HMIS Agency Administrator

From the HMIS Policies and Procedures Manual:

The Agency Administrator is the primary HMIS contact at the agency. This person will be responsible for:

- Serving as a single point of communication between the end users and the CSB Database Administrator around HMIS issues.
- Ensuring the stability of the agency connection to the Internet and HMIS, either directly or through communication with other technical professionals.
- Training agency end users and making sure that all users have proper HMIS licensing and certification.
- Ensuring the quality of the data entered through routine quality assurance processes and ongoing collaboration with the CSB Database Administrator.
- Providing support for the generation of agency reports.
- Managing agency user licenses.
- Monitoring compliance with standards of client confidentiality and ethical data collection, entry, and retrieval.
- Attending and participating in quarterly Administrator meetings.
- Making sure program staff and End Users are informed of all relevant HMIS changes.
- Serving as the data expert for all of your agency's HMIS projects.

Each Connecting Agency will designate two HMIS Agency Administrators.

_____
Agency Administrator Name

_____
Agency Administrator Name

are the designated HMIS Agency Administrators for:

_____
Print Agency Name

_____
Administrator Signature   Date

_____
Administrator Signature   Date

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Executive Director Signature   Date