



# HMIS Agency Data Administrator Policy and Code of Ethics

## Agency Data Administrator Name (Please Print)

## Responsibilities of each Agency Data Administrator

Each Participating Agency will have an Agency Data Administrator (ADA) designated in writing by the Chief Executive Officer, Executive Director, or equivalent.

## The Agency Data Administrator will be responsible for the following:

*(Initial each line below to indicate acknowledgement)*

- \_\_\_\_\_ Acting as the key point person in communicating with the HMIS Lead.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Attending and participating in all ADA-specific training sessions to ensure ongoing understanding of the HMIS and its reporting capabilities, to stay informed about system updates, and to address common questions or concerns.
- \_\_\_\_\_ Reviewing and coordinating with HMIS System Administrators to update agency information in the HMIS database.
- \_\_\_\_\_ Notifying HMIS Staff of user changes as soon as possible, at minimum 24 hours after their occurrence. This includes staff departures as well as modifications in user roles.
- \_\_\_\_\_ Training new staff persons on the uses of HMIS including review of the Standard Operating Procedures (SOP) and any agency policies that impact the security and integrity of client information.
- \_\_\_\_\_ Ensuring that unsupervised access to the HMIS be granted to authorized staff members only after they completed all required training, demonstrated proficiency in use of the software and understanding of the SOP, and by passing the End User Exam.
- \_\_\_\_\_ Communicate all relevant HMIS updates to agency staff members including but not limited to system downtime, software updates, data standard changes, common issues, etc.
- \_\_\_\_\_ Generating reports for agency specific needs. This includes reviewing reports to ensure data integrity, data quality, and timeliness of data entry.
- \_\_\_\_\_ Implementing an Agency data security policy and standards, including:
  - 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
  - Effectively communicating the Security Plan to individuals responsible for security at their agency

## 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: \_\_\_\_\_