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HMIS Fee Schedule

A. Agency Participation Fee

The Coalition for the Homeless (CFTH) does not currently collect an Agency Participation Fee prior to HMIS activation for new or renewing agencies. CFTH reserves the right to instate an Agency Participation Fee at any time and without prior notice.

B. Program-Specific Fees

CFTH may assess an additional program participation fee for certain funding sources (e.g. ESG, SSVF, HOPWA, etc.) that require HMIS participation but otherwise do not cover its cost. Partner Agencies applying for new funding that requires HMIS participation are strongly encouraged to contact CFTH for details about any program-specific fees.

C. Additional Customizations and Services

All HMIS software customization requests are subject to approval by CFTH. Agency-specific customizations (forms, workflows, workgroups, or reports), custom queries, and data analysis reports provided by CFTH will be billed at \$50 per hour. Service delivery costs billed by the HMIS Software Provider will be passed to the Partner Agency requesting the customization.

D. Reactivation Fee

All users are required to keep their HMIS licenses active by frequently logging into the system. Any user not accessing ClientTrack HMIS for more than 45 calendar days will be automatically locked out. The fee to reactivate inactive licenses is \$35. This fee must be paid on a company check and made payable to "Coalition for the Homeless of Houston/Harris County." CFTH will waive the fee in case of illness or approved long-term absence only after a written request by the user's supervisor.

E. Missed Training Fee

The CFTH HMIS team offers a variety of trainings every month. If a user is unable to attend a training for which he/she registered, a cancellation notice is required no less than 24 hours prior to the scheduled training time. A cancellation email should be sent to hmis@homelesshouston.org. A fee of \$50 will be assessed to the agency if a user fails to cancel or show up for training. CFTH will waive the fee in case of illness or approved emergency absence only after a written request by the user's supervisor.