SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 01-18

DATE: March 26, 2018

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

EFFECTIVE: March 1, 2018

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

New Service Codes for use by supervisors, clerical support and other administrative staff on day sheets (DSS-4263) have been added. These codes will facilitate the entry of administrative time on the DSS-1571 through the NC CoReLs worker time import process. Although use of these codes is not required, they will enable counties to import administration and supervisor/support staff effort for increased efficiency and will eliminate the need for counties to assign generic SIS codes to NC CoReLS Cost Pool FCP's.

A new Program Code, ADM – Administration Support, has been created for use with these Service Codes.

Use on the DSS-4263 (Client ID not required).
Use of these codes is valid for all counties.

- **Service Code 750 – Agency-Wide Administration Staff is valid with Program Code ADM**
- **Service Code 752 - Services Supervisor and Clerical Support is valid with Program Code ADM**
- **Service Code 753 - Income Maintenance Supervisor and Clerical Support is valid with Program Code ADM**
- **Service Code 754 - IV-D (Child Support) Supervisor and Clerical Support is valid with Program Code ADM**

Other Changes

Appendix B has been edited to reflect the changes above.
Pilot counties will still be able to use the above Service Codes, as appropriate, on the DSS-4263.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the SIS On-Line Manual Change Notice website at
   http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/index.htm

2. Click on Change No. 01-18

To maintain a "soft" or "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, and

4. Click on the "DSS-5027" and "DSS-4263" links to download replicas of the forms and save them to disk.

5. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if desired.

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

6. Click on the "CN – 01-18" and "CN – 01-18 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and

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" and "DSS-4263" links to download replicas of the forms.

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:

REMOVE	INSERT
Worker Daily Report of Services (DSS-4263)	**Worker Daily Report of Services (DSS-4263)**
Page 8, dated 07-01-2016	Page 8, dated 03-01-2018
Appendix B	**Appendix B**
Page B-7, dated 10-01-2015	Page B-7, dated 03-01-2018
Page B-56, dated 07-01-2014	Page B-56, dated 03-01-2018
Appendix C	**Appendix C**
page C-1, dated 07-01-2017	page C-1, dated 03-01-2018

Shauna Shaw

Shauna Shaw, Chief
Performance Management/Reporting and
Evaluation Management Section

CN-01-18
CN-01-18 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263