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).

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 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 every other month at a location and time approved by Fulton County.
- Assist with completion and submittal of federal reports.
- Assist with any Professional Services Orders (PSO) with Eccovia.
- Provide one full time (35 hours/week) staff position dedicated to Fulton County HMIS.
- Keep abreast of federal HMIS requirements and national best practices through attendance at industry conferences and HUD training sessions.

Training Development and Delivery

- Provide ongoing on demand HMIS data quality training to Fulton County Departments that provide services to the homeless and to other organizations within the Fulton County Continuum of Care that participate in the CoC's HMIS implementation. Develop additional data related training curricula as needed. (total effort: up to 100 hours per year).

Coordinated Entry

- Provide ongoing Coordinated Entry HMIS usage support in person, phone, email, online help portal or social media (up to 60 hours, portal provided by Pathways MISI).

- Provide ongoing on demand Coordinated Entry HMIS workflow training to Coordinated Entry lead organization staff and HMIS users that provide Coordinated Entry referrals. Develop additional Coordinated Entry training curricula as needed (total effort: up to 35 hours per year).

Analysis

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

Technical Assistance, Comparable Database Selection and Implementation

- Provide victim services and legal services providers with the Fulton County CoC with technical assistance as they select and/or implement comparable databases as required by HUD (up to 6 hours).

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Here is our proposed budget for the activities described above:

Ongoing Activities	Annual Cost
Data Services	$8,825.40
HMIS Administration	$25,008.00
HMIS Dedicated Staff	$65,000.00
Conferences (travel and registration)	$4,200.00
Equipment for Staff	$500.00
Training Development and Delivery	$6,584.00
Coordinated Entry Training and Support	$4,849.21
Analysis	$4,141.20
Technical Assistance, Comparable Database	$294.18
	$119,402.29

Total cost for the year commencing December 1, 2022, and ending November 30, 2023, will be $119,402.29.

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

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

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