agency have a procedure to dispose of or remove identifiers from client records after a specified time frame? (Minimum standard: 7 years after PPI was last changed if record is not in current use.) Describe Procedure: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Virus Protection	Do all workstations, including non-HMIS computers connected to the network, have virus protection with automatic update?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Virus Software and Version: _____ Last Update: ____/____/____		
Firewall	Does the agency have a firewall on the network and/or individual workstations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Physical Access	Are all workstations, including non-HMIS computers connected to the network,...	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	...in a secure location, or manned at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	...using password protected screensavers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are all printers used to print hard copies from the HMIS in secure locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Data Disposal	Can users access the HMIS from outside of the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, does the agency have a data access policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Does the agency have policies and procedures to dispose of hard copy PPI and/or electronic media?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Does the agency shred all hard copy PPI before disposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Software Security	Before disposal, does the agency reformat/degauss (demagnetize)...		
	...disks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	...CDs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	...computer hard drives?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	...other media (tapes, jump drives, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Software Security	Do all workstations, including non-HMIS computers connected to the network, have current operating system and internet browser security?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	OS Version: _____ Current updates installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Internet Browsers (List all Installed): _____		

We affirm and certify the above information is true and that this organization, _____, is in full compliance with all requirements listed as Contributing HMIS Organization (CHO) responsibilities in the U.S. Department of Housing and Urban Development Homeless Management Information System (HMIS) Data and Technical Standards Final Notice and with the Homeless Resource Council of the Sierras' HMIS Policies and Procedures or will be in compliance within the timeframes stated above. This certification is incorporated into the HMIS Participation Agreement. Any misrepresentation of the foregoing may result in termination of the Participation Agreement.

CHO Security Officer Signature

Date

Executive Director Signature

Date