

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-02

DATE: December 28, 2001

TO: Services and Work First Staff

EFFECTIVE: January 1, 2002

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

A new program code, 22, Federal Adoption Incentive Fund (CAN), has been added for Children's Services. The funding source is a special allocation of 100% Federal (Child Abuse and Neglect) funds, awarded to North Carolina for exceeding the established baseline for adoptions of children with special needs since 1998. The new program code is county-specific, valid for all counties that finalized adoptions for children in the foster care system for fiscal years 98-99 and 99-00 (all NC counties EXCEPT Avery, Camden, Chowan, Clay, Gates, Graham, Hyde, Swain, and Tyrrell counties). The new code is effective January 1, 2002 and may be keyed beginning January 7, 2002.

The new Program Code may be used with the following services:

005 – Diagnostic and Treatment Services (Non-Residential) – Adoptions

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

009 – Adoption Case Management

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

010 – Adoption Services

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

011 – General Recruitment, Assessment and Training of Adoptive Parents

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

012 – Adoption Assistance Case Management

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

013 – Child-Specific Recruitment, Assessment and Training of Adoptive Parents

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

016 – Post Adoption Case Management

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

019 – Adoption Case Planning/Case Management - Team Setting

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

028 – Preparation for and Participation in Judicial Determinations – Adoptions

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

050 – Delinquency Prevention Services

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

100 – Diagnostic and Treatment Services (Non-Residential)-Foster Care

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

101 – Foster Care Services for Children - Foster Care Assistance Eligibility

It should be entered on the DSS-4263.
Client ID is required.

102 – Foster Care Services For Children

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

103 – General Recruitment, Assessment and Training of Foster Parents

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

109 – Foster Care Services For Children -Case Management

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

113 – Child-Specific Recruitment, Assessment, and Training of Foster Parents

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

119 – Foster Care Case Planning/Case Management-Team Setting

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

121 – Family Preservation Services

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

122 – Family Support Services

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

123 – Intensive Family Preservation Services

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

128 – Preparation for and Participation in Judicial Determinations-Foster Care

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

210 – Protective Services for Children - Investigative Assessment

It should be entered on the DSS-5027 and the DSS-4263.
Client ID is required.

211 – Protective Services for Children - Intake

It should be entered on the DSS-4263.

212 – Protective Services For Children – Medical, Psychological, and Medico-Legal Diagnostic Services

It should be entered on the DSS-1571 Part IV.
Client ID is required.

215 – Protective Services For Children – Case Planning and Case Management Services For Children Defined As Reasonable Candidates For Foster Care and Their Families

It should be entered on the DSS-5027 and the DSS-4263.
Client ID is required.

219 – Protective Services for Children-Team Setting

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

228 – Preparation For and Participation in Judicial Determinations in Juvenile Court (Pre-Placement)

It should be entered on the DSS-4263.
Client ID is required.

230 – Diagnostic and Treatment Services (Non-Residential)-CPS

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

320 – Evaluation Activities for Child Welfare Programs

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

321 – Children’s Services Trainer

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

Other Changes (effective upon receipt)

**Appendix A Services Information System Client Entry Form DSS-5027
Section II Definitions of Table Values for Reserved Fields
Table A: (page A-11)**

The instructions for keying deadline date have been changed from the “11th” to the “10th” to insure that information regarding Home and Community Care Block Grant funded services is transmitted to the Division of Aging’s Aging Resources Management System (ARMS) in a timely manner each month.

The Special Instructions under Service Code 554 – Other Supportive Services has been edited to clarify when a client ID is required on the DSS-4263.

The replica of the DSS-5027 Services Information System Client Entry Form has been edited to more accurately resemble that form.

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version, which is the same as the on-line version, 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 a hard copy (limit one per county) of the SIS User's Manual by contacting the Planning and Evaluation Section at 919-733-4530.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL
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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. 01-02

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" link to download the replica of the form and save it to disk.

To maintain a hard copy of the SIS User's Manual, either:

5. Click on the "CN – 01-02" and "CN – 01-02 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and
6. Click on the "DSS-5027" link to download a replica of the form.
7. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages as indicated below.

Or:

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" link to download replica of the form.
10. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if needed, or print, and then replace the appropriate pages as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

REMOVE

SIS Client Entry Form (DSS-5027)
(after page 9 of that manual section)

DSS-4263 Item 12:Program
page 8, dated 03-01-2001

Appendix A
Page A-11, dated 03-01-2001

INSERT

SIS Client Entry Form (DSS-5027)
(after page 9 of that manual section)

DSS-4263 Item 12:Program
page 8, dated 01-01-2002

Appendix A
Page A-11, dated 01-01-2002

Appendix B

page B-3, dated 03-01-2001
page B-4, dated 10-01-2001
page B-5, dated 03-01-2001
page B-42, dated 03-01-2001

Appendix C

page C-5, dated 10-01-2001

Appendix F

page F-1, dated 07-01-2001

Appendix B

page B-3, dated 01-01-2002
page B-4, dated 01-01-2002
page B-5, dated 01-01-2002
page B-42, dated 01-01-2002

Appendix C

page C-5, dated 01-01-2002

Appendix F

page F-1, dated 01-01-2002



Hank Bowers
Assistant Chief, Planning and Evaluation
Resource and Information Management
Section

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