

HMIS Security Awareness



CREATED BY:

Haven for  Hope™

Overview



- The purpose of this outline is to stress the importance of security when using HMIS. Client information is confidential and should always be treated as such. This outline provides an overview for the following topics:
 - Defining Security
 - Basic Requirements
 - User Authentication
 - Multiple Access Points
 - Physical Access
 - Client Confidentiality



Defining Security



- Security refers to the protection of client personal protected information and sensitive program information from unauthorized access, use, or modification.



Basic Security Requirements



- **HMIS Users Need:**
 - Unique username and password
 - Signed receipt of privacy notice
- **Each Computer/Network Needs:**
 - A secure location
 - A workstation username/password
 - Anti-virus software
 - Individual or network firewall



User Name and Password



- Every user accessing HMIS must have a **unique** username and password
- A unique password includes:
 - At least one number
 - At least one letter
 - At least 6 characters long
 - No common words or names
 - ✦ Good: [Na\$car#39]
 - ✦ Bad: bobclark99
 - ✦ Ugly: hmis

Multiple Access

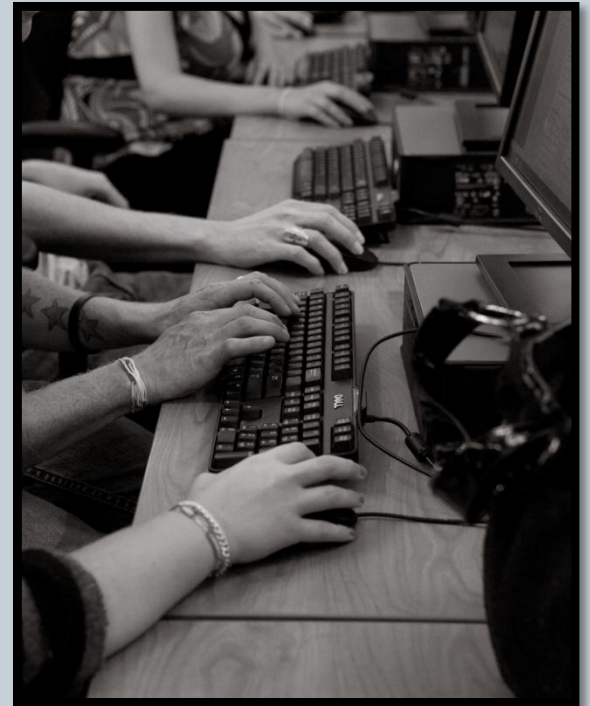


- **HMIS will automatically log you out if:**
 - Two users are logged into the same user name and password
 - An amount of time elapses in which HMIS has not been used
- **Log out of HMIS when away from the workstation**
- **Do not share your login information with anyone**

Physical Access/ Location



- **Secure workstations**
 - Lock offices
 - Place computer monitors away from others' view
 - Use a privacy screen if necessary
 - Lock computer screens when away from the workstation



Client Confidentiality



- Violence Against Women Act (VAWA)
 - Prohibits entering identifying information into HMIS for victims of domestic violence

- Privacy Act of 1974
 - Protects the following, but not limited to:
 - ✦ Education, financial, medical, criminal, and employment history
 - ✦ Name, identifying number, or other identifying item assigned

- You must also comply with all other applicable Federal, State, and Local laws regarding client confidentiality while using HMIS

Unacceptable Uses of HMIS



- **HMIS *should not* be used for:**
 - Personal gain
 - Bias opinions
 - Stalking
 - Sharing with others outside of service providers
- **HMIS *should* be used for:**
 - Tracking enrollments/assessments
 - Referring clients
 - Creating case notes about a client
 - Entering services in for a client



Need-to-Know Basis



- Client information should only be shared/searched on a need-to-know basis.
 - Need-to-know:
 - ✦ 1. The legitimate requirement of a person to access sensitive information that is critical to the performance of an authorized, assigned mission.
 - ✦ 2. The necessity for access to specific information required to carry out official duties.

HUD's HMIS Data Standards



- The purpose of the data standards are to “ensure that every HMIS captures the information necessary to fulfill HUD reporting requirements while protecting the privacy and informational security of all homeless individuals.”
- The most recent version is March 2010.
- You may access these data standards at:
 - http://www.hmis.info/ClassicAsp/documents/Final%20HMIS%20Data%20Standards-Revised%20_3.pdf

Print This Page, Read, and Sign!



AGENCY/ORGANIZATION NAME: _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

San Antonio Homeless Management Information System (HMIS)

USER CONFIDENTIALITY AGREEMENT

I understand that I will be allowed access to confidential information and/or records in order that I may perform my specific job duties. I further understand and agree that I am not to disclose confidential information and/or records without the prior consent of the appropriate authority(s).

I understand that all USERID/ Passwords to access the HMIS are issued on an individual basis. I further understand that I am solely responsible for all information obtained, through system access, using my unique identification. At no time will I allow any other person to use of my USERID/Password to logon to the HMIS. I understand that accessing or releasing confidential information and/or records, or causing confidential information and/or records to be accessed or released, on myself, other individuals, clients, relatives, etc., outside the scope of my assigned job duties would constitute a violation of this agreement.

By affixing my signature to this document I acknowledge that I have been apprised of the relevant laws, concerning access, use, maintenance and disclosure of confidential information and/or records which shall be made available to me through my use of the HMIS. I further agree that it is my responsibility to assure the confidentiality of all information, which has been issued to me in confidence, even after my access to HMIS has ended.

Pursuant to this agreement I certify that I have read and understand the laws concerning confidential information and/or records.

User Signature _____ Date _____
Print or Type User Name _____ Title _____