

# SERVICES INFORMATION SYSTEMS (SIS)

## USERS MANUAL - UPDATE

CHANGE NO. 6-00

**DATE** September 19, 2000

**TO:** Work First and Services Program Staff

**EFFECTIVE:** October 1, 2000

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

### **Program Code Field Expansion**

The Program Code field has been expanded from one (1) alphanumeric position to five (5) alphanumeric positions. The first three positions (1-3), will initially not be used, and will accept only spaces when being keyed. When using the current, single alphanumeric Program Codes (codes A-Z and 0-9), a space is also keyed in the fourth position (4) and the (single alphanumeric) Program Code is keyed in the fifth, or right-most, position (5). A new SIS User's Manual and a revised form DSS-4263 will be issued. Counties should receive their initial supply of the new DSS-4263 within the next two weeks. The new manual is planned for distribution in October.

### **Change in Funding Source for Program Code 0 (zero)**

**Program Code 0**, formerly **TANF Transferred to SSBG Adopt/Foster**, has been changed to 100% Federal TANF funding and is now available statewide. Additional children's services activities may now be coded to this funding source. Therefore, **Program Code 0** will now be named **TANF CPS&FC/ADOPT**. *Use of this funding source is limited to specific workers and to TANF-eligible families only.* Refer to the new definition for **Program Code 0** and to Children's Services policy requirements for details.

### **Service Codes that can be coded to Program Code 0 (zero):**

#### **010 – Adoption**

It should be entered on the DSS 5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required

#### **011 – Adoption Recruitment**

It should be entered on the DSS-4263 and DSS-1571 Part II.

Client ID is not required.

### **012 – Adoption Case Management and Supervision**

It should be entered on the DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **041 – Level I Home Management**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **042 – Level II Personal Care**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **043 – Level II Home Management**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **044 - Level III Home Management**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **045 – Level III Personal Care**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **046 – Level IV Home Management**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **100 – Foster Care Services for Children Treatment**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **102 – Foster Care Services for Children Training**

It should be entered on the DSS-4263 and DSS-1571 Part II.

Client ID is not required.

### **103 – Foster Care Services for Children Recruitment and Assessment**

It should be entered on the DSS-4263.

Client ID is not required.

### **109 – Foster Care Services for Children Case Management**

It should be entered on the DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **121 – Family Preservation**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **122 – Family Support**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **123 – Intensive Family Preservation**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **140 – Housing and Home Improvement**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **170 – Personal and Family Counseling**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **210 – CPS Investigative Assessment**

It should be entered on the DSS-5027, and DSS-4263.

Client ID is required.

### **211 – CPS Intake**

It should be entered on the DSS-4263.

Client ID is not required, however individual listing of client name is required on the DSS-4263 when used with Program Codes 0, 9 or R.

### **220 – Unsuccessful Attempts To Locate Victim Child**

It should be entered on the DSS-4263.

Client ID is not required.

### **229 - Other Court Related Activity (Pre-Placement)**

It should be entered on the DSS-4263 and DSS-1571 Part II.

Client ID is not required.

### **330 – Individual and Family Adjustment Services**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

### **380 – Case Management**

It should be entered on the DSS-5027, and DSS-4263.

Client ID is required.

### **381 – Service Intake**

It should be entered on the DSS-4263.

Client ID is not required, however individual listing of client name is required on the DSS-4263 when used with Program Codes 0, 9 or R.

### **386 – Case Management In-Home Services.**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part II.

Client ID is required for DSS-4263.

Client ID is not required for DSS-1571 Part II.

### **390 – Other Child Welfare Services.**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

## **New Service Codes and renamed Program Code**

**EFFECTIVE:** September 1, 2000

**Program Code K, Independent Living Program**, has been renamed as **LINKS (formerly Independent Living Program)**. The funding source is now the Chafee Foster Care Independence Act Funds. Any questions or concerns about the use of these funds should be directed to Joan Mcallister (733-4622).

### **Service Codes that can be coded to Program Code K:**

#### **132 – LINKS Outreach Services**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

Use with Program Code K.

#### **133 – LINKS Transitional Services**

It should be entered on the DSS-5027 and DSS-4263

Client ID is required.

Use with Program Code K.

### **134 – LINKS Transitional Housing Funds**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

Use with Program Code K.

### **135 – LINKS Services to Foster Youth 13-15**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

Use with Program Code K.

### **136 – LINKS Services to Youth in Foster Care and in DSS Placement Responsibility ages 16-21**

It should be entered on the DSS-5027, DSS-4263 and DSS-1571 Part IV.

Client ID is required.

Use with Program Code K.

## **New Service Codes and new Program Code**

**EFFECTIVE:** October 1, 2000

Two new Service Codes and a new Program Code, **Program Code 10, TANF Domestic Violence**, have been added for the provision of domestic violence services to families receiving Work First Services. Please refer to DSS Administrative Letter No. Adult and Family Services 9-2000 for details.

### **350-TANF Domestic Violence Case Management (CM)**

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

Use with Program Code 10

### **351-TANF Domestic Violence Emergency Assistance (EA)**

It should be entered on the DSS-5027 and DSS-1571 Part IV.

Client ID is required.

Use with Program Code 10

### **Other Changes**

**EFFECTIVE:** September 1, 2000

Service Code **400-Work First Pilot - Transportation** has been changed to **431-Work First Pilot – Transportation**.

(This code is valid for Buncombe, Catawba, Davidson and Wake counties only.)

### **NOTE:**

Reports **SYA641 - SIS/County Administration Interface Process Service Cost Report Section I: Services Cost By Funding Source and Service and SYA650-1 – Section II: Average Cost – All Funding Sources** will no longer be mailed. These reports (and others) can now be accessed using **NC X/PTR**. Instructions for accessing **NC X/PTR** may be obtained at the website located at the following URL address (you must have a RACF User ID and Password).

<http://sccb.sips.state.nc.us/sysware/html/users.htm>

If you have problems accessing **NC X/PTR** you can call the DHHS Help Desk at 919-733-9100.

**The Services Information System (SIS) User's Manual is now online!**

Go to

<http://www.dhhs.state.nc.us/dss/>

and follow the links for "*On-Line Manuals and Forms*"

or go directly to

<http://info.dhhs.state.nc.us:81/olm/manuals/dss/rim-01/man/index.htm>

### **INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL**

**Remove**

**Appendix B**

**Pages B-3 - B-6A, dated 06/01/2000**

**Insert**

**Appendix B**

**Pages B-3 - B-6A, dated 10/01/2000**

**Appendix B**  
**Pages B-8A, dated 04/14/2000**

**Appendix B**  
**Page B-20A, dated 02/29/2000**

**Appendix C**  
**Page C-1 - C4, dated 06/01/2000**

**Appendix D**  
**Pages D-1 - D-2, dated 04/03/2000**

**Appendix B**  
**Page B-8A, dated 10/01/2000**

**Appendix B**  
**Page B-20A, dated 10/01/2000**

**Appendix C**  
**Page C1 - C4, dated 10/01/2000**

**Appendix D**  
**Page D-1 - D-2, dated 10/01/2000**

Hank Bowers, Assistant Chief,

Planning and Information

Resource and Information Management  
Section