

**Texas Balance of State Continuum of Care
Local HMIS Administrator Agreement**
For the BoS HMIS



Balance of State TX-607

Agency Name

Continuum of Care Name

Each Partner Agency will designate a Local HMIS Administrator. This person should be a current HMIS User and knowledgeable of all day-to-day case management operations and procedures. In addition to his or her role as Agency Administrator, this person may have other assigned roles, such as case manager, office manager, service coordinator or program director.

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

- Providing a point-of-communication between the end users and the THN HMIS Data Center regarding all HMIS-related issues.
- Maintaining a reliable Internet connection for the HMIS and general communication with other technical professionals.
- Disseminating information regarding HMIS updates and providing the requisite training to agency users.
- Providing support on agency reports generated in HMIS.
- Managing user licenses purchased by the Agency.
- Monitoring compliance with standards of client confidentiality and ethical data collection, entry, and retrieval.

Also, the Local HMIS Administrator is responsible for the following tasks at the designated periodicity.

- **[MONTHLY]** Send UDQ report for previous month to HMIS Data Center no later than the 5th day of the current month.
- **[MONTHLY]** Participate in a HMIS Administrators call.
- **[QUARTERLY]** Produce and sent to HMIS Data Center the Data Quality Certification.

Local HMIS Administrator (Name)

Date

**Local HMIS Administrator
(Signature)**

Executive Director (Signature)