SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 03-10

DATE: October 1, 2010

TO: Services and Work First Staff

EFFECTIVE: October 1, 2010

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

New Fields have been added to the DSS – 5027

Field 6A – Federally Recognized Tribe (FED TRIBE) - This required field acknowledges whether the youth is enrolled or eligible for membership in a federally recognized tribe. The valid values are 'Y' (Yes) or 'N' (No).

Field 28 – Special Education Status (SE) - This required field acknowledges whether the youth is receiving special education, which is specifically designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability. The valid values are 'Y' (Yes) or 'N' (No).

Field 29 – Race Declined (RD) - This required field acknowledges whether the youth or parent has declined to identify a race. The valid values are 'Y' (Yes) or 'N' (No). 'Y' is valid only when the Race Code (Field 24) is '11' or '12'. 'N' is valid with any Race Code (including '11' or '12').

NOTE: Fields 6A, 28 and 29 are available in the Services Information System (SIS) online and data entered in these fields will appear on the DSS-5027 turnarounds. Workers will need to record these required fields on the current DSS-5027 form until the revised DSS- 5027 form has been updated to reflect these changes. Refer to the attached facsimile of the DSS-5027 which shows where these data are to be entered on the current version of the form.

New Service Codes (see below) have been established.

The following Service Codes have been added for Independent Living Services (LINKS):

> 130 – LINKS Independent Living Needs Assessment
> 131 – LINKS Supervised Independent Living
> 156 – LINKS Academic Support
> 157 – LINKS Post-Secondary Educational Support
> 158 – LINKS Education Financial Assistance
> 160 – LINKS Career Preparation
> 161 – LINKS Employment Programs or Vocational Training

162 – LINKS Budget and Financial Management
163 – LINKS Housing Education and Home Management
164 – LINKS Health Education and Risk Prevention
165 – LINKS Family Support and Healthy Marriage Education
166 – LINKS Mentoring
167 – LINKS Room and Board Financial Assistance
168 – LINKS Other Financial Assistance

The purpose of the new LINKS Service Codes is to collect information on the specific Independent Living Services provided to youth in North Carolina. These codes are to be used only on the DSS-5027 and the DSS-1571 Part IV (Client ID required).

New System Edits for Data Entry

Field 26 – Highest Grade - This field is modified to require an entry if the age of the individual is between 4 and 21 years of age (inclusive), based on the value of the DSS – 5027 Field 4, Date of Birth. Field 26 was also modified to prevent entry of code 99 'Unknown', if the individual is between 4 and 21 years of age (inclusive). In addition, the instructions for entering the highest grade level (found in Appendix A, page A-10) have been changed.

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. 03-10

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 – 03-10" and "CN – 03-10 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	INSERT
Table of Contents dated 03-01-2010	**Table of Contents** dated 10-01-2010
Instructions for SIS Client Entry Form, DSS- 5027	**Instructions for SIS Client Entry Form, DSS- 5027**
page 4, dated 04-30-2009	page 4, dated 10-01-2010
page 9, dated 06-01-2007	page 9, dated 10-01-2010
Appendix A	**Appendix A**
page A-10, dated 05-23-2007	page A-10, dated 10-01-10
page A-11, dated 01-01-2002	page A-11, dated 10-01-10
pages A-12 – A-13, dated 03-01-2001	page A-12 – A14, dated 10-01-10
Appendix B	**Appendix B**
page B-3, dated 10-01-2009	page B-3, dated 10-01-2010
pages B-14 – B-50, (various dates)	pages B-14 – B-52, dated 10-01-2010

Hank Bowers

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CN-SIS-03-10
CN-SIS-03-10 ATTACHMENTS
SIS Manual
DSS-5027 (current)
DSS-5027 (facsimile showing new Fields)