

SERVICES INFORMATION SYSTEM (SIS)

USERS MANUAL - UPDATE

CHANGE NO. 3-01

DATE: June 12, 2001

TO: Services Staff

EFFECTIVE: July 6, 2001

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

A new program code has been added for Children Services, 30 IV-B1 (Family to Family – Casey Foundation). The new program code is county-specific, valid only for Cumberland, Durham, Guilford, Mecklenburg and Wake counties.

The new Program Code may be used with the following services:

009 - Adoption Case Management

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV

Client ID is required.

010 – Adoption Services

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV

Client ID is required.

011 - General Recruitment, Assessment and Training of Adoptive Parents

It should be entered on the DSS-4263 and DSS-1571 Part II.

Client ID is not required.

013 - Child-Specific Recruitment, Assessment and Training of Adoptive Parents

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

016 - Post Adoption Case Management

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

050 – Delinquency Prevention

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

102 – Foster Care Training

It should be entered on the DSS-4263 and DSS-1571 Part II.

Client ID is not required.

103 - General Recruitment, Assessment and Training of Foster Parents

It should be entered on the DSS-4263 and DSS-1571 Part II.

Client ID is not required.

113 - Child-Specific Recruitment, Assessment and Training of Foster Parents

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

119 - Foster Care Case Planning/Case Management-Team Setting

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

121 – Family Preservation Services

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

122 – Family Support Services

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

123 – Intensive Family Preservation Services

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required

219 - Protective Services for Children-Team Setting

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

250 – Transportation Services

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

320 - Evaluation Activities for Child Welfare Programs

It should be entered on the DSS-4263 and DSS-1571 Part II.

Client ID is not required.

330 – Individual and Family Adjustment

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required.

390 – Other Child Welfare Services

It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part IV.

Client ID is required

Other Changes

Race codes were changed as of September 1999. Please refer to Appendix A in the on-line SIS User's Manual.

The SIS User's Manual has been updated and is now available in PDF format. This version, which is the same as the on-line version, will now be the official version of the SIS User's Manual. Page numbers and header dates have been updated, and therefore, will not match the dates and page numbers in previous hard-copy versions of the manual. This and future Change Notices will use the page numbers and header dates found in the PDF version of the manual as references in the "Instructions for Maintaining SIS User's Manual". **If you choose to maintain a hard copy of the SIS User's manual, you will need to download and print the PDF version. This will insure that the correct pages and/or sections are removed and inserted when following the Instructions for Maintaining SIS User's Manual.**

If you do not have access to the on-line manuals, you may obtain the PDF file on disk, or a hard copy (limit one per county) of the SIS User's Manual by contacting the Planning and Evaluation 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. 03-01

3. Click on the "Attachment (PDF SIS Manual)" link at the bottom of the page to download the revised manual.

4. Open the downloaded file in Adobe Acrobat Reader (if necessary) and print the manual.

5. Click on the "Attachment (CN - 3-01)" link at the bottom of the page to download the Change Notice.

6. Open the downloaded file in Adobe Acrobat Reader (if necessary) and print the pages

Remove	Insert
Discard previous hard copies of the entire SIS User's Manual.	Entire new version dated 3-01-2001.
Appendix B pages B-14 and B-15, dated 3-01-2001	Appendix B pages B-14 and B-15, dated 05-01-2001
	Appendix F page F-1, dated 07-01-2001



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Resource and Information Management Section

Attachment [CN 3-01](#)

Attachment [SIS manual](#)