	KING COUNTY HIVIIS
Bitfocus	January February March April May June July August September October November December
	Status 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.	
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 Image: Comparing the
Maintain a list of agency administrators for the entire CoC.	
Coordination and maintenance of the Housing Inventory Chart.	
Standards and Policy Coordination	
Manage agenda for and facilitate weekly HMIS/CEA meetings/calls with HMIS Lead.	
Participate regularly and actively in System Performance Steering Committee, CE Policy Advisory Group (as requested), or their successors.	
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.	
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 2024	
Assist/Submit Housing Inventory Count (HIC)	
HIC reporting per Dept of Commerce specifications	
Assist/Submit HUD System Performance Measures - FY24	In Progress
Assist with HMIS Annual Performance Review (APR)	
Assist/Submit FY24 Longitudinal Systems Analysis (LSA) (Note: HUD final timeline TBD)	In Progress
Assist with CEA APR content as needed	
Assist with Annual CoC consolidated application to HUD as needed	
Quarterly data quality review	
Quarterly dashboard report & narrative demonstrating status of all responsibilities	
Report of Help desk tickets provided to System Performance Committee when they convene (types and resolutions)	
Develop quarterly overlapping enrollment review process for agencies	
Develop Annual system admin work plan for 2025, 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	
Custom Report: Updates & Maintenance of Sea/King Outcomes Report	
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	
Coordinated Entry Intake is functional to allow CE referral specialists' ability to process housing referrals.	
Routine data management tasks, such as data cleansing, client merging, and data correction requests are completed within five business days or after approval by KCRMA	
five business days or after approval by KCRHA Ongoing support & maintenance or outreach moutie (including training, updating policies, & munaging of end-users ) increase	
Parti.	Ongoing
Ongoing Support & Maintenance of Inventory Module (including training & managing of end-users)	
Bed and Unit Inventory System Redesign & Implementation	
Agency Management & Coordination	

Annual user survey (implementation and summary )													
Quarterly meeting with Agency Leads/CE Trainers	Quarterly												
New programs set-up and configured correctly within seven working days after approval by KCRHA	Ongoing						_						
Bi annual collection & review of Security Checklists	Biannual												
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	Ongoing												
Training/TA													
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 CE trainings or training materials as needed (Assessor/CE Tranier Refresher trainings) 100% of requested approved users will receive access to the HMIS within a two weeks of request & all required trainings are complete	Ongoing												
Agency newsletter - continuous improvement on content for ease of use	Monthly												
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												
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 Al/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	Ungoing												
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 (as needed)	Ongoing												
Devlopment & Maintenance of CE Trianer position with agencies	Ongoing												
Exploring configuration and launch of new bed/unit inventory functionality with CE referrals	In progress												
Plan and pilot for other referral data tracked for Coordinated Entry APR (e.g., shelter referrals)	Ongoing												
Audit Agencies participating for CE Purposes only and make recommendations if they should continue based on use													
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