

HMIS Release Notes

User Access Report

February 2, 2021

What are the changes?

A new User Access Report has been created for HMIS Data Coordinators (HDCs) to use to review their users HMIS access. The purpose of the report is to assure that users are only reviewing client records within the scope of their access permissions.

Which users are impacted?

The report is intended for HDCs to review the access of the users they are responsible for within their organization(s).

How does this help?

The HMIS Steering Committee is the steward of HMIS data and has the responsibility to assure that there is a review process in place that is auditing user access as a means to better protect the confidentiality of HMIS data.

Procedures on how to access and use the report, along with the expectations for auditing user access were developed by a User Group made up of members of the HMIS Steering Committee and HDCs.

When will I see this change in HMIS?

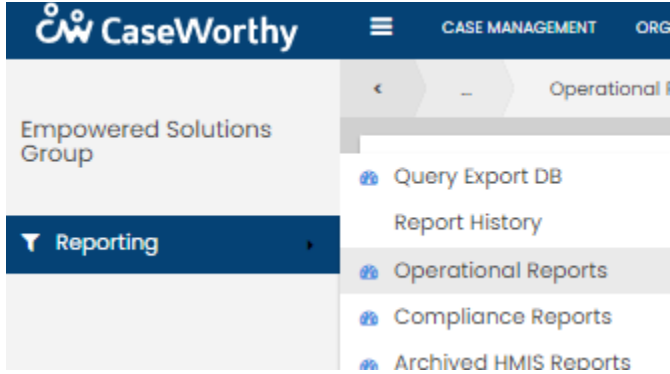
Users will have access to the report on Wednesday, February 2, 2022

Screenshots of Changes

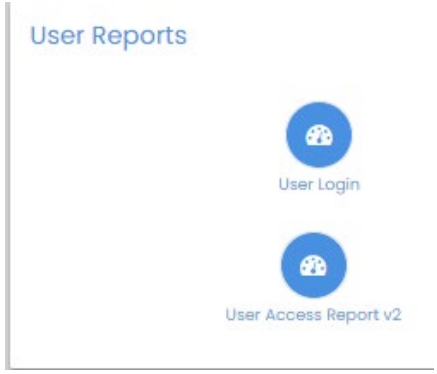
HDCs can access the report at: Administration < Reporting < Operational Reports < User Reports < User Access Report v2

Step-by-step instructions and processes can be viewed and downloaded from:

<https://cceh.org/data-quality/>



The screenshot shows the CaseWorthy interface. At the top, the logo 'CaseWorthy' is on the left, and 'CASE MANAGEMENT' and 'ORG' are on the right. Below the logo, the text 'Empowered Solutions Group' is visible. A 'Reporting' menu item is highlighted in a dark blue bar. To the right of this bar, a dropdown menu is open, listing several report categories: 'Query Export DB', 'Report History', 'Operational Reports', 'Compliance Reports', and 'Archived HMIS Reports'. Each item in the dropdown is preceded by a small blue icon.



The screenshot shows a page titled 'User Reports'. It contains two main elements, each consisting of a blue circular icon with a white person silhouette and a text label below it. The top element is labeled 'User Login' and the bottom element is labeled 'User Access Report v2'.