



HMIS Site Administrator Agreement

<hr/>	<hr/> Westchester County Department of Social Services
Partner Agency Name	HMIS Lead Agency Name

Each Partner Agency shall designate an HMIS Site Administrator (Administrator). This person should be knowledgeable of the Agency's operations, policies and procedures. In addition to his or her role as Administrator, this person may serve in other capacities such as case manager, office manager, service coordinator or program director.

The Administrator is the primary contact for all communication regarding the HMIS at this agency. This person shall:

- Provide a point-of-contact between agency users and Westchester HMIS personnel regarding all project-related issues.
- Maintain a reliable Internet connection for operation of the HMIS and general communication with users and Westchester HMIS personnel.
- Disseminate information on HMIS policies, procedures and system updates.
- Respond to requests for information from Westchester HMIS personnel regarding data quality and reporting requirements.
- Authorize and manage user access on behalf of the Agency.
- Monitor compliance with standards of client confidentiality and data usage as per Westchester HMIS policies and procedures.

Designate Site Administrator (PRINT full name)

Site Administrator Signature

Date

Executive Director Signature

Date