	King C	.ounty	HIVIIS										
Bitfocus		January	February	March	April	May	June	July	August	September	October	November	December
	Status w	V1 W2 W3 W4	W1 W2 W3	W4 W1 W2 W3	3 W4 W1 W2 W3	W4 W1 W2 W3 W	4 W1 W2 W3 W4	W1 W2 W3 W4 W1	W2 W3 W4	W1 W2 W3 W4			
System Administration and Project Management													
System Administration													
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. 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 (as requested), or their successors.	Monthly												
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 2023													
Assist/Submit Housing Inventory Count (HIC)													
HIC reporting per Dept of Commerce specifications													
Assist/Submit HUD System Performance Measures - FY23													
Assist with HMIS Annual Performance Review (APR)													
Assist/Submit FY23 Longitudinal Systems Analysis (LSA) (Note: HUD final timeline TBD)													
Assist with CEA APR content as needed													
Assist with Annual CoC consolidated application to HUD as needed													
Quarterly data quality review	Quarterly												
Quarterly dashboard report & narrative demonstrating status of all responsibilities	Quarterly												
Report of Help desk tickets provided to System Performance Committee when they convene (types and resolutions)	Monthly												
Develop quarterly overlapping enrollment review process for agencies													
Develop Annual system admin work plan for 2024, established with HMIS Lead													
Initiatives, Technical Support, and Help Desk													
Annual System-wide client record de-duplication													
Community Diversion Initiative: provide assistance ongoing TA/support to funders and agencies for tracking diversion-related data in HMIS.													
Update Community Defined Outcome Metrics Sea/King Outcomes Report (TBD on timeline)													
Custom Report: Updates & Maintenance of Sea/King Outcomes Report	Ongoing												
Implement updates to HUD HMIS Data Standards (set up/communication/training)													
Data integration is functional, to include Clarity capable of receiving data within 5 months of HUD releasing any new XML schema													
Help desk assists Users with implementation of basic HMIS program setup; responds to helpdesk requests within 24 hours (48 hours average resolution)	Ongoing												
Maintain HMIS website	Ongoing												
Coordinated Entry Intake is functional to allow CEA referral specialists' ability to process housing referrals.	Ongoing												

Routine data management tasks, such as data cleansing, client merging, and data correction requests are completed within five business days or after approval by King County	Ongoing												
Ongoing Support & Maintenance of Outreach Module (including training & managing of end-users)	Ongoing												
Bed and Unit Inventory System Redesign & Implementation	2023 year												
Outcomes Measurement Analysis													
Configuration of Sexual Orientation & Preferred Pronouns field (will ensure mapped with HUD fields as applicable)													
Agency Management & Coordination													
Annual user survey (implementation and summary)													
Quarterly meeting with Agency Leads/CE Liaison	Quarterly												
New programs set-up and configured correctly within seven working days after approval by King County Regional	Ongoing												
Bi annual collection & review of Security Checklists	Biannual											\bot	
Monthly emailed data quality reports are sent, and made available in Data Analysis tab	Monthly												
Review and Analysis of Data Integration Agencies workflow and data quality													
Develop Process to allow Data Integration Tool to be made available to additional agencies													
Training/TA			سبب							سبب			
Annual training calendar developed/approved													
New user trainings	Ongoing												
King County HMIS specific trainings per training calendar and ad hoc in collaboration with HMIS Lead/CEA	Ongoing												
Assist/support CEA trainings or training materials as needed (Assessor/CE Liaison Refresher trainings)	Ongoing												
100% of requested approved users will receive access to the HMIS within a two weeks of request	Ongoing												
Agency newsletter - continuous improvement on content for ease of use	Monthly									4			
On-site (as requested) agency TA/training sessions and remote 1:1 user support will continue remotely	Ongoing												
Report on utility & satisfaction of trainings (list of participating agencies)	Quarterly												
Review/update Clarity user manual	Biannual									\bot			
Annual Security Officer and Annual Security & privacy training (compliance process)													
Annual User Training Survey													
Review King County custom field picklist and make any adjustments (Language and AI/AN Tribal Designation etc.)													
Coordinated Entry													
Configure programs, maintain eligibility infrastructure, configure assessment functionality (custom development may require separate SOW).	Ongoing												
Provide requested updates to program components governing coordinated intake within five working days if capable through existing management interfaces.	Ongoing												
Maintenance of new coordinated entry workflow in HMIS per current data standards updates	Ongoing												
Update HMIS User accounts per workflow for Housing Assessors	Ongoing												
Continued development of the Housing Needs Form	Ongoing												
Devlopment & Maintenance of CEA Liaison position with agencies	Ongoing												
Exploring configuration and launch of new bed/unit inventory functionality with CE referrals	31160116												
Plan and pilot for other referral data tracked for Coordinated Entry APR (e.g., shelter referrals; service matching)	Ongoing												
CE Assessor Training re-evaluation and possible rework to account for updated HTT training materials													
Annual Audit of CE Assessors, remove CESP access any inactive assessors													
Audit Agencies participating for CE Purposes only and make recommendations if they should continue based on use													
EHV Voucher management & Agency Support	Ongoing												
Annotations	36											الأواد	
										\perp	$\overline{\Box}$	$\overline{}$	
			++							+	+++	-	+++
										\bot			
		+	+							+	++++	+++	+++-
										\bot			