

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 03-02

DATE: August 9, 2002

TO: Services and Work First Staff

EFFECTIVE: September 1, 2002

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

Program Codes R - TANF 100% Federally Funded and 0 - TANF CPS FC/Adopt (zero) have been added to the following services as indicated.

Program Code **R – TANF 100% Federally Funded** has been added to the following service:

230 – Diagnostic And Treatment Services (Non-Residential) –CPS

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

Program Code **0 – TANF CPS FC/Adopt** has been added to the following services:

104 – Foster Care Services For Children - Special Services

Use on the DSS-1571 Part IV (SIS Client ID required.)

105 – Foster Care Optional Elements

Use on the DSS-1571 Part IV (SIS Client ID required.)

212 – Protective Services For Children – Medical, Psychological, And Medico-Legal Diagnostic Services

Use on the DSS-1571 Part IV (SIS Client ID required.)

241 – Individual And Family Adjustment Services - Camping Component

Use on the DSS-5027 and the DSS-1571 Part IV (SIS Client ID required.)

293 – Residential Treatment For Emotionally Disturbed

Use on the DSS-5027 and the DSS-1571 Part IV (SIS Client ID required.)

331 – Individual And Family Adjustment Representative Payee

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

332 – Individual and Family Adjustment Paraprofessional Services

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

Other Changes

The special instructions in Appendix B (page B-2) regarding IV-E Reimbursement for Program Administration have been revised according to new policy.

The service grid in Appendix B (page B-5) has also been corrected to reflect that purchase of services (using DSS-1571 Part IV) are allowable for 332 – Individual and Family Adjustment Paraprofessional Services.

The definition for Program Code 0 - TANF CPS FC/Adopt has been revised.

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version, which is the same as the on-line version, 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 a hard copy (limit one per county) of the SIS User's Manual by contacting the Planning and Evaluation 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. 03-02

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" link to download the replica of the form and save it to disk.

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

5. Click on the "CN – 03-02" and "CN – 03-02 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and
6. Click on the "DSS-5027" link to download a replica of the form.
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" link to download replica of the form.
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/>

REMOVE

Appendix B

page B-2, dated 03-01-2001 (or 07-01-2002)
page B-3, dated 07-01-2002
page B-4, dated 07-01-2002
page B-5, dated 07-01-2002

Appendix C

page C-4, dated 10-01-2001

Appendix F

page F-1, dated 07-01-2002

INSERT

Appendix B

page B-2, dated 09-01-2002
page B-3, dated 09-01-2002
page B-4, dated 09-01-2002
page B-5, dated 09-01-2002

Appendix C

page C-4, dated 09-01-2002

Appendix F

page F-1, dated 09-01-2002



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