SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO.   **01-25**

DATE: August 1, 2025

TO: All County Staff;
                   Data Entry Staff;
                   County Automated Day sheet Applications Administrators
                   County Finance Officers

EFFECTIVE: August 1, 2025

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

New Program Code IV-E Administrative Activities (FFZ) has been added and is valid with existing service codes 215, 219 and 228.

The Program Code IV-E Administration Activities (Z) description has been updated.

The Service Code descriptions for 210 Protective Services for Children/CPS Assessment Investigative Activities and 215 Protective Services for Children/In-Home Services have been updated.

Other Changes

Appendix B has been edited to reflect the changes above.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

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1. Go to the SIS On-Line Manual Change Notice website at https://policies.ncdhhs.gov/divisional-n-z/social-services/services-information-system-sis/

2. Click on 2025, then 05-25.

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

3. Click on the "SIS Manual" link at the bottom of the page. Click on each section separately to download and save it.

4. Open the downloaded files using Adobe Acrobat Reader. Print each section of 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	INSERT
Appendix B	**Appendix B**
Page B-2, dated 09-01-2012	Page B-2, dated 08-01-2025
Page B-3, dated 02-26-2024	Page B-3, dated 08-01-2025
Page B-6, dated 07-20-2020	Page B-6, dated 08-01-2025
Page B-31, dated 07-20-2020	Page B-31, dated 08-01-2025
Page B-32, dated 02-25-2019	Page B-32, dated 08-01-2025
Page B-33, dated 04-01-2018	Page B-33, dated 08-01-2025
Appendix C	**Appendix C**
Page C-2, dated 04-24-2024	Page C-2, dated 08-01-2025
Page C-3, dated 11-20-2023	Page C-3, dated 08-01-2025
Page C-6, dated 06-30-2021	Page C-6, dated 08-01-2025
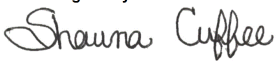
Shauna Cuffee, Chief
Performance Management Section