



HMIS Agency Administrator Agreement

Administrator Name

Agency

All HMIS participating agencies must designate and staff one HMIS Agency Administrator. Agency Administrator requirements and responsibilities include, but are not limited to, the following:

- Has completed, at a minimum, basic system data entry training.
- Ensure that all Agency users have signed End User Agreement documents on file.
- Ensure that all Users complete an annual End User Certification Test, which includes Privacy and Security training.
- Ensure that all Users have completed workflow training and related updates, and have documentation of training.
- Ensure that the Agency complies with the CoC Data Security standards.
- Ensure that the Agency complies with the HMIS Policies and Procedures, has completed the Compliance Checklist, and is responsible for returning it to the local Lead Agency System Administrator.
- Ensure that all Users have submitted a criminal background check to the local Lead Agency System Administrator.

The original Agency Administrator Agreement shall be kept on file at the Agency. Forms completed by individuals no longer employed by the Agency shall be kept on file for a minimum of five years.

The CoC makes no warranties, expressed or implied. The Agency, at all times, will indemnify and hold the CoC harmless from any damages, liabilities, claims, and expenses that may be claimed against the Agency; or for injuries or damages to the Agency or another party arising from participation in PromisSE; or arising from any acts, omissions, neglect, or fault of the Agency or its agents, employees, licensees, or clients; or arising from the Agency's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This Agency will also hold the CoC harmless for loss or damage resulting in the loss of data due to delays, non-deliveries, misdeliveries, or service interruption caused by WellSky, by the Agency's or other member agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. The CoC shall not be liable to the Agency for damages, losses, or injuries to the Agency or another party other than if such is the result of gross negligence or willful misconduct of the CoC. The CoC agrees to hold the Agency harmless from any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of the CoC.

This agreement is in effect for a period of one (1) year after the date of signing. Agency Administrators are required to complete HMIS End User Certification testing and to document compliance monitoring annually, at which time a new agreement will be provided. Failure to participate in annual Certification and/or maintain a current



agreement may result in immediate termination or suspension of the user's PromisSE (HMIS) system license and access to the PromisSE (HMIS) system. Failure to comply with the provisions of this Agency Administrator Agreement is grounds for immediate termination. Your signature below indicates your agreement to comply with this Agency Administrator Agreement.

Employee Printed Name

Agency Official Printed Name

Employee Signature

Agency Official Signature

Date (mm/dd/yy)

Date (mm/dd/yy)