CSP Agency Administrator

From the Community Services Portal (CSP) Policies and Procedures Manual:

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

〈 Providing a single point of communication between the end users and the CSB Database Administrator around CSP issues.
〈 Ensuring the stability of the agency connection to the Internet and CSP, either directly or through communication with other technical professionals.
〈 Training agency end users and making sure that all users have proper CSP licensing and certification.
〈 Ensuring the quality of the data entered through routine quality assurance processes and ongoing collaboration with the CSB Database Administrator.
〈 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 two CSP Agency Administrators.

___________________________________________________________
Agency Administrator Name

___________________________________________________________
Agency Administrator Name

are the designated CSP Agency Administrators for:

____________________________________________________________
Print Agency Name

____________________________________________________________
Administrator Signature                                          Date

____________________________________________________________
Administrator Signature                                          Date

____________________________________________________________
Executive Director Signature                                      Date