## Changes to the VT HMIS Policy and Procedure Manual for 2019

* Updated Vender name throughout document
* Time frame of 48 hours for agencies to notify ICA system admin of staff changes requiring deleting VT HMIS license.
* Expand greater parameters for passwords, including not recycling past passwords, using previously compromised passwords, and using a mix of letters, numbers and symbols.
* Specify the user role “executive director” has no additional abilities in VT HMIS as compared to “agency administrator.”
* Changed language for Advisory Committee, they will be made aware of any changes to HMIS licenses but will not be approving costs. Costs are set by Wellsky.
* Updated Advisory committee responsibility from voting on user licenses suspensions and revocation to being made aware by ICA system administrator.
* Updated language and terms to be consistent throughout document
* Clarified that disclosure of PII to law enforcement is optional and not required through ICA. HMIS final rule cited.
* The language for the data quality improvement plan for agencies that are deemed low performing rewritten to be empowering versus punitive.
* Removed “division of housing” from system administrator in the glossary.

## Changes to the VT CoCs’ Governance Charter

* Updated “advisory board” to “advisory committee.”
* Clarified SSVF as Supportive Services for Veteran Families.
* Added language that advisory committee members are not paid by ICA or respective CoCs for their work on the committee.
* Removed authorizing deletion of user licenses as a role of the advisory committee.