



Agency Name: _____

The Kings Tulare Continuum of Care (KTCOC) Site Administrator is the primary HMIS contact at the agency. This person will be responsible for:

- Providing a single point of communication between the end users and KTCOC around HMIS 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 Site Administrator.

Print Primary Site Administrator Name

Signature

Date

Phone

Email

Secondary Site Administrator (optional):

Name: _____

Signature: _____

Phone: _____

Email: _____