NJ Statewide HMIS Collaborative

Primary Agency Site Administrator

Definition:

A Primary Site Administrator is an employee of an agency/program who will, by designation, provide the coordination of access control requirements for users within his/her agency of employment only. The Primary Site Administrator will be the first point of contact between the HMIS Technical Staff and the Agency regarding issues arising in the following areas of responsibility:

Responsibilities

- Coordinate access control requirements
- Set up programs
- Set up user accounts and passwords
- Assign user access levels (Agency Executive Officer or Direct Care Staff Only)
- Terminate user access
- Train agency users using the Train-the-Trainer model.
- Ensure users are aware of security requirements, policies and procedures
- Agency level audits

Secondary Agency Site Administrator

A Secondary Site Administrator is an employee of an agency/program who will, by designation, provide the coordination of access control requirements for users within his/her agency of employment only. The Secondary Site Administrator will be the second point of contact between the HMIS Technical Staff and the Agency regarding issues arising in the following areas of responsibility:

Responsibilities

- Are the same or similar to those of the Primary Site Administrator or as otherwise determined by agency administrators
- Functions in the absence (i.e., vacation, sick leave) of the Primary as needed