SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 02-11

DATE: August 24, 2011

TO: Services and Work First Staff

EFFECTIVE: August 24, 2011

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

SIS User's Manual Update number CN-SIS-01-11 included, among other changes, the addition of Program Code 23 – CPS Expansion to Service Codes 210, 215, 219, 220, 228, 229, 230, 330, and 390. The Attachment documents for that Change Notice inadvertently omitted Program Code 23 from Appendix B page B-4, for Service Code 219 – Protective Services for Children – Team Setting.

This Update is being issued to correct Appendix B, page B-4 issued with CN-SIS-01-11.

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version is the same as the on-line version, which 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 via e-mail, or a hard copy (limit one per county) of the SIS User's Manual by contacting Performance Management/Reporting and Evaluation Management 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. 02-11

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

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

4. Click on the "<u>CN – 02-11</u>" and "<u>CN – 02-11 ATTACHMENTS</u>" links at the bottom of the page to download the Change Notice and the attachment documents, and

5. 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:

6. Click on the "<u>SIS Manual</u>" link at the bottom of the page to download the revised manual, and

7. Click on the "<u>DSS-5027</u>" and "<u>DSS-4263</u>" links to download replicas of the forms.

8. Open the downloaded files using Adobe Acrobat Reader. Print the forms and the entire manual.

Note: Adobe Acrobat Reader may be downloaded for free at <u>http://www.adobe.com/</u>

To update your current hardcopy of the manual:

<u>**REMOVE**</u>	<u>**INSERT**</u>
Appendix B	**Appendix B**
page B-4, dated 07-01-2008	page B-4, dated 07-01-2011

Hank Bowers, Chief
Performance Management/Reporting
and Evaluation Management Section

<u>CN-02-11</u>
<u>CN-02-11 ATTACHMENTS</u>
<u>SIS Manual</u>
<u>DSS-5027</u>
<u>DSS-4263</u>