SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 04-11

DATE: October 27, 2011

TO: Services and Work First Staff

EFFECTIVE: Upon Receipt

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

Program Code A - <u>Adolescent Parenting Program - Medicaid</u> is being discontinued. The Services Information System User's manual is being updated to reflect that this fund source has been unavailable since July 1, 2010. Program Code A will no longer be valid with the following Service Codes:

> **080 – Health Support Services – Family Planning**
> **102 – Training for Foster Parents**
> **110 – Health Support Services**
> **135 – LINKS Services to Current/Former Foster Youth 13-15**
> **136 – LINKS Activities: Services to Current or Former Foster Youth ages 16-21**
> **190 – Problem Pregnancy Services**
> **250 – Transportation Services**
> **285 – Health Support Services – Communication Assistance (Optional Resource)**

Program Code Y - <u>Adolescent Parenting Program - Non-Medicaid</u> is being discontinued. The Services Information System User's manual is being updated to reflect that this fund source has been unavailable since July 1, 2010. Program Code Y will no longer be valid with the following Service Codes:

> **041 – Level I Home Management**
> **042 – Level II Personal Care**
> **043 – Level II Home Management**
> **044 – Level III Home Management**
> **045 – Level III Personal Care**
> **046 – Level IV Home Management**
> **070 – Employment and Training Support Services**
> **080 – Health Support Services – Family Planning**
> **100 – Diagnostic and Treatment Services (Non-Residential)-Foster Care**
> **101 – Foster Care Services for Children - Foster Care Assistance Eligibility**
> **102 – Training for Foster Parents**
> **109 – Foster Care Services For Children - Case Management**

110 – Health Support Services
117 – Foster Care Caseworker Visit
118 – Foster Care Caseworker Visit – In Child's Residence
120 – Family Reunification Services
121 – Family Preservation Services
122 – Family Support Services
123 – Intensive Family Preservation Services
135 – LINKS Services to Current/Former Foster Youth 13-15
136 – LINKS Activities: Services to Current or Former Foster Youth ages 16-21
140 – Housing and Home Improvement Services
170 – Personal and Family Counseling
190 – Problem Pregnancy Services
229 – Other Court Related Activity (Preplacement)
250 – Transportation Services
285 – Health Support Services – Communication Assistance (Optional Resource)
330 – Individual And Family Adjustment Services
381 – Services Intake
804 – Adolescent Parenting Administrative Activity

Program Code 13 - <u>Adolescent Parenting Program – TANF</u> is being renamed as "13 - <u>Adolescent Parenting Program – TANF-NR</u>". This program is funded with 100% Federal TANF through an allocation to the Division of Public Health, and will be reported on the DSS-1571 as non-reimbursable through the County Administration System. Program Code 13 - <u>Adolescent Parenting Program – TANF-NR </u>is valid only for those counties receiving funding authorizations from the Division of Public Health. For SFY 2012 this includes Onslow and Orange counties.

Program Code 13 - <u>Adolescent Parenting Program – TANF-NR</u> will continue to be valid for the following Service Codes:

> **330 - Individual And Family Adjustment**
> Use on the DSS-5027, the DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required).

> **380 – Case Management**
> Use on the DSS-5027 and the DSS-4263 (Client ID required).

> **381 – Service Intake**
> Use on the DSS-4263 (No client ID required).

Program Code 13 - <u>Adolescent Parenting Program – TANF-NR</u> will no longer be valid with the following Service Codes:

> **041 – Level I Home Management**
> **042 – Level II Personal Care**
> **043 – Level II Home Management**
> **044 – Level III Home Management**
> **045 – Level III Personal Care**

046 – Level IV Home Management
100 – Diagnostic and Treatment Services (Non-Residential)-Foster Care
102 – Training for Foster Parents
109 – Foster Care Services For Children -Case Management
117 – Foster Care Caseworker Visit
118 – Foster Care Caseworker Visit – In Child's Residence
120 – Family Reunification Services
121 – Family Preservation Services
122 – Family Support Services
123 – Intensive Family Preservation Services
140 – Housing and Home Improvement Services
170 – Personal and Family Counseling
229 – Other Court Related Activity (Preplacement)

Other Changes

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. 04-11

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

4. Click on the "DSS-5027" and "DSS-4263" links to download the 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 – 04-11" and "CN – 04-11 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and

6. Click on the "DSS-5027" and "DSS-4263" links to download the replicas of the forms.

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 forms 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 09-01-2011	**Table of Contents** dated 10-01-2011
Section DSS-4263 page 8, dated 09-01-2010	**Section DSS-4263** page 8, dated 10-01-2011
Appendix B page B-3, dated 10-01-2010 page B-4, dated 07-01-2011 page B-5, dated 07-01-2011 page B-6, dated 02-29-2008	**Appendix B** page B-3, dated 10-01-2011 page B-4, dated 10-01-2011 page B-5, dated 10-01-2011 page B-6, dated 10-01-2011
Appendix C page C-7, dated 07-01-2008 page C-8, dated 07-01-2011	**Appendix C** page C-7, dated 10-01-2011 pages C-8 dated 10-01-2011

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

CN-04-11
CN-04-11 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263