

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NOTICE NO. 8-00

DATE: October 24, 2000

TO: Work First and Services Staff

EFFECTIVE: November 1, 2000

The Services Information System User's Manual has been revised to incorporate the following changes. The changes described below may be keyed into SIS beginning November 6, 2000.

Some additional funding sources have been added to LINKS.

132 – LINKS Outreach Services

Use with Program Codes K and N.

133 – LINKS Transitional Services

Use with Program Codes K, N, R, X and 0 (zero).

134 – LINKS Transitional Housing Funds

Use with Program Codes K and N.

135 – LINKS Services To Foster Youth 13-15

Use with Program Codes A, K, N, P, X, Y, Z (admin), 5, 6, 7, and 8.

Other Changes:

A new Service Code has been added for Program Code R, (TANF 100% Federally Funded).

EFFECTIVE: October 1, 2000 and may be keyed into SIS beginning October 26, 2000.

562 – Pregnancy Prevention Services

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

Client ID is required for DSS-4263.

Client ID is not required for DSS-1571 Part II.

Use with Program Code R.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL	
Remove	Insert
Appendix B	Appendix B
Pages B-1 and B-2, dated 11-01-2000	Page B-1 and B-2, dated 11-01-2000
Page B-5, dated 11-01-2000	Page B-5, dated 11-01-2000
Pages B-39 and B-40, dated 11-01-2000	Pages B-39 and B-40, dated 11-01-2000



Hank Bowers
Assistant Chief, Planning and Information
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I. CHILDREN SERVICES

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Adoption Services For Children						
Diagnostic and Treatment Services (Non-Residential) -Adoption	005	005	Yes	005	Yes	N,P,R,V,X,0,5,6,7,8,9
Adoption Case Management	009	009	Yes	009	Yes	K,N,P,R,V,X,Z,0,5,6,7,8
Adoption Services	010	010	Yes	010	Yes	N,P,R,V,X,0,5,6,7,8
General Recruitment, Assessment and Training of Adoptive Parents		011	No	011	No	K,N,P,V,X,Z,5,6,7,8
Adoption Assistance Case Management	012	012	Yes	012	Yes	K,N,P,R,V,X,Z,0,5,6,7,8
Child Specific Recruitment, Assessment and Training of Adoptive Parents	013	013	Yes	013	Yes	K,N,P,R,V,X,Z,0,5,6,7,8
Post Adoption Case Management	016	016	Yes	016	Yes	K,N,P,R,V,X,Z,0,5,6,7,8
Adoption Case Planning/Case Management	019	019	Yes	019	Yes	K,N,P,R,V,X,Z,0,5,6,7,8
Preparation for and Participation in Judicial Determinations-Adoptions	028	028	Yes	028	Yes	N,P,R,V,X,Z,0,5,6,7,8
Foster Care Services For Children						
Diagnostic and Treatment Services (Non-Residential) -Foster Care	100	100	Yes	100	Yes	A,N,P,R,V,X,Y,0,5,6,7,8,9
Foster Care Assistance Eligibility		101	Yes	No	No	A,N,P,V,X,Z,Y,5,6,7,8
Foster Care Training		102	No	102	No	A,K,N,P,R,V,X,Z,Y,0,5,6,7,8
General Recruitment, Assessment and Training of Foster Parents		103	No	Yes	No	K,N,P,V,X,Z,5,6,7,8
Foster Care Special Services				104	Yes	R,V,9
Foster Care Optional Elements				105	Yes	R
Foster Care Case Management		109	Yes	109	Yes	A,K,N,P,R,V,X,Z,Y,0,5,6,7,8,9
Child Specific Recruitment, Assessment and Training of Foster Parents	113	113	Yes	113	Yes	N,P,R,V,X,Z,0,5,6,7,8
Foster Care Case Planning/Case Management-Team Setting	119	119	Yes	119	Yes	K,N,P,R,V,X,Z,0,5,6,7,8
Preparation for and Participation in Judicial Determinations-Foster Care	128	128	Yes	128	Yes	N,P,R,V,X,Z,0,5,6,7,8
Independent Living Trust Fund	130			130		(EFT process with State office approval only)
LINKS Outreach Services	132	132	Yes	132	Yes	K,N
LINKS Transitional Services	133	133	Yes	No	No	K,N,R,X,0
LINKS Transitional Housing Funds	134	134	Yes	134	Yes	K,N
LINKS Services to Foster Youth 13-15	135	135	Yes	135	Yes	A,K,N,P,X,Y,Z,5,6,7,8
LINKS Services to Youth in Foster Care and in DSS Placement Responsibility ages 16-21	136	136	Yes	136	Yes	A,K,N,P,X,Y,Z,5,6,7,8

