

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 02-13

DATE: June 24, 2013

TO: Child Welfare Services Staff, Supervisors and Program Managers
Adult Services Staff, Supervisors and Program Managers, Economic
Services Staff, Supervisors and Program Managers

EFFECTIVE: July 1, 2013 (Family Reunification Fund) and July 15, 2013 (NC FAST Service Codes)

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

A new Program Code, 24 – Family Reunification Fund (Title IV-B-2), has been established. This Program Code represents allocations to counties of 100% IV-B, Subpart 2 funds for the provision of time-limited family reunification services. This Program Code is valid with the following Service Codes:

120 – Family Reunification Services

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required). Note that the definition for Family Reunification Services has also changed. Refer to Appendix B for details.

333 - Individual And Family Adjustment Paraprofessional Services - Child Welfare Services

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required).

Three new Service Codes have been added for use by workers actively engaged in using NC FAST. These Service Codes are:

890 – NC FAST – Case Management

Use on the DSS-4263 only (Client ID not required)

891 – NC FAST – Applications

Use on the DSS-4263 only (Client ID not required)

892 – NC FAST – Recertifications

Use on the DSS-4263 only (Client ID not required)

The following Program Codes are valid for use on the DSS-4263 with the NC FAST Service Codes:

FS – Food & Nutrition Services Administration

HC – Health Choice

MA – Medicaid Administration

PA – Refugee Assistance

SA – State/County Special Assistance
T – Title XIX Medical Transportation
9 – Work First Block Grant

Program Code **R – TANF 100% Federally Funded** is also valid with the NC FAST Service Codes, but should not be used on the DSS-4263. County Finance officers may reassign a portion of costs for worker time coded to Program Code 9 with these Service Codes to TANF during preparation of the DSS-1571.

A discussion of these Service Codes, their use and the process for determining which Program Code(s) to use on the DSS-4263 is available at <https://dss.ncgovconnect.com/ncfasttime/>.

Appendix B tables have been updated to include the new NC FAST Service Codes and the new Family Reunification Fund Program Code. Appendix B - Definitions has been updated to include the new definition for Service Code 120 – Family Reunification Services and clarification in the usage “NOTE” under Service Code 381 – Services Intake.

Appendix C has been updated to include the description of the new Program Code, **24 - Family Reunification Fund (Title IV-B-2)**.

Other Changes

Various edits to other sections of the SIS User’s manual have been made including:

- **Deletion of a reference to the defunct “SIS Desk Reference” under DSS-5027 Section B. Service Plan**
- **An update to the text in DSS-4263, By Whom Prepared, Item 4.**
- **An update to the text in DSS-4263, Instructions for Specific Items**
- **The addition of new Program Code 24 – Family Reunification Fund (Title IV-B-2) in DSS-4263, Instructions for Specific Items, Item 12: Program**

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
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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. 02-13

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 to disk.

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

5. Click on the "[CN – 02-13](#)" and "[CN – 02-13 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 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 06-01-2012

Instructions for the SIS Client Entry Form, DSS-5027

page 5, dated 07-30-2004

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

pages 2 - 3, dated 09-01-2012

page 5, dated 07-30-2004

page 8, dated 01-01-2013

Appendix B

page B-4, dated 09-01-2012

page B-9, dated 07-01-2012

pages B-21 – B-57, various dates

Appendix C

page C-6, dated 06-01-2012

INSERT

Table of Contents dated 07-01-2013

Instructions for the SIS Client Entry Form, DSS-5027

page 5, dated 07-01-2013

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

pages 2 - 3, dated 07-01-2013

page 5, dated 07-01-2013

page 8, dated 07-01-2013

Appendix B

page B-4, dated 07-01-2013

page B-9, dated 07-01-2013

pages B-21 – B-58, dated 07-01-2013

Appendix C

page C-6, dated 07-01-2013



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Evaluation Management Section

[CN-02-13](#)

[CN-02-13 ATTACHMENTS](#)

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[DSS-4263](#)