SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. __02-17__

DATE: July 28, 2017

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: July 1, 2017 (Service month, for August 2017 reimbursement)

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

A new Service Code (112 – <u>Guardianship Assistance Case Management – Child Welfare Services</u>) has been added. This Service Code is to be used for services provided to a minor individual to determine eligibility for, or manage receipt of, Guardianship Assistance.

        112 - Guardianship Assistance Case Management – Child Welfare Services
            Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

        Service Code 112 is valid with Program Codes N – Non-DSS Reimbursable, V – TANF Transferred-to-SSBG, X – SSBG Services, Z - IV-E Administrative Activities and 9 – Work First Block Grant.

        NOTE: Use of Program Code V with 112 is restricted to families with income at or below 200% FPL. Use of Program Code 9 with 112 is restricted to families where the guardian is a <u>specified relative</u> (refer to <u>ACYF-CB-IM-92-04, 02/24/1992</u>) and other conditions of eligibility for MOE-funding are met.

        Use of this coding is valid for all counties.

Other Changes

Appendix B has been edited to reflect the changes above and to list Service Code 108 – Guardianship – Child Welfare Services under "Foster Care Services for Children" (along with Service Code 112), rather than under "Family Support Services for Children".

The definitions of Program Codes B - In-Home Services – Age 18 through 59 and I - In-Home Services - Age 60 and Over have been edited to include Day Care

Services for Adults as an allowable service funded with the State In-Home Services Fund, per 10A NCAC 06U .0101.

Conversion of Records from SIS to NC FAST:

Assuming a "Go-Live" date of August 1, 2017 for conversion of CPS and Foster Care cases in the five Pilot Counties (Franklin, Guilford, Richmond, Rockingham and Sampson), the following edit will be implemented in the Services information System:

> **No new instances of Service Codes 100, 109, 119, 128, 171, 210, 212, 215, 219, 230, 251, 252, or 390 with a Service Begin Date greater than or equal to August 1st, 2017 will be allowed on the DSS-5027.**

Pilot counties will still be able to use the above Service Codes, as appropriate, on the DSS-4263. For entries on the DSS-4263 that require Client ID, the CNDS ID of the individual whose CPS or Foster Care case is in NC FAST should be entered. (Refer to the Services Information System (SIS) Data Entry User's Manual, Section SIS 102.03 Errors, Special Error Handling, for information on how to enter an EIS Individual ID in the online DSS-4263. These instructions would also apply to entering a CNDS ID on the DSS-4263. Counties with their own automated day sheet system do not need to be concerned with the alignment of the CNDS ID provided the ID is within the specified columns for Client ID in their batch data file output for FTP to the State mainframe.)

Only NC FAST Pilot counties will be impacted by these changes at this time.

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. 02-17

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 – 02-17" and "CN – 02-17 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
Table of Contents, dated 07-01-2016	Table of Contents, dated 07-01-2017
Appendix B	**Appendix B**
page B-3, dated 11-01-2014	page B-3, dated 07-01-2017
page B-4, dated 01-01-2017	page B-4, dated 07-01-2017
page B-21 & B-22, dated 07-01-2013	Pages B21 & B-22, dated 07-01-2017
Appendix C	**Appendix C**
page C-1, dated 10-01-2014	page C-1, dated 07-01-2017

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

CN-02-17
CN-02-17 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263