TO:	**County Directors of Social Services**
ATTENTION:	**DSS Child Welfare Services Program Administrators and Supervisors**
	Work First Program Administrators and Supervisors
	Food and Nutrition Services Administrators and Supervisors
	Adult Services Program Managers and Supervisors
	DSS Data Entry Supervisors
SUBJECT:	**Services Information System (SIS) ID Number Target to Target ID Merge**
DATE:	**May 9, 2011**

In the Unique Statewide Identifier project, counties are required to merge records for individuals in SIS with multiple client IDs. This merge process combines the records of those individuals with multiple (Source) SIS ID numbers into one of the existing records, resulting in a single (Target) SIS ID number. The Target ID becomes the valid ID (within a single county) for an individual whose multiple IDs were merged.

After successfully merging a Source SIS ID number with a Target SIS ID number, you may discover that an individual has multiple Target SIS ID numbers. This could have occurred if multiple SIS IDs were merged into two different Target IDs. Until now, two Target IDs could not be merged. The merge function has been updated to allow these types of merges. If an individual has multiple Target SIS ID numbers, determine which SIS ID will become the final number. Make the necessary changes to match the individual's name, sex, and date of birth on the record you wish to merge with that found on the record with the final number, so that a successful Target to Target merge can occur. This procedure requires the same action used when merging a Source SIS ID number with a Target SIS ID number.

If you have any questions, please feel free to contact the Performance Management/Reporting and Evaluation Management Section at 919-733-8938.

Sincerely,

Hank Bowers, Chief
Performance Management/
Reporting & Evaluation Management

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