

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NOTICE NO. 9-00

DATE: November 14, 2000

TO: Work First and Services Staff

EFFECTIVE: Upon Receipt

The Services Information System User's Manual has been revised to incorporate the following changes. The changes described below may be keyed into SIS upon receipt.

Corrections to Change Notice No. 7-00

Client ID is not required for Service Code 321 (Children's Services Trainer). It should be entered on the DSS-4263 and DSS-1571 Part II. Use with Program Codes N, P, X, and 21

There is a discrepancy in the Appendix B Grid and Appendix B definition (page B-32) for Work First Service Code 522 – Case Management Without Eligibility Determination. The Appendix B Grid correctly reflects that Client IDs are not required.

Other _____

The two pages preceding the Appendix B Grid were inadvertently omitted from Change Notice 7-00. These pages have been revised and are included with this Change Notice.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL	
Remove	Insert
	Appendix B, Pages B-a & B-b, dated 11-14-2000
Appendix B, Pages B-31 and B-32, dated 11-01-2000	Appendix B, Pages B-31 and B-32, dated 11-14-2000



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Appendix B Service Codes and Definitions

Included in Appendix B are all of the service codes used 1) to complete or add services to the Service Plan Section or the DSS-5027 and 2) to report service activities on the DSS-4263.

Appendix B is organized as follows:

Part I.	Children's Services
Part II.	Adult Services
Part III.	General Services
Part IV.	Intake and Case Management
Part V.	Other Administrative Activities
Part VI.	Long Term Care Screening Program
Part VII.	Food Stamp Employment and Training and Workfare
Part VIII.	Work First Block Grant

The format of the service code definitions is not necessarily synonymous with the format of the service definitions in services manuals. This is because, for program and accountability purposes, some parts of some services must be broken out and reported separately. In addition, the codes for certain services/elements are reported only on the DSS-5027, and the codes for certain service worker activities are reported only on the DSS-4263.

Appendix B also contains service codes for "other Non-DSS Reimbursable Services". These codes are available for use in reporting activities in service programs that 1) are funded by Federal or non-Federal funding sources not administered by the Division of Social Services, and 2) are under the direct supervision of the county department of social services and are provided directly to clients by service workers of the county department of social services, and 3) involve service activities which are not comparable to activities defined under any other service code in Appendix B. The definitions of "Other Non-DSS Reimbursable Service" codes are designated by the county department of social services. County departments of social services may designate one of these service codes for all "Other Non-DSS Reimbursable Services" or may designate one code for each "Other Non-DSS Reimbursable Services". For purposes of the Services Information System, these codes are to be used to record any "other non-DSS reimbursable services" in a Client's service plan (DSS-5027) and to report time spent by service workers in "other non-DSS reimbursable service" activities. Inasmuch as these codes represent "Other Non-DSS Reimbursable Services" provided directly by county staff, they are not to be used for reporting non-DSS reimbursable purchased services on the DSS-1571.

NOTE: IV-E Reimbursement for Program Administration

The following special considerations are to be taken into account in coding Child Protective Services, Foster Care Services for Children and Adoption Services. Eligible services should be charged to IV-E (program code Z) whenever permissible. For example, service code 109 with program code Z can always be used when establishing *initial* eligibility for IV-E, whether or not the child is eventually determined to be IV-E eligible. However, when redeterminations of eligibility are performed, only redeterminations for IV-E eligible children may be charged to program code Z, using the appropriate service code.

Allowable costs for activities such as recruitment, licensing, and training foster parents that are not linked directly to a child's eligibility must be allocated to the Title IV-E program code (Z). The percent of allowable charges to IV-E is based on the statewide percentage of the children in DSS custody that are IV-E eligible (69.71% for SFY 99-00).

VI. WORK FIRST BLOCK GRANT

520 – Work First Information/Referral - Includes providing information about the Work First Program to Work First Family Assistance recipients and the general public. Activities include but are not limited to, providing an explanation of Work First, including employment services, support services available to Work First families, non-custodial parents or former Work First families with income at or below 200% of the poverty level, assistance with child support, and temporary cash assistance, and a general overview of participant and agency responsibilities. Referrals to other programs and resources may also be included.

