

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 04-19

DATE: May 15, 2019

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: May 1, 2019

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

Service Code 352 - Family Violence Prevention Case Management and Service Code 353 – Family Violence Prevention Services are being deleted. The program was discontinued effective February 2019.

Other Changes

Appendix B has been edited to reflect the changes above.

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. 04-19

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 – 04-19](#)” and “[CN – 04-19 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

Appendix B

Page B-6, dated 01-28-2019
Page B-39, dated 07-01-2014

INSERT

Appendix B

Page B-6, dated 05-15-2019
Page B-39, dated 05-15-2019



Shauna Shaw, Chief
Performance Management Section

[CN-04-19](#)
[CN-02-19 ATTACHMENTS](#)
[SIS Manual](#)