Privacy and Security during COVID-19
HMIS Users may work from home if...

a) They work in a sound proofed locked room with no windows and no household members, children, partners, puppies, kittens or pet pythons who would interrupt their work or see their screens and they are wired through a direct data cable from home to their office network.

b) Their supervisors at their place of employment have given them permission AND

c) They have had a Home Network Check completed by the HMIS staff that audits their home networks and computer security AND

d) They understand that they are still accountable to the User Code of Ethics and must take client privacy seriously which includes keeping their computers secure.
True or False: Initial Intakes for new clients can be conducted over the phone?

This was an interactive poll. But YES! You may complete initial intakes over the phone and use the verbal consent just discussed until a signed consent can be safely attained.
A client’s verbal consent allows agencies to share limited information for purposes of providing services. A signed consent should be obtained when it's safe to do so.

a) True
b) False
True or False: Your home Wi-Fi network should NOT be shared with neighbors or others outside your household?

a) True

b) False

NOTES: Set up a guest WI-FI SSID. Most home WI-FI now comes with an app that makes this easy. If you do share WI-FI, set up your own WI-FI SSID with a different password for work.

If using Work WI-FI, never use the open guest account if your company has one. Always use the Password Protected Network for all things work related.
About Public WI-FI...

a) “Public WI-FI is the MOST Secure way to access the internet and definitely has security built in so that no one else on public WI-FI could even see your data if they tried. You should use it to shop with all of your credit cards, enter personal information into government websites and view client data with confidence that no hacks could ever occur,” said the insidiously not-creepy digital thief sitting in their car in the parking lot with an open laptop but suspiciously hasn’t ordered anything since McDonalds opened 3 hours ago.

b) Never. Never ever use Public WI-FI for client data and be extremely cautious with your own data.

Notes: Use a hotspot, or your phone’s data when in a pinch. Those are encrypted connections.
At home or at the office, who can see your screen matters.

a) If you’re using a laptop, be conscious about where you’re sitting to work on client data.

b) Be aware of windows behind you where people can read your screen from the outside.

c) Move your screen in such a way that others walking by can’t see the data on your screen when working with client data.
A client has the right to ask for and receive a copy of his/her PPI from HMIS.

a) True
b) False

Notes: And you must provide it to her. If you have questions about how to do this or where you can print information for the client, please submit a Cayzu ticket.
According to the Privacy Policy, you may release a client’s information...

...to the extent that the law requires a specific use or disclosure of information. Information may be released to prevent or lessen a serious and imminent threat to the health or safety of a person or the public; if the disclosure is made to a person or persons reasonably able to prevent or lessen the threat or harm, including the target of a threat.
Your username and password are for your use only and may not be shared with anyone else, including your supervisor.

a) True
b) False
When was the last time you updated your computer?

This was an interactive Poll. Some of you are working remotely and may not be connecting to your agency’s server. If that’s the case, please double check that your Computer and your Anti-Virus are updated regularly. Even if this is supposed to be automatic, it’s good to double check on a regular basis.