CHILDREN SERVICES CONTINUED

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Protective Services For Children:						
CPS – Investigative Assessment	210	210	Yes	No	No	R,0,5,6,7,8,9
CPS – Intake		211	No	No	No	R,0,9
CPS – Medical, Psychological, and Medico-Legal Diagnostic Services				212	Yes	P,R,X,Z,5,6,7,8,9
CPS – Case Planning And Case Management (Child Defined as Reasonable Candidate For Foster Care)	215	215	Yes	No	No	Z,5,7
Protective Services for Children-Team Setting	219	219	Yes	219	Yes	P,R,X,Z,0,5,6,7,8
Unsuccessful Efforts to Locate Alleged Victim Child		220	No	No	No	0,R
Preparation for and Participation In Judicial Determinations In Juvenile Court (Preplacement)		228	Yes	No	No	Z
Other Court Related Activity (Preplacement)		229	No	No	No	A,K,P,R,Y,0
Diagnostic and Treatment Services (Non-Residential) -CPS	230	230	Yes	230	Yes	N,P,X,0,5,6,7,8,9
General Services For Children						
Delinquency Prevention	050	050	Yes	050	Yes	N,P,X,5,6,7,8
Family Preservation Services	121	121	Yes	121	Yes	A,K,N,P,R,X,Y,0,5,6,7,8,9
Family Support Services	122	122	Yes	122	Yes	A,K,N,P,R,X,Y,0,7,8,9
Intensive Family Preservation Services	123	123	Yes	123	Yes	A,K,N,P,R,X,Y,0,5,6,7,8,9
IFA Camping Component	241			241	Yes	R,9
Residential Treatment For Emotionally Disturbed	293			293	Yes	R
Evaluation Activities for Child Welfare Programs		320	No	320	No	K,N,P,X,Z,5,6,7,8
Children's Services Trainer	321	321	Yes	321	Yes	N,P,X,21
Other Child Welfare Services	390	390	Yes	390	Yes	N,P,R,V,0,5,6,7,8,9

II. ADULT SERVICES

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Day Care For Adults – Daily Care	030			030	Yes	
Day Care For Adults – Recruitment		031	No	No	No	N,X
Employment And Training Support	070	070	Yes	070	Yes	A,K,N,P,X,Y,5,6,7,8
Adult FC Recruitment and Evaluation		091	No	No	No	N,O,X
Adult Placement Services	095	095	Yes	No	No	N,X
Guardianship	107	107	Yes	No	No	N,X
Day Health For Adults	155			155	Yes	
Protective Services For Adults						
PS For Adults – Intake		200	No	No	No	J,N,X
PS For Adults – Evaluation	202	202	Yes	No	No	J,N,X
PS For Adults – Planning and Mobilizing	204	204	Yes	204	Yes	J,N,X,2
Resident Evaluation Identification and Prescreening Services	393	393	No	393	No	2
Resident Evaluation Services	394	394	Yes	394	Yes	2
Adult Care Home Case Management	396	396	Yes	396	Yes	2,N
Adult Care Home Screening		397	No	No	No	2,N

