

Alameda County HMIS

Agency Workstation Checklist Form

Agency Name:

Agency Location:

Workstations at location:

The workstations at this location could be used to access the HMIS system. We hereby certify that **each of these workstations** meets the following requirements:

Note: If the agency maintains workstations at more than one location, this report must be completed for *each physical location of a workstation*.

A firewall is installed on the workstation, or the workstation is connected to the agency network which has a firewall installed.

The firewall protection is up to date and monitored regularly.

Anti-virus Software is installed on the workstation.

Anti-virus Software is updated weekly on the workstation.

Anti-virus Software automatically scans files as they are accessed.

A password protected screensaver is installed for each user.

No log-in or password information is posted or stored at or near the workstation.

- The workstation supports 128-bit encryption.
- The workstation is not usable by unauthorized individuals if staff is not present.
- The workstation monitor is positioned so data accessed on the workstation is not visible to the public.

By:

Date:

Title:

Please send copy of this Agency Workstation Checklist Form to the HMIS System Administrator at: hmissupport@achmis.org upon completion.