



## Summit County HMIS Site Administrator Agreement

The following signature constitute an understanding and an agreement that the person designated by the agency documented below will abide by the following statements and responsibilities which are published in the Continuum of Care HMIS Policies and Procedures manual for Summit County.

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

- ◆ Providing a single point of communication between the agency's users and the Info Line HMIS Administrator regarding HMIS issues.
- ◆ Ensuring the stability and integrity of the agency's connection to the Internet and the default set-up of the computer(s) which will connect to the ServicePoint database.
- ◆ Acting as a point of contact to schedule training as needed for all HMIS users at the agency.
- ◆ Providing support for the generation of agency reports.
- ◆ Managing agency basic profiles and access levels.
- ◆ Monitoring agency user compliance with standards of client confidentiality and ethical data collection, entry, and retrieval.

Agency  
Name:

\_\_\_\_\_  
(Please print Agency Name)

Agency Designated HMIS Site Administrator:

\_\_\_\_\_  
(Please print Administrator's Name)

\_\_\_\_\_  
(Site Administrator's Signature)

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
(Administrator's Email)

\_\_\_\_\_  
(Executive Director's Signature)

\_\_\_\_\_  
(Date signed)