SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 04-13

DATE: December 19, 2013

TO: Adult Services and Child Day Care Services Staff

EFFECTIVE: Upon Receipt

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

Service Codes 396 – <u>Adult Care Transition Services</u> and 397 - <u>Adult Care Home Certification for Community Living Transition Funds</u> have been deleted. The Title XIX Funding for these services ended effective July 1, 2013.

A new county-specific Service Code 817– <u>Child Care Fraud Investigation</u> is being added effective December 1, 2013. This Service Code is valid with Program Code **L - <u>Child Care and Development Fund</u>.**

> **817 – <u>Child Care Fraud Investigation</u>**
>   Use only on the DSS-4263 (no client ID required).

Note: This Service Code / Program Code combination is valid for the following counties:
Ashe (005); Cabarrus (013); Gaston (036); Northampton (066);   Scotland (083); Wake (092); Wilkes (097); Wilson (098)

Other Changes

There are no other changes at this time.

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

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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. 04-13

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" link to download the replicas of the forms and save to disk.

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

5. Click on the "CN – 04-13" and "CN – 04-13 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. 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 10-01-2013	**Table of Contents** dated 12-01-2013
Appendix B	**Appendix B**
page B-5, dated 01-01-2013	page B-5, dated 12-01-2013
page B-7, dated 10-01-2013	page B-7, dated 12-01-2013
page B-37, dated 07-01-2013	page B-37, dated 12-01-2013
page B-56, dated 10-01-2013	page B-56, dated 12-01-2013

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

CN-04-13
CN-04-13 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263