



2022 Renewing Agency Audit Checklist

- Adhering to the HMIS Policies and Procedures Manual
 - HMIS Plaque visibly displayed at point of intake or application
 - Client has signed off on HMIS or agency consent form (ROI)
 - Data entered in HMIS is documented in client file
 - Unique user name and password
 - Locking screen savers are enabled on computer where HMIS data entry is done
 - Virus protection with auto update
 - Individual or network firewalls
 - Secure location for equipment
 - Client files are locked up or are stored in a location that can be locked up
 - Restrictions on access to HMIS data via public forums

- Entering data in a timely manner (*within 48 hours from program entry*)

- Meeting Attendance (User Group & Advisory Committee)