![Summit County Continuum of Care — United Way Summit & Medina logos]

2025 Renewing Agency Audit Checklist

☐ **Adhering to the HMIS Policies and Procedures Manual**

    ☐ **HMIS Client Visibility sign displayed at point of intake or application**

    ☐ **Client has signed off on HMIS or agency consent form (ROI) to enter data into HMIS Data entered in HMIS is documented in client file**

    ☐ **Unique user name and password**

    ☐ **Locking screen savers/passwords 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**

    ☐ **Policy in place for old fil paper files**

    ☐ **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)