

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 02-16

DATE: June 27, 2016

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

EFFECTIVE: July 1, 2016

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

A new Program Code, COM – Community Response Program (IV-B2), is being added to the following Service Codes:

122 – Family Support Services

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

324 - Evaluation Activities for Family Support Services Programs

Use on the DSS-4263 (no Client ID required) and the DSS-1571 Pt. II (no Client ID required)

330 – Individual And Family Adjustment Services

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

333 – Individual And Family Adjustment Paraprofessional Services – Child Welfare Services

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

382 - Service Intake - Family Support Services

Use on the DSS-4263 (no Client ID required)

383 - Case Management - Family Support Services

Use on the DSS-5027 and the DSS-4263 (Client ID required)

390 – Other Child Welfare Services

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

Program Code COM - Community Response Program (IV-B2) is valid only for the following counties:

Alamance (01); Catawba (18); Durham (32); Henderson (45); Iredell (49); Rutherford (81); Wake (92); and Wilson (98)

The following Services may no longer be reported on the DSS-1571 Part II when charged to either Health Choice (HC), Medicaid Administration (MA) or State/County Special Assistance (SA):

890 - NC FAST – Case Management

891 - NC FAST – Applications

892 - NC FAST – Recertifications

Other Changes

To correct an error in the Appendix B Service Code matrix, Program Code 9 has been removed from Service Code 230 - Diagnostic and Treatment Services (Non-Residential) –CPS. Program Code 9 has been invalid with this Service Code since June 2012, but the Appendix B grid did not correctly reflect this change.

As of June 1, 2016, the NC FAST-CSDW-Day Sheet Interface pilot was temporarily suspended to allow for analysis of the fiscal impacts of the day sheet coding used in pilot process. All counties, including the five pilot counties, will continue to code time for Service Codes 890, 891 and 892 directly to Program Codes FS, HC, MA, PA, RM, SA, T, 9 and R, as under “Plan B”, until further notice. Counties are reminded to **use Program Code R - TANF 100% Federally Funded with Service Codes 890, 891 and 892 **when performing activities in NC FAST pertaining to Work First Employment Services** and to **continue to code activities related to Work First Cash Assistance and Work First Emergency Assistance to Program Code 9 – Work First Block Grant (MOE).****

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 919-527-6260.

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. 02-16

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](#)" and "[DSS-4263](#)" links to download replicas of the forms and save them to disk.

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

5. Click on the "[CN – 02-16](#)" and "[CN – 02-16 ATTACHMENTS](#)" links at the bottom of the page to download the Change Notice and the attachment documents, and
6. 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:

7. Click on the "[SIS Manual](#)" link at the bottom of the page to download the revised manual, and
8. Click on the "[DSS-5027](#)" and "[DSS-4263](#)" links to download replicas of the forms.
9. 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

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Instructions for Worker Daily Report of Services (DSS-4263)

page 8, dated 03-01-2016

page 9, dated 03-01-2016

Appendix B

page B-4, dated 04-01-2015

page B-9, dated 03-01-2016

Appendix C

page C-7, dated 03-01-2016

page C-8, dated 10-01-2013

INSERT

Table of Contents, dated 07-01-2016

Instructions for Worker Daily Report of Services (DSS-4263)

page 8, dated 07-01-2016

page 9, dated 07-01-2016

Appendix B

page B-4, dated 07-01-2016

page B-9, dated 07-01-2016

Appendix C

pages C-7 and C-8, dated 07-01-2016

page C-9, dated 07-01-2016



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

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[CN-02-16 ATTACHMENTS](#)

[SIS Manual](#)

[DSS-5027](#)

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