

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 03-12

DATE: June 29, 2012

TO: Services and Child Day Care Staff

EFFECTIVE: July 1, 2012 (SIS and Day Sheet policy) and July 6, 2012 (Day Sheet keying)

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

**The following Service Codes have been deleted:**

880 - Eligibility - Energy Assistance Programs

887 - Medicaid Expansion Activities

**The following Service Code has been renamed:**

**870 - Eligibility - NC Health Choice**

Is now

**870 - Eligibility –Family & Children's Medicaid / Health Choice**

Use on the DSS-4263 (no ID required) only

Valid with Program Code: HC

Service Code 870 may now be used to report time spent by an Income Maintenance caseworker in activities related to determination or redetermination of client eligibility for Family & Children's Medicaid programs (MAF, MIC, MPW, IAS, HSF and Family Planning) or the NC Health Choice program.

**Special Instructions:** The current penetration rate for NC Health Choice vs. Medicaid, obtained from NC XPTR report DHRWDB SUMMARY NCHC VS MEDICAID, should be applied to time coded as 870 – HC on the DSS-4263 when claiming reimbursement on the DSS-1571, such that the appropriate percentages of worker time are charged to Health Choice and Medicaid funding.

**NOTE:** Beginning with the August submission of the DSS-1571, it may be possible that the penetration rate can be entered into the Maximus NC QuIC/TEC system such that it will be applied to the minutes coded to 870-HC during the DSS-4263 to DSS-1571 Part I conversion. If this change is not implemented in the July release of the QuIC/TEQ software, counties will need to make this adjustment after the conversion.

**The following new Service Code is being added, effective June 1, 2012:**

**437 – Paternity Testing Fees**

Use on the DSS-1571 Part II only (no ID required)

Service Code 437 will be used on the DSS-1571 Part II to report fees paid by non custodial parents (NCP) and collected by DSS's or Child Support Agencies/contractors for costs related to paternity testing.

**Other Changes:**

A correction to the Service Code / Program Code table Appendix B I. Child Welfare Services has been made to remove Program Code **0 - TANF CPS & FC/Adopt (Zero)** from the list of valid Program Codes for Service Code **390 – Other Child Welfare Services**. (This change was implemented effective June 1, 2012 with CN-SIS-02-12, but the code was not removed from the table in that manual update.)

The definition of Service Code **250 – Transportation Services** found in the Definitions section of Appendix B has been updated to specify that Service Code 250 may be used for children or adults when the transportation being provided is charged to Medicaid.

Other Service Code definitions in Appendix B have been added or edited as appropriate to reflect other changes specified in this Change Notice.

**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.

<b>INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL</b>
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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. 03-12

**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 them to disk.

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

5. Click on the "CN – 03-12" and "CN – 03-12 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and
6. Click on the "DSS-5027" and "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 forms 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**

Page B-4 dated 06-01-2012  
Page B-6 dated 06-01-2012  
Page B-9 dated 06-01-2012  
Page B-29 dated 06-01-2012  
Page B-37 dated 06-01-2012  
Page B-55-56 dated 06-01-2012

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**Appendix B**

Pages B-4, dated 07-01-2012  
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Pages B-37, dated 07-01-2012  
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Hank Bowers, Chief  
Performance Management/Reporting  
and Evaluation Management Section

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SIS Manual  
DSS-5027  
DSS-4263