



Agency Administrators 101

Per HMIS Policy 1-5, each Member Agency shall designate one person to be the Agency Administrator who holds responsibility for the coordination of the system software in the agency; the Agency Administrator acts as the liaison between the partner agency and Pinellas HMIS staff. Generally, Agency Administrator responsibilities fall under one of three categories: data quality, users, and projects.

Responsibilities include:

- Data quality
 - Monitoring your agency's data quality to ensure timeliness, completeness, and integrity of data,
 - Resolving data quality issues as soon as possible,
 - Watching out for duplicate/overlapping Entry/Exits,
 - Ensuring housing move-in dates are added for all clients housed through Rapid Re-Housing and Permanent Housing projects,
 - Ensuring bed lists are accurate and up to date.
 - Submitting Data Quality reports to Pinellas HMIS on a monthly basis.
- Users
 - Adding, training, and exiting your agency's End Users,
 - Managing your agency's HMIS license count.
- Projects
 - Notifying Pinellas HMIS of new projects that need to be built in HMIS (by submitting a [New Project Request Form](#)),
 - Updating and deleting projects as needed.
- Etc.
 - Attending no less than **three (3)** quarterly Pinellas HMIS Agency Administrator Meetings annually (if the Agency Administrator is unable to attend a meeting, they must send an alternate that is registered as Agency Administrator back up with Pinellas HMIS).
 - Implementing the Data Security Policy and Standards.
 - Editing and updating your agency's information with Pinellas HMIS.

Agency Administrator Meetings:

These are held quarterly by the Pinellas HMIS team, and cover valuable information including HUD updates, HMIS enhancements, data entry and reporting trends, quick tips, upcoming training opportunities and meetings, etc. You can find materials from Pinellas HMIS Agency Administrator meetings under the [Meetings, Newsletters, & Webinars](#) section of the Help Desk.



For more information regarding Agency Administrators, please see the most current [HMIS Policies and Procedures](#). Any questions or concerns can be submitted to the Pinellas HMIS team via a [Help Desk Request](#).