



VIRGINIA REGISTER OF REGULATIONS

LINKING AND SENDING INFORMATION TO TOWN HALL

Log onto the Regulation Information System.
Click on your agency to display the project list page.

A. Link to Town Hall:

1. If you start a project on Town Hall, you can create a linked project in RIS from Town Hall.
2. If, when you go to RIS, you do not see a project in RIS with a description matching the action title from Town Hall, check the dropdown list in RIS next to "Create Project From Town Hall."

Title 12 Agency 30 - DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

The screenshot shows a search bar with a dropdown menu. The dropdown menu is open, showing 'Create Project From Town Hall' as the selected option. A red arrow points from the text in the previous block to this dropdown menu.

Choose the appropriate action title and click "Create Project From Town Hall."

3. If you start your project in RIS (see [Preparing Regulation Text in RIS](#)) and create a Town Hall action later, you can link the two by choosing the title from the dropdown menu in Town Hall when you create the action/stage.

Once you link a project in RIS to a Town Hall action, you must use the same RIS project for each stage (NOIRA, Proposed, Final) of the action.

B. Send RIS Project Text to Town Hall:

1. You must have full regulatory coordinator access in RIS or Town Hall to sync regulation text between the two systems.
2. Text is only created in RIS and needs to be pulled into Town Hall in order to submit a Town Hall action for executive branch review or to the Registrar's Office for publication in the Register.
3. To pull regulatory text from an RIS Project into a Town Hall action linked to that RIS project, go to the Documents tab for the Town Hall action for the relevant stage and click on "Sync text with RIS." This creates a link on Town Hall to an html document that rolls together all sections of the project. The date of each version is in the Documents tab area for the action in a dropdown list. The text will be automatically updated and will display to the public approximately 10 days prior to publication in the Virginia Register of Regulations.
5. To send regulatory text from an RIS project to a linked Town Hall action, click on the "Re-Sync" button for the particular project on the agency Projects List page.

View All Projects Projects count: 79

Open	Project	Chapter-Description	Last Updated	Stage	Eff. Date	Comments	ActionID
	622	Increase Personal Maintenance Allowance (PMA)	2016-10-06			0	
	658	Program of All-Inclusive Care for the Elderly (PACE)	2008-07-25	Fast-Track		0	2205
	744	2007 Omnibus: False Claims Recoveries;Third Party Liability	2015-07-17	none		0	2409

6. If the word "Post" appears instead of "Re-sync," this means the project is not currently linked with a Town Hall action.