

What to Expect During the a **HMIS Site Review**

**Purpose:**

The purpose of the HMIS Site Review is to assure that each contributing HMIS organization is meeting the required security and data quality standards outlined by HUD. These requirements are detailed in the [*Homeless Management Information Systems Requirements*](https://www.federalregister.gov/articles/2011/12/09/2011-31634/homeless-management-information-systems-requirements#p-220), with the Site Review targeting requirements listed in [*§580.35 HMIS security standards*](https://www.federalregister.gov/articles/2011/12/09/2011-31634/homeless-management-information-systems-requirements#p-220).

**Scope:**

The following items will be reviewed:

1. Agreement forms between TCHC and the Agency will be reviewed, and ensuring that all governing documents are signed and up to date:
	* [*CoC HMIS Participating Agency Agreement between TCHC and the AGENCY*](http://ahomewithhope.org/media/99430/participating%20agency%20agreement%20tchc%20hmis.pdf)
	* [*TCHC CoC HMIS Data Quality Standards*](http://ahomewithhope.org/media/99470/tchc%20hmis%20eto%20data%20quality.pdf)
	* *[Annual Program HMIS Project Descriptor](http://www.ahomewithhope.org/wp-content/uploads/ETO-Site-or-Program-Creation-Packet-05-20-16.pdf)*
2. Ensure the [*Client Notice Poster HMIS AGENCY*](http://ahomewithhope.org/media/100425/client%20notice%20poster.pdf)signage is posted in client viewing area
3. Ensure that all [*Client Release of Information*](http://ahomewithhope.org/media/99397/roi%20attachment%20agency%20list.pdf) forms are stored appropriately
4. Review appropriate HMIS hardcopy handling (how printed information is handled and stored)
5. Data quality and timeliness will be reviewed. A Data Quality correction plan will be developed if Agency data is outside the recommended HUD guidelines (5% error rate)
6. All active staff accounts will be reviewed to assure staff remain actively employed and have attended an annual Refresher HMIS Training
7. Agency staff workstations and browsers will be checked for stored ETO passwords. If Agency staff have access to email through a web browser, then the browser will also be inspected for saved email passwords
8. Ensure active and up to date virus protection software
9. Ensure active and up to date firewall software
10. **Security Officer:** [HUD requires](https://www.federalregister.gov/articles/2011/12/09/2011-31634/homeless-management-information-systems-requirements#p-227) that each Contributing HMIS Organization (CHO) appoint a staff member as the agency’s lead on HMIS security and policy enforcement

**What to Expect:**

A member of the TCHC HMIS Staff will visit Agency’s primary location to meet with relevant program managers, case-managers, I.T. staff and HMIS security officer to review listed items. The attached HMIS Site Review check- list will be processed. Each item will be checked as “In Compliance” or “Action Needed.” If action is needed, the Agency will be provided a week to come into compliance before the Site Visit checklist becomes part of the Agency’s HMIS file.