

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 03-08

DATE: Oct. 17, 2008

TO: Services and Work First Staff

EFFECTIVE: Upon Receipt (changes valid for July 2008 services forward)

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

A new Service Code, 559 – Work First Functional Assessments and Program Code, 14 – Work First Functional Assessment Funds have been established.

These codes are to be used to report expenditures for Functional Evaluations (FE) conducted to document a person's ability to work and Vocational Assessments (VA) of an individual's abilities, skills, interests and readiness for employment.

559 – Work First Functional Assessments

Use on the DSS-1571 Part IV only (Client ID required)

Note: Direct worker time associated with arranging for this service should be coded to the appropriate Work First Case Management service code (522 - Case Management Without Eligibility Determination, 548 – Case Management For Non-Custodial Parents Of Work First Children or 558 – Case Management Retention Services.)

Other Changes

The definition for Service Code 559 – Work First Functional Assessments can be found in Appendix B.

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. 03-08

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

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

4. Click on the "[CN – 03-08](#)" and "[CN – 03-08 ATTACHMENTS](#)" links at the bottom of the page to download the Change Notice and the attachment documents, and
5. 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:

6. Click on the "[SIS Manual](#)" link at the bottom of the page to download the revised manual, and
7. Click on the "[DSS-5027](#)" and "[DSS-4263](#)" links to download replicas of the forms.
8. Open the downloaded files using Adobe Acrobat Reader. Print the form 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

Table of Contents dated 05-23-2007

Instructions for Worker Daily Report of Services (DSS-4263)
page 8, dated 02-29-2008

Appendix B
page B-7, dated 07-01-2008
pages B-45 through B-47, dated 07-30-2004

Appendix C
page C-6, dated 02-29-2008
page C-7, dated 07-01-2008

INSERT

Table of Contents dated 07-01-2008

Instructions for Worker Daily Report of Services (DSS-4263)
page 8, dated 07-01-2008

Appendix B
page B-7, dated 07-01-2008
pages B-45 through B-47, dated 07-01-2008

Appendix C
page C-6, dated 07-01-2008
page C-7, dated 07-01-2008
page C-8, dated 07-01-2008



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

[CN-03-08](#)
[CN-03-08 ATTACHMENTS](#)
[SIS Manual](#)
[DSS-5027](#)
[DSS-4263](#)