

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