

## **WI HMIS Governance Documents - Summary of 2023 Changes**

### **Policy and Procedure Manual**

- Updated additional CoC throughout. Northern Illinois.
- 2.1 (3) Coordinated Services Agreement
  - Added “when applicable”
- 2.2 User Roles and Responsibilities
  - Added sentence “The Designated Agency Security Officer and Designated Agency HMIS Contact” may be the same person at the agency.
  - Section - Coordinated Entry or Service Referral User
    - Removed “or have read only access” replaced with “in”
- 2.3 User Conflict of Interest
  - Added the word “viewing”
  - Added sentence “The agency must inform ICA of the conflict of interest and state the agency’s policy to address.”
- Updated Section 2.4
- Updated Section 2.7
- Section 3.11 Disaster Plan
  - Updated ICA office information
- 7.2 Data Quality Plan and Responsibilities
  - Renamed WI HMIS Advisory Board to “HMIS Advisory Board”

### **Agency Participation Agreement**

- Updated to include Wisconsin.
- Sect II B. updated to six calendar days per change in 2022.
- Sect II M removed the non-use fee language added inactivation after 90 days and clarified there are no refunds for unused licenses. (There haven’t previously been).
- Added Section – Code of Conduct.

### **User Agreement**

- Added Section – Code of Conduct.

### **HMIS ROI**

- Updated additional CoC throughout. Northern Illinois added.
- Changed “computer program” to “software program” in third paragraph.

### **Governance Charter**

- Updated additional CoC throughout. Wisconsin added.
- Sect. 3. III. b. Develop and maintain training materials that provide data entry guidance for users.

### **Coordinated Services Agreement**

- Updated additional CoC throughout. Northern Illinois added.

### **Consumer Notice**

- Removed “WI” and “Wisconsin” in three places.