

Temporary Simplified Workstation Compliance Check

This checklist is intended to help Security Officers collect information on workstations from users or site supervisory staff. It is a temporary solution to use when the Security Officer cannot access workstations themselves due to COVID-19 procedures.

Please answer yes or no to the following statements. If no, please indicate how and when you will correct the situation. If you don't know the answer to the question or how to correct a problem, please leave a note and the Security Officer or IT support staff will follow up with you to help determine next steps.

Workstation Privacy and Security Standard	Yes or No	Notes
1. The HMIS Privacy Statement Desk Sign is visibly posted if you are interviewing clients at your workstation.		
2. The computer or authorized portable electronic device is used in a secure location where only Authorized Persons have access.		
3. The computer or authorized portable electronic device is password-protected and locked when not in use.		
4. Documents printed from HMIS are sent to a printer in a secure location where only Authorized Persons have access.		
5. Non-authorized persons are unable to view any HMIS workstation computer monitor.		
6. The computer or authorized portable electronic device has antivirus software with current virus definitions updated daily and has had a full system scan within the past week.		
7. The computer has and uses a hardware or software firewall. If it is a portable electronic device, it is for work purposes only and has a password protected lock screen. Unencrypted personally identifying information ("PII") – defined as client-level identifying information has not been electronically stored or transmitted in any fashion (including, without limitation, by hard drive, flash drive, email, etc.)		
8. Hard copies of PII (including, without limitation, client files, intake forms, printed reports, etc.) are stored in a physically secure location.		
9. The computer or authorized portable electronic device password information is kept electronically and physically secure.		