

HMIS SITE REVIEW - 2016

Agency:			Date:
Address:			Time:
Reviewers:			Phone:
HMIS Implementation Overview			
1. AES Agency User Review			
	User List Reviewed/Updated	Yes - No	
	All User Agreements on File	Yes - No	
	User Training: Checklists – Calendar – Quick References Online	Yes - No	
	Inactive Users Reported within 24 hours	Yes - No	
	Sharing Individual User Accounts Prohibited	Yes - No	
2. Security Review			
	Agency Technology Security Policy in Place	Yes - No	
	HMIS Policies and Procedures Documents – Updates	Yes - No	
	CMS Privacy and Security Plan - Draft	Yes - No	
	Emailed Client Data – Identifier Only or Encrypted	Yes - No	
	Client Data on Portable Drive – Identifier Only or Encrypted	Yes - No	
	Monitors Positioned Away from Clients	Yes - No	
	Timeout/Screen-Locking on Computers	Yes - No	
3. IT Support Information			
	IT Contact:		Phone:
	IT Updates Performed Regularly:	Yes - No	
	Operating System - Browser/Version		
4. Client Information and Consent Review			
	Agency Client Intake Packet shared with Reviewers	Yes - No	
	Agency Client Consent Process/Forms	Yes - No	
	Consent Signs Displayed in all Client Intake Areas	Yes - No	
5. Data Review			
	CMS Data Quality Plan - Draft	Yes - No	
	Data Entry Timeliness/Data Timeliness Report	Yes - No	
	Data Quality: Completeness, Accuracy, Consistency/DQ Reports	Yes - No	
Business Process Update			
6. Describe any changes in your business processes in the past year. Consider program administrative changes, client intake procedures, client program processing, and program exit practices.			

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7. AdSysTech Reporting:

- Which AdSysTech reports do you use:

- Have we created custom (AdHoc) reports that your agency uses? Please list.

- Do you have reporting needs from AdSysTech that have not yet been met? If yes, please list.

- Do you use other systems/software to produce reports to meet your business needs? If yes, please list.

8. Do you have additional training needs in AES?

9. What additional challenges/needs do you have from the AdSysTech system and/or the CIS Team?

10. CIS Alerts:

- Data Quality for Federal Reports – AHAR October 1, 2016
- Updated HUD Requirements – October 1, 2016
- AdSysTech Version 6 – Expected in 2017
- Agency Representative required at all CMS Meetings

Follow-up (Recommendations and Next Steps)

Agency

CIS team

Signatures

Agency

CIS