



HMIS Agency Data Administrator Policy and Code of Ethics

Agency Data Administrator Name (Please Print)

Responsibilities of each Agency Data Administrator

The Executive Director of each Participating Agency will appoint a qualified person as the Agency Data Administrator, who will need to ensure participation in all Agency Data Administrator trainings.

The Agency Data Administrator will be responsible for:

(Initial each line below)

	Acting as the key point-person with all information regarding HMIS and their designated agency.
	Attending and participating in all required site visits and sharing information with necessary staff to ensure that the agency is effectively and properly utilizing the HMIS.
	Reviewing and coordinating with HMIS System Administrators to update agency information in the HMIS database.
	Managing technical access to HMIS for authorized persons
	Notifying HMIS Staff of user changes as soon as possible, at minimum 24 hours after their occurrence
	Training new staff persons on the uses of the DuPage County Continuum HMIS including review of the SOPs in this document and any agency policies which impact the security and integrity of client information
	Ensuring that unsupervised access to the DuPage County Continuum HMIS be granted to authorized staff members only after they have received training and satisfactorily demonstrated proficiency in use of the software and understanding of the SOPs and agency policies referred to above
	Notifying all users in their agency of interruptions to service
	Generating reports for agency specific data, when needed. This includes reviewing reports to ensure data integrity, data quality, full reporting of HUD Minimum Data Requirements & other data required by the agency to complete reports, etc.
	Attending training to ensure ongoing understanding of the development of the HMIS, improved technical reporting capabilities, system updates, etc.
	Implementing an Agency data security policy and standards, including: <ul style="list-style-type: none"> ▪ Administering agency-specified business and data protection controls ▪ Administering and monitoring of access control ▪ Detecting and responding to violations of the SOPs or agency procedures

Acknowledgement

I acknowledge that I have read the responsibilities of the Agency Data Administrator and certify that I can perform these functions.

_____ Agency

_____ Agency Data Administrator Signature

_____ Date