

## 2017 HMIS Fee Schedule

### Discussion

The Fort Worth/ Arlington/ Tarrant County Continuum of Care (TX-601) selected Tarrant County Homeless Coalition (TCHC) to serve as the Administrator of its HMIS (Homeless Management Information System). Around 75% of the \$352,000 cost of administering the HMIS is covered by an HMIS Grant received by TCHC from HUD through the Continuum of Care Program and the balance by HMIS Fees paid by Contributing HMIS Organizations (CHOs).

TX-601 utilizes the Efforts to Outcomes (ETO) software from Social Solutions for its HMIS. Sixty-five percent of HMIS costs are for personnel expenses and thirty-five percent are for software licensing from Social Solutions.

The Tarrant County Homeless Coalition Board of Directors has adopted a staffing and compensation plan it believes is fair, necessary, and sufficient to provide HMIS services to the Continuum for the grant year that begins on June 1, 2017. The pricing structure of ETO Software licensing includes very few options (e.g., functionality to print scan cards). Optional expenses currently represent a very small portion of the overall Social Solutions bill and will be reviewed at the time of contract renewal.

The HMIS Committee has met twice to review recommendations for the 2017 HMIS Fee Schedule. The recommendation presented below is a Site and Program Tier System by Number of Programs model. Under this option agencies would be charged a flat fee based upon the agency's tier rank, which would be derived by number programs active in HMIS.

### Recommendation

The HMIS Governance Committee recommends the CoC Board of Directors adopt the following fee schedule for 2017.

Level	Number of Programs	Fee
Tier I	1	\$1,000.00
Tier II	2-4	\$4,000.00
Tier III	5-8	\$6,000.00
Tier IV	9+	\$8,000.00

### Billing Guidelines

1. Invoices will be issued August 1, 2017.
2. When an agency adds an initial program mid-year or an additional program increasing the agency's pricing tier, the increase will be pro-rated.
3. HMIS payments are due in full within 30-days of invoice issuance; HMIS access will be suspended after 45-days of non-payment.