NJHMIS Collaborative
Site Administrator

Agency Name: _____

The NJHMIS Site Administrator is the primary NJHMIS contact at the agency. This person will be responsible for:

- Providing a single point of communication between the end users and the NJHMIS Collaborative lead agency (HMFA) around NJHMIS issues.
- Ensuring the stability of the agency connection to the Internet, either directly or through communication with other technical professionals.
- Training agency end users.
- Providing support for the generation of agency reports.
- Managing agency user licenses
- Monitoring compliance with standards of client confidentiality and ethical data collection, entry, and retrieval

Each Connecting Agency will designate a NJHMIS Site Administrator.

_____
Print Primary Site Administrator Name

_____ _____
Primary Site Administrator Phone Email

_____ _____
Primary Site Administrator Signature Date

Secondary Site Administrator (optional):

Name: _____

Phone: _____

Email: _____

_____ _____
Secondary Site Administrator Signature Date