



**Homeless Management Information System (HMIS)  
Annual Agency Privacy and Security  
Monitoring Form**

Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Executive Director \_\_\_\_\_

Executive Director Signature \_\_\_\_\_

Please scan your completed form and upload to the Housing Contract Administration Help Desk at <https://kyhmis.zendesk.com> with a ticket subject line of "Security Monitoring Form".

**\*\*\*\*\*Only one survey needs to be completed for each agency\*\*\*\*\***

1.	Do you collect Client Acknowledgement and Release of Information forms for all clients whose data is entered in the KYHMIS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Are all staff at your agency with access to KYHMIS licensed as KYHMIS Users with their own logins and passwords?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Does your agency require screen savers that lock the computer after a timed inactivity period?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Does your agency have up-to-date virus protection software installed? If so, please identify the software below:  _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Does your agency have firewall protection that prevents unauthorized incoming or outgoing access of data on your agency's computers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Does your agency have the KHC KYHMIS Privacy Notice in a public and easily accessible area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Does the configuration of staff workspace support the privacy of data entry and passwords?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Have all of your users attend the security training in the last <b>30 days</b> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

To be completed by Kentucky Housing Corp. HMIS Staff

viewer : \_\_\_\_\_

Date received: \_\_\_\_\_