

City of Cambridge

Homeless Management Information System (CHMIS)

Participating Agency CHMIS Administrator Agreement

Date:	Agency Name (print full legal name):
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Each Participating Agency must designate a CHMIS Agency Administrator to serve as primary contact between the Department of Human Service Programs (DHSP) and the Participating Agency. Each Participating Agency should choose its CHMIS Agency Administrator and send that person's name and contact information to CHMIS Project Staff by submitting this form.

The CHMIS Agency Administrator is the primary contact for all communication regarding the CHMIS at this Agency. The Administrator will:

- Provide a single point of communication between CHMIS users and DHSP regarding CHMIS issues;
- Adhere to policies and procedures in data collection and privacy and security practices;
- Ensure timely data entry of all data and for any needed corrections as they arise;
- Be responsible for adhering to regular data quality policies and procedures as outlined in the CHMIS Data Quality Improvement Plan;
- Monitor compliance with standards of client confidentiality, data collection and entry, entry, and data retrieval;
- Notify DHSP CHMIS staff of any changes in user staff that would prompt the need to disable user accounts

Print Agency Administrator Name	Email	Phone
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Agency Administrator Signature	Date
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Print Agency Executive Director Name	Email	Phone
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Agency Executive Director Signature	Date
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Agency Address