

SERVICES INFORMATION SYSTEM (SIS)

USERS MANUAL - UPDATE

CHANGE NO. 1-01

DATE: February 21, 2001

TO: Work First and Services Staff

EFFECTIVE: Upon Receipt

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

Appendix B pages B-41 and B-42 have been re-issued to correct an error in the definition of service code **572 – Job Access Transportation Services – “Other Recipients”**.

Appendix B pages B-23 and B-24 have been re-issued to better define service code **395 – At-Risk Case Management**.

Other Changes

The Daysheet System (4263) has been changed to allow for the SIS Program Code to be keyed in

any position within the field, although most data-entry operators may choose to key in the first

and second (for 2-digit program codes) position(s), and then tab to the next field. You will no

longer have to use your space bar to move to the fourth or fifth position of the field. The changes

were effective Friday January 26, 2000.

Service Code 109 Foster Care Case Management should now be used to open child foster care services (rather than using Service Code 100) and should be keyed on the DSS-5027. Service Code 100, which was redefined with SIS Change Notice 07-00 (October 16, 2000), should still be entered on the DSS-5027 but is no longer used to open child foster care services.

Purchased services for **Service Code 132 LINKS Outreach Services** will no longer require a Client ID and will no longer be entered on the DSS-1571 Part IV. It will now be entered on DSS-1571 Part II, which does not require a Client ID.

The Appendix B Services Grid has been corrected to reflect that purchased services for **Service Code 133 LINKS Transitional Services** are allowed and should be entered on the DSS-1571 Part IV, requiring a Client ID.

Please DO NOT USE Service Code 321 Children' Services Trainer until further notice. Questions regarding restrictions on the use of this code should be addressed to the Children's Services policy section.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

Remove

Appendix B,
Pages B-1 and B-2, dated 11-01-2000

Pages B-23 and B-24, dated 11-01-200

Pages B-41 and B-42, dated 12-01-2000

Insert

Appendix B,
Pages B-1 and B-2, dated 01-01-2001

Pages B-23 and B-24, dated 01-01-2001

Pages B-41 and B-42, dated 01-01-2001



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[Attachment](#)