

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

**CHANGE NO. 04-22**

**DATE:** February 16, 2022

**TO:** Adult Services and Child Welfare Services Staff,  
Data Entry Staff; County Automated Day Sheet Applications  
Administrators  
County Finance Officers

**EFFECTIVE:** February 1, 2022

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

**New Service Code 205 (APS Essential Services) and Program Code ES (Essential Services) for use by county DSS workers to code time on Part II of the DSS-1571.**

Other Changes

**Appendix B has been edited to reflect the changes above.**

## INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the SIS On-Line Manual Change Notice website at <https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/change-notices/2022>.
2. Click on CN-04-22

**To maintain a "hard" copy of the SIS User's Manual:**

3. Click on the "SIS Manual" link at the bottom of the page to download the manual and save it to disk
4. Click on links at the bottom of the page that reflect section changes to the manual
5. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if desired.

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

To update your current hardcopy of the manual:

### REMOVE

#### Appendix B

Page B-6, dated 12-02-2020

Page B-28, dated 07-20-2020

#### Appendix C

Page C-1, dated 03-01-2018

### INSERT

#### Appendix B

Page B-6, dated 02-16-2022

Page B-28, dated 02-16-2022

#### Appendix C

Page C-1, dated 02-16-2022



Shauna Shaw, Chief  
Performance Management Section