

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 02-07

DATE: November 9, 2007

TO: Services and Work First Staff
County Fiscal Staff

EFFECTIVE: Upon Receipt (some changes retroactive to Oct. 2007¹)

The Services Information System User s Manual has been revised to incorporate the following changes.

Program Code 12 – Work First Demonstration Grant (TANF) has been added to the following Service Codes: 537 – Participation Expenses and 561 – Child and Family Enrichment Services. Work First Demonstration Grants are TANF dollars allocated to approved Work First Demonstration Grant counties for initiatives that are designed specifically to increase a county s Participation Rates. (¹ If these services were purchased in October 2007 under Work First Demonstration Grant programs they may be claimed for reimbursement against a participating county s Work First Demonstration Grant allocation.)

537 – Participation Expenses

Use on the DSS-5027 and the DSS-1571 Part II (no Client ID required).

Note: Costs associated with Participation Expenses, when charged to WF Demo Grants, should be reported on the DSS-1571 Part II to existing Part II Code 139 (Application Code 139) WORK FIRST DEMO DEV AND PLACEMENT (in addition to those costs already reported to this Part II Application Code.)

561 – Child and Family Enrichment Services

Use on the DSS-5027, DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required).

Note: Purchased service costs associated with Child and Family Enrichment, when charged to WF Demo Grants, should be reported on the DSS-1571 Part II to (new) Part II Code 143 (Application Code 143) WF DEMO CHILD & FAMILY ENRICHMENT.

Other Changes

The titles and/or definitions of the following Family Support/Child Welfare services found in Appendix B have been edited to reflect current titles and/or clarify appropriate use and allowable activities:

Service Code 210 – Protective Services for Children – Family Assessment has been renamed Protective Services for Children – Assessments. The definition has been modified to reflect current practice and terminology.

Service Code 211 – Protective Services for Children – Intake. The definition has been modified to reflect current practice and terminology.

Service Code 215 – Protective Services for Children – In-Home Services has been renamed Protective Services For Children – In-Home Services For Children Defined As Reasonable Candidates For Foster Care and Their Families. The definition has been modified to reflect current practice and terminology.

Service Code 219 - Protective Services for Children-Team Setting. The definition has been modified to reflect current practice and terminology.

Service Code 220 – Unsuccessful Attempts to Locate Victim Child. The definition has been modified to reflect current practice and terminology.

Service Code 228 – Preparation For and Participation in Judicial Determinations in Juvenile Court (Pre-Placement). The definition has been modified to reflect current practice and terminology.

Service Code 109 – Foster Care Services For Children -Case Management. The definition has been modified to reflect current practice and terminology.

The Appendix B Service Codes tables have been edited to reflect:

- ◆ The renamed Service Codes
- ◆ The addition of Program Code 12 to Service Codes 537 and 561
- ◆ The Service Codes for which Program Code 4 Smart Start is a valid fund source. (These include Service Codes 190, 380, 381, 816 and 002.)

The definition of Program Code 12 – Work First Demonstration Grant (TANF) in Appendix C has been modified to reflect the addition of Service Codes 537 and 561.

The SIS User’s Manual has been updated with these changes and is available in PDF format (see below). This version is the same as the on-line version, which is the official version of the SIS User s Manual.

If you do not have access to the on-line manuals, you may obtain the PDF file on disk or via e-mail, or a hard copy (limit one per county) of the SIS User s Manual by contacting Performance Management/Reporting and Evaluation Management Section at 919-733-4530.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the DSS On-Line Manuals website at <http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/index.htm>

2. Click on Change No. 02-07

To maintain a “soft copy” of the SIS User’s Manual:

3. Click on the [SIS Manual](#) link at the bottom of the page to download the revised manual and save it to disk, and

4. Click on the [DSS-5027/DSS-4263](#) links to download the replicas of the forms and save to disk.

To maintain your current hard copy of the SIS User's Manual:

5. Click on the [CN 02-07](#) and [CN 02-07 ATTACHMENTS](#) links at the bottom of the page to download the Change Notice and the attachment documents, and
6. Click on the [DSS-5027/DSS-4263](#) links to download the replicas of the forms.
7. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Or, if you do not currently have a hard copy:

8. Click on the [SIS Manual](#) link at the bottom of the page to download the revised manual, and
9. Click on the [DSS-5027](#) and [DSS-4263](#) links to download replicas of the forms.
10. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

REMOVE

Appendix B

page B-3 dated 05-23-2007
page B-4 and B-5 dated 05-23-2007
page B-6 dated 10-01-2004
page B-7 dated 06-01-2007
page B-12 dated 05-23-2007
page B-15 and B-16 dated 05-23-2007

Appendix C

page C-7, dated 05-23-2007

INSERT

Appendix B

page B-3 dated 05-23-2007
page B-4 and B-5 dated 10-01-2007
page B-6 dated 10-01-2007
page B-7 dated 10-01-2007
page B-12 dated 10-01-2007
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Appendix C

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Hank Bowers, Chief
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Evaluation Management Section

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