

### KnoxHMIS Annual Agency Site Visit Checklist

Agency/Program(s): \_\_\_\_\_

Agency Staff in Attendance: \_\_\_\_\_

	<b>Item</b>	<b>Action</b>	<b>Response</b>
1	Agency Agreement	The Agency Agreement is on file with KnoxHMIS and Agency and current to date	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
2	Business Agreement	The Business Associates Agreement is on file with KnoxHMIS and Agency and current to date	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
3	Contracts Receivable	Any contracts receivables are paid up to date and on file with KnoxHMIS and Agency and current to date	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
4	KnoxHMIS End User Agreement	All agency end user agreements are on file with KnoxHMIS or will be signed at agency site visit	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
5	KnoxHMIS Policy and Procedures Signature Page	Policy and procedure signature pages are on file with KnoxHMIS for all agency users, or will be signed at agency site visit	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
6	Notice to Clients of Uses and Disclosures	Posted in agency main lobby and program intake areas	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
7	KnoxHMIS Partners Poster	Posted in agency main lobby and program intake areas	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
8	Client Release of Information	Reviewed a sample of client release of information on file with agency	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
9	Privacy and Security Compliance	Use KnoxHMIS HIPAA Compliance Checklist to ensure computer, client record, and password security	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
10	Agency Data Quality & Completeness	Review of agency program-level data quality reports to discuss areas of data completeness, error, and/or future training needs	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
11	Agency Data Accuracy	Review of agency program-level data accuracy where client's digital KnoxHMIS record is compared to the record on file with agency (e.g. income sources, disability status, intake form information, etc.)	<input type="checkbox"/> Met <input type="checkbox"/> Unmet
12	Bed-list Review (ES, TH, PH only)	Review units/beds listed in KnoxHMIS and make any notes on changes to the bed/unit #, dates when beds, target populations available.	<input type="checkbox"/> Met <input type="checkbox"/> Unmet

Follow-Up/Recommendation Notes:


KnoxHMIS Staff & Date Conducted