Also included is time spent identifying and developing community resources for work and work-related activities and supportive services. This includes working with businesses, establishing and supporting local business councils, working with the Faith Community and other non-profit organizations. Faith and community liaisons should generally use this code to record their time.

Activities include explaining program policy to agency providers, developing memoranda of understanding with local agencies, and monitoring feedback. Accessing labor market information, public awareness, posting worksite and employment opportunities are included in this service. General development and negotiation of OJT and Job Development and Job Placement contracts are included in this activity.

If your agency contracts for these services, use this code also.

No client ID is needed. One entry on the DSS-4263 can be used to record total Work First Information/Referral time for the entire day.

521 - Child Care – is the provision of an organized program of activities utilized for the purpose of enabling a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the child. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included. Staff who are responsible for arranging Child Care for Work First families may use code **521** to report this service. If the Work First case manager provides this service, it is considered case management.

No client ID is needed.

522 - Case Management Without Eligibility Determination means planning and directing the provision of, and/or directly providing services by Work First staff with case management responsibilities as defined in Work First policies and procedures. These staff do not determine eligibility for Work First Family Assistance. Activities include ongoing evaluation of the individual's current program participation and service needs and appropriate modifications to the Mutual Responsibility Agreement. This also includes providing the appropriate assistance to enable the participant to assume responsibility for identifying and accessing those services necessary to promote successful program participation, and employment. Some services identified as case management include: initial assessment and periodic reassessment of a participant's job readiness, job search, examination of constructive ways to resolve all work-related issues, mutually-developed strategies (by the participant and worker) for self-sufficiency, identification of responsibilities of both the participant and agency in facilitating the completion of the plan; arranging and/or providing transportation, and arranging child/adult care.

Case management activities assist families to independently conduct routine tasks such as recognizing family health needs, utilizing maternal and child health programs, and performing daily household management tasks, which contribute to self-sufficiency.

Development and continuing assessment of the Mutual Responsibility Agreement are considered Case Management functions and should be coded here. This includes, among other things, gathering information through various methods, such as home visits, interviewing, formal testing, and self-assessment instruments. It includes coordination with agency staff and other community resources when appropriate to prevent duplicative assessments. The purchase of diagnostic evaluations to assess an individual's job readiness is an allowable use of funds. Time spent arranging for consultative examinations is considered as case management.

If your agency contracts for this service, code 522 should be reported on the DSS-1571. Client ID numbers are not required.

Special Instructions: One entry on the DSS-4263 is used to record total Case Management time for the entire day.

When a DSS case manager reports Case Management Services on the DSS-4263, no client ID number is needed. One entry on the DSS-4263 is used to record total Case Management time for the entire day.

523 Adult Care – is the provision of an organized program of activities utilized to enable a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the adult family member. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included. Staff who are responsible for arranging Adult Care for Work First families may use code **523** to report this service. If the Work First case manager provides this service, it is considered case management.

No client ID is needed.

527 – Education/Training means the costs and expenses required for participation in a vocational or technical skills training program, leading to a specific occupation. Examples of expenses required for participation include tools, fees, supplies, and tuition when funds are not otherwise available (e.g., financial aid). Also included are the costs and expenses required for participation in a high school education program designed to prepare an individual for a high school diploma or equivalency certificate. This also includes basic and remedial education and education in English proficiency for those individuals whose native language is not English. In very limited instances, this could include the costs and expenses required for participation in an institution of higher education that is intended to result in a bachelor's degree.

532 – Transportation Services means purchasing transportation to enable participants and their families for whom transportation is not otherwise available, to access community resources, supportive services, and employment and training opportunities as appropriate to promote successful completion of the activities outlined in the Mutual Responsibility Agreement, and to achieve self-sufficiency. The purchase of childcare transportation, when not included in the child care payment, is to be reported as Transportation Services (Code 532).

537 – Participation Expenses means payment of expenses when needed to facilitate an individual's participation in approved activities included in the Mutual Responsibility Agreement. These may or may not be component-specific expenses. Some non-component specific expenses may include such expenses as car repairs, licensing fees, and meals and refreshments (as set forth in county policy). Component-specific expenses may include, but are not limited to, CPR training and equipment such as a fire extinguisher for an individual providing child care for someone performing community services; uniforms, tools, and medical exams for someone participating in work experience. This includes one-time work related expenses also.