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		January				February				March				April				May				June				July				August				September				October				November				December			
Status		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4				
System Administration and Project Management																																																	
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Implement HMIS and act as the liaison to the CoC.	Ongoing																																																
Monitor user agreements, CoC governance charters, client consent forms, interagency data sharing agreements, system-user agreements and user code of ethics policy.	Ongoing																																																
Integrate the needs of new programs for data collection and reporting, and develop new data entry and reporting protocols.	Ongoing																																																
Ensure all functionality and services provided by HMIS are optimized and used to the fullest of their capacities and that Users meet data collection standards.	Ongoing																																																
Maintain a list of agency administrators for the entire CoC.	Ongoing																																																
Coordination and maintenance of the Housing Inventory Chart.	Ongoing																																																
Standards and Policy Coordination																																																	
Manage agenda for and facilitate weekly HMIS/CEA meetings/calls with HMIS Lead.	Weekly																																																
Participate regularly and actively in System Performance Steering Committee, CEA Policy Advisory Group, or their successors.	Monthly		X					n/a					n/a					n/a							n/a				X																				
Ensure HMIS Standard Operating Policies manual is maintained and updated as the CoC makes additions or changes to HMIS policy.	Ongoing																																																
Ongoing monitoring of Users to ensure compliance with policies and procedures.	Ongoing																																																
Reporting/Analysis/Data Management																																																	
Develop and Finalize Annual Data Quality Improvement Plan for following year																																																	
Assist/Submit Point in Time Count (PIT) - Shelter Count for 2022																																																	
Assist/Submit Housing Inventory Count (HIC)																																																	
HIC reporting per Dept of Commerce specifications																																																	
Assist/Submit HUD System Performance Measures - FY21																																																	
Assist with HMIS Annual Performance Review (APR)																																																	
Assist/Submit FY22 Longitudinal Systems Analysis (LSA)) (Note: HUD final timeline TBD)																																																	
Assist with CEA APR content as needed		X																																															
Assist with Annual CoC consolidated application to HUD as needed																																																	
Quarterly data quality review	Quarterly		X	X																																													
Quarterly dashboard report & narrative demonstrating status of all responsibilities	Quarterly		X																																														
Report of Help desk tickets provided to System Performance Committee when they convene (types and resolutions)	Monthly		X					X					X					X																															
Develop quarterly overlapping enrollment review process for agencies																																																	

