

Monterey County HMIS Partner Agency HMIS Administrator

Agency Name: _____

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

- Coordinating Confidentiality Training
- Maintaining executed Client Informed Consent forms in a secure location
- Authorization for agency end user ID requests
- Staff workstations
- Internet connectivity
- End user adherence to workstation security policies
- Adherence to the Policies and Procedures
- First level End User support (including password resets)
- Ensure agency level data integrity

Print Agency Administrator Name

Is the designated Agency Administrator for:

Print Agency Name

Agency Administrator Signature

Date

Executive Director Signature

Date