

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 02-08

DATE: June 19, 2008

TO: Services and Work First Staff

EFFECTIVE: July 01, 2008 (changes valid for July 2008 services)

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

A new Service Code, 319 – Child & Family Support Team Activity; Non-DSS Recipient, has been established. This new SIS code is being established to use when workers participate in Child and Family Support Team activities involving children that are not receiving any child welfare services from DSS (non-IVE or otherwise) and have no SIS client ID, but have been identified by the school as at-risk of academic failure. This Service Code is valid for only Anson, Bertie, Duplin, Greene, Halifax, Hoke, Hyde, Martin, McDowell, Nash, Pamlico, and Vance counties.

319 – Child & Family Support Team Activity; Non-DSS Recipient

Use only on the DSS-4263 (no Client ID required.) Valid only with Program Code "N".

NOTE: Worker time coded to this Service Code, with Program Code N, may be claimed under Service Program "Child & Family Teams Non IV-E" on the DSS-1571 Part Ia.

Program Code 12 – Work First Demonstration Grants is being added to the following Service Codes:

541 – Transportation Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

542 – Child Care Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

543 – Other Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

553 – Subsidized Employment

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

Note: **These Service Code/Program Code combinations are valid for use only by those counties that have received Work First Demonstration Grants for SFY 2009.**

Other Changes

The definitions for Service Codes 200- Protective Services For Adults – Intake, 202- Protective Services For Adults - Evaluation and 204- Protective Services For Adults – Mobilizing Services found in Appendix B have been edited to clarify appropriate use and allowable activities.

Program Code Y - Adolescent Parenting Program - Non-Medicaid has been added to Service Code 250 – Transportation Services in Section III, General Services, of the service grids in Appendix B to correct an error of omission.

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. 20-08

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” and “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 – 02-08” and “CN – 02-08 ATTACHMENTS” links at the bottom of the page to download the Change Notice and the attachment documents, and
6. 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:

7. Click on the “SIS Manual” link at the bottom of the page to download the revised manual, and
8. Click on the “DSS-5027” and “DSS-4263” links to download replicas of the forms.
9. 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-4, dated 02-29-2008
page B-5, dated 02-29-2008
page B-7, dated 10-01-2007
page B-17, dated 03-28-2003
page B-20 dated 10-01-2004

Appendix C

page C-7, dated 02-29-2008

INSERT

Appendix B

page B-4, dated 07-01-2008
page B-5, dated 07-01-2008
page B-7, dated 07-01-2008
page B-17, dated 07-01-2008
page B-20, dated 07-01-2008

Appendix C

page C-7, dated 07-01-2008



Hank Bowers, Chief
Performance Management/Reporting and
Evaluation Management Section

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