

## Proposed Scope and Budget – Fulton County HMIS Administration

Pathways MISI proposes the following services to administer the Fulton County CoC HMIS implementation:

### Data Services

- Conduct monthly data quality monitoring and produce data quality reports for HMIS participating agencies (up to 180 hours per year, up to 285 hours in 19 months).

### HMIS Administration

- Address in timely fashion all HMIS Issue Tickets submitted by Fulton County funded and non-funded agencies. Review and correct project setup issues as they emerge.
- Provide onsite or virtual Technical Assistance to agencies to address data quality concerns for upcoming Federal reports. Technical Assistance may be initiated by agency request and/or if the agency does not meet a predetermined data quality threshold, and/or as requested by Fulton County.
- Conduct and facilitate Fulton County CoC User Group Trainings/meetings each month at a location and time to be determined.
- Assist with completion and submittal of federal reports.
- Assist with any Professional Services Orders (PSO) with Eccovia.
- Provide two full time (35 hours/week) staff positions dedicated to Fulton County HMIS.
- Keep abreast of federal HMIS requirements and national best practices through attendance at industry conferences and HUD training sessions.

### HMIS Training

- Train Fulton County Departments that provide services to the homeless on the use of HMIS. Provide HMIS Data Quality and HMIS Coordinated Entry trainings, each on an every other month schedule.

### Coordinated Entry

- Provide ongoing Coordinated Entry Technical Assistance, Training and Support in person, phone, email, online help portal or social media (up to 190 hours, portal provided by Pathways MISI).

### Analysis

- Analysis of HIC, LSA, SPM, PIT and other designated reports.
- Acceptance/update of the Statewide Data Quality Plan.

Here is our proposed budget for the activities described above:

<b><u>Ongoing Activities</u></b>	<b>Annual Cost</b>
Data Services	\$12,502.65
HMIS Administration	\$35,428.00
HMIS Dedicated Staff	\$178,500.00
Equipment for Staff	\$1,000.00
Conferences and Related Travel	\$7,500.00
HMIS Training	\$2,798.20
Coordinated Entry	\$8,335.10
Analysis	<u>\$1,955.56</u>
	\$248,019.51

Total cost for the year commencing May 7, 2021 and ending November 30, 2022 will be \$248,019.51.

Hourly rates for any additional activities not described in this proposed budget narrative:

- Data Services and HMIS Administration - \$49.03 per hour
- HMIS Training – \$65.84 per hour
- Analysis - \$69.02 per hour