

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 06-19

DATE: September 20, 2019

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

EFFECTIVE: August 1, 2019

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

New Service Codes for use by county DSS workers to record time for Other Non-DSS Reimbursable Service.

- **Service Code 778 – Other Non-DSS Reimbursable Service**
- **Service Code 779 – Other Non-DSS Reimbursable Service**
- **Service Code 792 – Other Non-DSS Reimbursable Service**
- **Service Code 793 – Other Non-DSS Reimbursable Service**
- **Service Code 794 – Other Non-DSS Reimbursable Service**
- **Service Code 795 – Other Non-DSS Reimbursable Service**
- **Service Code 796 – Other Non-DSS Reimbursable Service**
- **Service Code 797 – Other Non-DSS Reimbursable Service**
- **Service Code 798 – Other Non-DSS Reimbursable Service**
- **Service Code 799 – Other Non-DSS Reimbursable Service**

Other Changes

Appendix B and 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 <https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/change-notices/2019>.
2. Click on CN-06-19

To maintain a “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
4. Click on links at the bottom of the page that reflect section changes to the manual
5. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if desired.

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-7, dated 08-30-2019

Page B-54, dated 03-01-2018

INSERT

Appendix B

Page B-7, dated 09-19-2019

Page B-55-56, dated 09-19-2019



Shauna Shaw, Chief
Performance Management Section

[SIS Manual](#)
[SIS300 APPENDIX B](#)