

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

**CHANGE NO.** 02-23

**DATE:** June 8, 2023

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

**EFFECTIVE:** May 1, 2023

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

**New Program Codes Continuous Coverage Unwinding and Medicaid Expansion (CCU) and MIC/NCHC Continuous Coverage Unwinding and Medicaid Expansion (MCU) have been added and are valid with service codes 872, 890, 891 and 892.**

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>.
2. Click on 2023, then 02-23.

**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-12, dated 03-31-2023

#### **Appendix C**

Page C-1, dated 07-20-2022

Page C-2, dated 05-13-2021

### **INSERT**

#### **Appendix B**

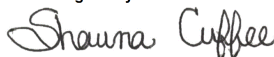
Page B-12, dated 06-06-2023

#### **Appendix C**

Page C-1, dated 06-06-2023

Page C-2, dated 06-06-2023

DocuSigned by:



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Shauna Cuffee, Chief  
Performance Management Section

[SIS Manual](#)