AGENCY SELF AUDIT

QUICK FACT OVERVIEW

HMIS
San Antonio/Bexar County
Homeless Management Information System

Contact HMIS
HMIS.Support@HavenForHope.org

WHAT

Consists of an agency privacy checklist, a workstation security checklist, and a client data accuracy checklist. Submissions are reviewed by the HMIS Security and Compliance Coordinator and the HMIS Data Quality Analysts to identify any areas of improvement and develop a plan to address the next steps.

PURPOSE

Intended to provide agencies an opportunity to conduct internal audits to ensure client data is kept private, secure, and accurately represents the client's story.

WHO

AGENCY SECURITY OFFICERS

WHEN

Conducted on a quarterly basis using the data from the previous three months.

- JANUARY
- APRIL
- JULY
- OCTOBER

AGENCY TASKS

Agency Security Officers complete a self-audit using the Compliance Certification Checklist which consists of the following items:

- Review agency privacy policies to ensure alignment with HMIS Policies and Procedures
- Review HMIS workstation security to ensure alignment with HMIS Policies and Procedures
- Review randomly selected client records to ensure accuracy to align with HMIS Data Quality Plan