SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 02-18

DATE: May 4, 2018

TO: Adult Services and Child Welfare Services Staff, Supervisors and
                Program Managers;
                Data Entry Staff; County Automated Day Sheet Applications
                Administrators
                County Finance Officers

EFFECTIVE: May 1, 2018

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

To add **NOTE:** Counties may report all Medicaid Transportation purchased cost from the DSS- 1571 for Part II and /or Part IV on the DMA-2055.

Additional information pertaining to the revised reimbursement process was previously published in a DCD letter by DSS Business Operations on 3/13/2018. https://www2.ncdhhs.gov/dss/dcdl/Budget/BG%2004-2018.pdf

Other Changes

Appendix B has been edited to reflect the changes above.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the SIS On-Line Manual Change Notice website at
              http://info.dhhs.state.nc.us/olm/manuals/dss/rim-02/chg/index.htm

2. Click on Change No. 02-18

To maintain a "soft" or "hard" copy of the SIS User's Manual:

3. Click on the "SIS Manual" link at the bottom of the page to download the manual and save it to disk, and

4. Click on the "DSS-5027" and "DSS-4263" links to download replicas of the forms and save them to disk.

5. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if desired.

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

6. Click on the "CN – 02-18" and "CN – 02-18 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and

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:

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Appendix B   **Appendix B**
Page B-30, dated 07-01-2014   Page B-30, dated 05-01-2018

Shauna Shaw, Chief
Performance Management/Reporting and
Evaluation Management Section

CN-02-18
CN-02-18 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263