# Scope of Work for the North Carolina HMIS

# TRANSITION Contract

## Time Period:

January 1, 2015 – June 30, 2015

## Purpose Statement:

The Michigan Coalition Against Homelessness will carry out a range of activities as part of the transition to lead administrator of the North Carolina Homeless Management Information System (NCHMIS).

## Scope of Activities:

The following is a categorized summary of activities that will be performed by the Michigan Coalition Against Homelessness.

#### Governance

* An Interim/Transition Budget will be developed and formalized
* A Contract/MOU and related Scope of Work will be developed and formalized for the Interim/Transition work
* A YR1 Annual Budget (July 1, 2015 – June 30, 2016) will be developed and formalized
* A Contract/MOU and related Scope of Work will be developed and formalized for YR1 work (July 1, 2015 – June 30, 2016)
* Reporting Policies & Procedures will be developed and formalized
* HMIS Policies and Procedures will be developed and put in place

#### Communication Plan

* Develop a Calendar of Governance Committee meetings
* Negotiate content for initial LSA Meetings
* Develop a Calendar for Trainings (See Training)
* Develop Communications Contact Lists

#### Privacy Plan

* Engage a NC-based Consultant
* Negotiation/Approval of new Privacy Plan
* Develop Revised Agreements (Participation, QSOBAA, etc.)
* Develop Client Releases / Notices, etc.

#### System Tasks

* Negotiate and execute a continuation Contract with Bowman (MCAH & Governance Committee)
* Work with Bowman on a Server Evaluation
* Evaluate and add new Modules
* Develop / Approve new Archive & Data Reorganization Plans
* Develop SOWs with Bowman (Archive, move data and reports)
* Build / modify Reports on NCHMIS

#### Training

* Administrative Pages (20 hours)
* Visibility and Security (20 hours)
* Module Training (current and new – live via web site/recorded)
* Privacy (8 hours live via Web, plus on-site sessions in April)
* Help Desk related to above trainings (January – April)
* Reports (5 hours)

#### Full Support Operations

* Training development and initial training delivery (front-loaded)
* Help Desk (pro-rated from Annual Budget)
* Project management meetings
* Miscellaneous administrative and support activities