



## CARES Regional Homeless Management Information System (CR-HMIS) Requirements

Name of Agency:

Project Name(s):

Staff Consulted:

Name(s) of Reviewer(s):

Date:

### PHYSICAL SECURITY

Ascertain if the recipient has been compliant with HMIS requirements by adhering to the following:

a. Do the computers have an active and automatically-updating antivirus software?	<input type="checkbox"/> <input type="checkbox"/> Yes No N/A
b. Do the computers have a locked & password-protected screensaver?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
c. Is there a secure internet connection?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
d. Do the computers use Windows 7 or later?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A

Comments:

---- GO ON ----



## PROJECT COMPLIANCE

a. If the agency has a website, are the current HMIS Policies and Procedures published where clients can access them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A	
b. Does the agency have the CRHMIS Inclusion Disclosure and CRHMIS Client Release of Information on file for all clients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A	
c. Is the CRHMIS Inclusion Disclosure present in 10 random file pulls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A	
d. IF THE PROJECT PARTICIPATES IN DATA SHARING: Does the CRHMIS Client Release of Information match the HMIS in 10 random file pulls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A	
e. Does the agency have a policy on accessing electronic (WISP or E-WISP) files offsite? (This is NOT a HUD requirement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A	
f. All data completeness measures are within defined parameters (see HMIS Policy and Procedures Manual for details).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A	
g. All data quality measures are within defined parameters (see HMIS Policy and Procedures Manual for details). This goes into effect 1/1/18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A	
Comments:			