



**Ohio Balance of State
Homeless Management Information System (OBOSHMIS)
Agency Administrator Agreement**

Agency
Name _____

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

- Providing a single point of contact between the end users and the OBOSHMIS System Administrator
- Ensure that Internet and Service connections are stable
- Training all End Users
- Managing Agency User Licenses; and
- Monitoring compliance with standards of client confidentiality and ethical data collection, entry and retrieval

Each agency reporting in the OBOSHMIS will designate an Agency Administrator to fulfill the duties described above.

Print Agency Administrator Name
Name

Print Executive Director

Agency Administrator Signature
Signature

Executive Director

Today's Date

