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

Executive Director Signature Date