

Includes the handling of all electronic data related to homelessness at CBJ

Purpose:

This policy assigns procedures to protect confidential information related to Homeless Management Information Systems (HMIS) data.

Understanding:

In order to provide more effective services to people in Alaska who are struggling with homelessness or near-homelessness, service providers have joined together with the Institute for Community Alliances (ICA) to effectively implement the Alaska Homeless Management Information System (AKHMIS). AKHMIS was initiated to meet the United States Department of Housing and Urban Development's (HUD) data collection requirements. The two Continua of Care in Alaska (Anchorage and the Balance of State) and the AKHMIS Lead Agency (ICA) are working to make it an attractive tool for all homeless services providers.

The City and Borough of Juneau (CBJ) works cooperatively with AKHMIS and the agencies within the Continua of Care in Alaska. CBJ uses AKHMIS in the pursuit of our mission. In doing so we are compelled to comply with their data protection policies. The CBJ Housing Office has adopted the following policy to manage onsite electronic information handling to become effective immediately.

Updated: June 25, 2018

Scope:

This policy applies to any CBJ employee handling and/or communicating information related to homelessness electronically.

Rules and procedures:

- Storing of information related to homelessness will be segregated from other network accessible data locations.
- Creation and administration of any locally developed application or database designed to manage homeless information will reside in a secure environment that includes secure hardware environments, permissions, user, and access security requirements.
- Computer access to HMIS type data will be restricted by user credentials and file permissions.
- Access granted to these data locations will be authorized by the Chief Housing Officer or their designated management authority only.
- Strict compliance of current confidential data transmission policies set forth by AKMIS for the transmission and handling of sensitive or confidential information will be followed.