

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-08

DATE: February 29, 2008

TO: Services and Work First Staff

EFFECTIVE: Upon Receipt (changes valid for February 2008 services)

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

**Program Code A – Adolescent Parenting Program - Medicaid is being removed as a valid code for Service Codes listed below.** This change is being made because some of the Adolescent Parenting Program (APP) activities which were previously qualified for Medicaid Federal Financial Participation (FFP) are no longer allowable under guidance from the Centers for Medicare and Medicaid Services (CMS). Due to this guidance, only those activities classified as “offering and arranging for family planning services” can be funded with Title XIX (Medicaid) funds. Offering and arranging for family planning services is defined as disseminating written and oral information; providing for individual and/or group discussions about all methods of family planning, including abstinence; and assisting with scheduling of visits to a medical family planning provider. Activities that are more non-medically oriented, such as advocacy and parenting education, are no longer allowable costs under Medicaid rules. **The following Service Codes will no longer be valid with Program Code A:**

- 041 – Level I Home Management
- 042 – Level II Personal Care
- 043 – Level II Home Management
- 044 – Level III Home Management
- 045 – Level III Personal Care
- 046 – Level IV Home Management
- 070 – Employment and Training Support Services
- 100 – Diagnostic and Treatment Services (Non-Residential) -Foster Care
- 101 – Foster Care Services for Children - Foster Care Assistance Eligibility
- 109 – Foster Care Services for Children - Case Management
- 120 – Family Reunification Services
- 121 – Family Preservation Services
- 122 – Family Support Services
- 123 – Intensive Family Preservation Services
- 140 – Housing and Home Improvement Services
- 170 – Personal And Family Counseling
- 229 – Other Court Related Activity (Preplacement)
- 330 – Individual and Family Adjustment Services
- 380 – Case Management
- 381 – Services Intake
- 804 – Adolescent Parenting Administrative Activity

Program Code A – Adolescent Parenting Program - Medicaid is valid for use only by **Caldwell, Cumberland, Henderson, Johnston, Onslow, and Orange** counties.

The description of Program Code A – Adolescent Parenting Program - Medicaid found in Appendix C has been modified accordingly.

**A NEW Program Code, 13 – Adolescent Parenting Program - TANF is being added to the existing Service Codes listed below. This Program Code is being added for use with services provided to TANF-eligible recipients under the Adolescent Parenting Program. A special allocation of TANF funds was made by the NC General Assembly for this purpose.**

- 041 – Level I Home Management
- 042 – Level II Personal Care
- 043 – Level II Home Management
- 044 – Level III Home Management
- 045 – Level III Personal Care
- 046 – Level IV Home Management
- 100 – Diagnostic and Treatment Services (Non-Residential) -Foster Care
- 102 – Training for Foster Parents
- 109 – Foster Care Services for Children - Case Management
- 120 – Family Reunification Services
- 121 – Family Preservation Services
- 122 – Family Support Services
- 123 – Intensive Family Preservation Services
- 140 – Housing and Home Improvement Services
- 170 – Personal And Family Counseling
- 229 – Other Court Related Activity (Preplacement)
- 330 – Individual and Family Adjustment Services
- 380 – Case Management
- 381 – Services Intake

No changes are being made with regard to the use of these Service Codes on the DSS-5027, DSS-4263 or DSS-1571. Refer to the SIS User's Manual Appendix B tables for more information.

Program Code 13 – Adolescent Parenting Program - TANF is valid for use only by **Cumberland, Onslow and Orange** counties.

**Program Code Y – Adolescent Parenting Program – Non-Medicaid is now valid for use only by Caldwell, Henderson and Johnston counties.**

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

## INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

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. 01-08

**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" and "DSS-4263" links to download the replicas of the forms and save them to disk.

**To maintain your current hard copy of the SIS User's Manual:**

5. Click on the "CN – 01-08" and "CN – 01-08 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and
6. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

**Or, if you do not currently have a hard copy:**

7. Click on the "SIS Manual" link at the bottom of the page to download the revised manual, and
8. Click on the "DSS-5027" and "DSS-4263" links to download replicas of the forms.
9. Open the downloaded files using Adobe Acrobat Reader. Print the forms and the entire manual.

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

To update your current hardcopy of the manual:

**REMOVE**

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**Instructions for Worker Daily Report of Services (DSS-4263)**

page 8, dated 05-23-2007

**Appendix B**

page B-3, dated 01-01-2008

page B-4, dated 10-01-2007

page B-5, dated 10-01-2007

page B-6, dated 10-01-2007

**Appendix C**

page C-6, dated 05-23-2007

page C-7, dated 10-01-2007

**INSERT**

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**Instructions for Worker Daily Report of Services (DSS-4263)**

page 8, dated 02-29-2008

**Appendix B**

page B-3, dated 02-29-2008

page B-4, dated 02-29-2008

page B-5, dated 02-29-2008

page B-6, dated 02-29-2008

**Appendix C**

page C-6, dated 02-29-2008

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Hank Bowers, Chief  
Performance Management/Reporting and  
Evaluation Management Section

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