DSS ADMINISTRATIVE LETTER
CHILD WELFARE SERVICES   CWS-04-09

DSS ADMINISTRATIVE LETTER
ADULT SERVICES DAAS   09-06

DSS ADMINISTRATIVE LETTER
PERFORMANCE MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT
PM-REM-AL- 02-09

TO:	**COUNTY DIRECTORS OF SOCIAL SERVICES**
ATTENTION:	**CHILDREN'S SERVICES PROGRAM MANAGERS, ADULT SERVICES PROGRAM MANAGERS, SUPERVISORS, AND SOCIAL WORKER**
DATE:	**MARCH 31, 2009**
SUBJECT:	**SIS SSN CONVERSION AND UPCOMING CHANGES**
EFFECTIVE DATE:	**APRIL 15, 2009**

In preparation for a State Unique Identifier to be assigned for each individual within Services Information System (SIS), social security numbers (SSN) that contain all 9's are being converted to all zeroes.   Also, included is an online edit change that will no longer allow 9's when the SSN is unknown and requires all zeroes to be entered. These changes are scheduled to be implemented April 15, 2009.

Other upcoming changes are outlined below and are scheduled to be implemented by October 1, 2009.

1.   Require a Name Search via SIS before completing entry in Central Registry.

2.   SIS to display Race/Ethnicity/Language (REL-compliant) codes.

Race Codes (up to a combination of 5 of 6 possible):
Asian (code A), Black or African American (code B), American Indian or Alaskan Native (code I), Native Hawaiian or other Pacific Islander (code P), White (code W), or Unreported (code U) which may not be used in combination with any of the other five codes

Ethnicity Codes:
Hispanic Cuban (code C), Hispanic other (code H), Hispanic Mexican American (code M), Not Hispanic (code N), Hispanic Puerto Rican (code P), or Unreported (code U)

Language (2 Digits):
English (code EN), Spanish (code SP), Arabic (code AR), Cambodian (code CA), Chinese (code CH), French (code FR), French Creole (code FC), German (code GE), Greek (code GR), Gujarati (code GU), Hindi (code HI), Hmong (code HM), Hungarian (code HU), Italian (code IT), Japanese (code JA), Korean (code KO), Laotian (code LA), Miao (code MI), Mon-Khmer (MK), Persian (code PE), Polish (code PO), Portuguese (code PG), Portuguese Creole (code PC), Russian (code RU), Serbo-Croatian (code SC), Tagalog (code TA), Thai (code TH), Urdu (code UR), Vietnamese (code VI), or other (code OT)

A conversion from the current 2-digit numeric race code to up to 5 one digit alpha REL-compliant Race code(s) is to be completed (see the attached conversion chart for reference).
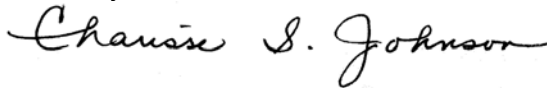
3.   Creating a SIS ID Combine process to allow workers to combine records where multiple SIS IDs exist for a single individual in order for the individual to contain one unique identifier in the system.

More information and instructions on these and other changes will follow in the months to come.

If your county has its own system and requires a test file for the conversions listed above, please contact Belinda Autry, Information Support Unit, at (919) 733-8938 by April 8, 2009.

If you have any questions concerning the planning process of the changes, please contact Rick Zechman (eric.zechman@ncmail.net) with Child Welfare Services at (919) 334-1108, Dawn Cambridge (dawn.cambridge@ncmail.net) with Performance Management at (919) 334-1236, or Suzanne Merrill (Suzanne.Merrill@ncmail.net) with the Adult Services Section at (919) 733-3818.
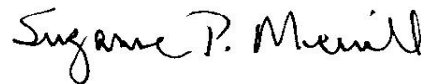
Sincerely,

Charisse Johnson, Chief
Child Welfare Services

Hank Bowers, Chief
Performance Management/Reporting and Evaluation Management

Suzanne Merrill, Chief
Division of Aging and Adult Services
Adult Services Section

Attachments:
SIS CNDS Race Code Conversion Chart

cc: Sherry S. Bradsher
      Jack Rogers
      Sarah Barham
      Dean Simpson
      Adonica Hampton
      Dennis Streets
      Child Welfare Services Team Leaders
      Children's Program Representatives
      Work First Program Representatives
      Adult Program Representatives
      Local Business Liaisons