

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-03

DATE: March 28, 2003

TO: Services and Work First Staff

EFFECTIVE: Upon Receipt (changes valid for March 2003 services)

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

A new Service Code (389 – Repatriation Services) and Program Code (50 – Repatriation Funds) have been established. These codes are provided for county DSS staff to record time spent providing intake and case management services to US Citizens returning to the United States because of destitution, mental illness, physical illness, or international crisis, and to draw down Federal funds passed through International Social Services to NC-DHHS for purchased services and emergency cash assistance loans approved for these individuals.

389 – Repatriation Services

Use on the DSS-5027 (optional), DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required.)

Service Code 321 – Children Services Trainer and Program Code 21 – IV-E Training are being eliminated. A “hold” had been placed on the use of Service Code 321 since February 2001, and it is now no longer valid.

Program Code N – DSS Non-Reimbursable is being added to Service Code 350 – TANF Domestic Violence Case Management. As of this update, Program Code 10 – TANF Domestic Violence, should no longer be used by county DSS workers with Service Code 350 when recording time on the DSS-4263 Worker Daily Report of Services (daysheet). **All DSS staff time recorded to Service Code 350 should be charged to N - DSS Non-Reimbursable.** TANF Domestic Violence Case Management services provided by non-DSS agencies may still be charged to Program Code 10 – TANF Domestic Violence funds.

350 – TANF Domestic Violence Case Management

Use on the DSS-5027, DSS-4263 (**Program Code N only**; Client ID required) and DSS-1571-Part IV (**Program Code 10 only**; Client ID required)

Note: **Service Code 351 – TANF Domestic Violence–Emergency Assistance** is valid only on the DSS-1571-Part IV (Client ID required.) **Do not use Service Code 351 on the DSS-4263 Worker Daily Report of Services.**

Other Changes

The definitions for Service Codes 010-Adoption Services, and 109-Foster Care Services for Children – Special Services found in Appendix B have been edited to clarify appropriate use and allowable activities.

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version, which is the same as the on-line version, 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 a hard copy (limit one per county) of the SIS User's Manual by contacting the Planning and Evaluation 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. 01-03

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" link to download the replica of the form and save it to disk.

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

5. Click on the "CN – 01-03" and "CN – 01-03 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and
6. Click on the "DSS-5027" link to download a replica of the form.
7. 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:

8. Click on the "SIS Manual" link at the bottom of the page to download the revised manual, and
9. Click on the "DSS-5027" link to download replica of the form.
10. 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:

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Hank Bowers
Assistant Chief, Performance Reporting
and Automation
Economic Independence Section

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