SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. **08-22**

DATE: December 30, 2022

TO: All County Staff;
Data Entry Staff;
County Automated Day sheet Applications Administrators
County Finance Officers

EFFECTIVE: January 1, 2023

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

New Service Code 113 START Model Services has been added and is valid with a new program code STM.

New Service Code 114 Professional Foster Parents has been added and is valid with a new program code PFP.

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 https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/change-notices/2022.

2. Click on CN-08-22

To maintain a "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

4. Click on links at the bottom of the page that reflect section changes to the manual

5. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if desired.

Note: Adobe Acrobat Reader may be downloaded for free at http://www.adobe.com/

To update your current hardcopy of the manual:

REMOVE	INSERT
Appendix B	**Appendix B**
Page B-3, dated 07-01-2017	Page B-3, dated 12-30-2022
Page B-23, dated 06-30-2021	Page B-23, dated 12-30-2022
Appendix C	**Appendix C**
Page C-3, dated 10-01-2015	Page C-3, dated 12-30-2022

DocuSigned by:
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Shauna Cuffee, Chief
Performance Management Section

SIS Manual