

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

**CHANGE NO.** 04-24

**DATE:** October 8, 2024

**TO:** Adult Services Staff, Supervisors and Program Managers;  
Data Entry Staff; County Automated Day Sheet Applications Administrators  
County Finance Officers

**EFFECTIVE:** October 1, 2024

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

**Current Service Code 386 has been updated to Case Management SA/In-Home Services and is valid with new program code MAC.**

**New Service Code 387- SA In Home – Assessments and is valid with program code MAC.**

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-n-z/social-services/services-information-system-sis/>
2. Click on 2024, then 04-24.

**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

#### **Appendix B**

Page B-7, dated 07-14-2021


Page B-40, dated 08-01-2014

### INSERT

#### **Appendix B**

Page B-7, dated 10-08-2024

Page B-40, dated 10-08-2024

DocuSigned by:  


C8285950CE7A4AF...

Shauna Cuffee, Chief  
Performance Management Section

[SIS Manual](#)