WORK FIRST BLOCK GRANT

SERVICE	DSS 5027	DSS4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Work First Information/Referral		520	No	520	No	R,9,W
Child Care		521	No	521	No	R,9,W
Case Management Without Eligibility Determination		522	No	522	No	R,9,W
Adult Care	523	523	No	523	Yes	R,9,W
Education/Training				527	No	9,W
Transportation Services				532	No	R,9,W
Participation Expenses	537			537	No	R,9,W
Transportation Retention Services	541			541	Yes	R,9,W
Child Care Retention Services	542			542	Yes	R,9,W
Other Retention Services	543			543	Yes	R,9,W
On-The-Job Training	544	544	Yes	544	Yes	R,9,W
Work First Eligibility Determination		545	No	No	No	R,9,W
Job Development and Placement	546	546	No	546	No	R,9,W
Job Search/Job Readiness	547	547	No	547	No	R,9,W
Non-Custodial Parents Case Management	548	548	Yes	548	Yes	R
Non-Custodial Parent Child Care	549			549	Yes	R
Mental Health Services	551	551	Yes	551	Yes	R,9,W
Substance Abuse Services	552	552	Yes	552	Yes	R,9,W
Subsidized Employment	553	553	Yes	553	Yes	R,9,W
Other Supportive Services	554	554	Yes	554	Yes	R,9,W
Non-Custodial Parent Other Work Related Expenses	555			555	Yes	R
Fraud Activities		557	No	No	No	R,9,W
Case Mgt. Retention Services	558	558	Yes	558	Yes	R,9,W
Child And Family Enrichment Services	561	561	No	561	No	R,9,W
Pregnancy Prevention Services	562	562	Yes	562	No	R
Individual Development Account Expenses				566	Yes	R,9,W
Non-Custodial Parents – Transportation	569			569	Yes	R
Job Access Transportation Services – Non- Custodial Parents	570			570	Yes	R
Job Access Transportation Services – Current Work First Recipients				571	Yes	R
Job Access Transportation Services – “Other” Recipients	572			572	Yes	R
Medical Insurance Premiums	573			573	Yes	9
Housing Subsidies That Do NOT Meet Federal Definition of “Assistance”	574			574	Yes	9
Work First Housing Expenditures – Other Than Housing Subsidies	575	575	Yes	575	No	R, 9
Housing Subsidies That Meet the Federal Definition of “Assistance	576			576	Yes	9

*When a CLIENT ID# REQ'D is required on the Day Sheet and there is no policy requirement for using a SIS Client ID, use the EIS Individual ID # (10-digit number and last digit blank in column 10 on the DSS-4263)

*NOTE: If it is a Purchased service and does not require a Client ID, it goes on the DSS-1571 Part II. If an ID is required it goes on the DSS-1571 Part IV

558 – Case Management Retention Services means planning and directing the provision of, and/or directly providing services by Work First Staff with case management responsibilities. Activities include ongoing evaluation of the family's participation in activities and services needs. These services are designed to enable families to remain off Work First Family Assistance, particularly when the parent is employed. Use this code when providing this service to families that do not receive Work First and have gross income at or below 200% of the federal poverty guideline. Case Management Retention Services may be provided to be former Work First families and to families that have never received Work First. These services may include specific strategies, such as job coaching, crisis identification and management (e.g., car breaks down, baby-sitter is sick), referral to Employee Assistance Program services, referrals to other agencies or organizations, etc. Any agency staff can provide retention services so long as the intent is to keep the family employed or otherwise assist the family in remaining self-sufficient.

Note: This code is not to be used to report time spent on Transitional Medicaid cases, unless the time is specifically spent on the described activities.

Special Instructions: When Case Management Retention Services are reported by a DSS case manager on the DSS-4263, a **SIS client ID number** is required.

561 - Child And Family Enrichment Services include services and activities that enhance parents' and children's ability to become self-sufficient, properly care for children, and enhance school performance and behavior, self-esteem and leadership skills, and family relationships. The services do not have to be solely and directly related to employment, but must be provided to protect, support, and/or enhance the lives and futures of the parents/caretakers and children involved. The services should be related to helping families and children transition from welfare to self-sufficiency. Examples of such services include, but are not limited to, after-school mentoring and tutoring, parenting skills, summer enrichment programs such as specially designed 4H camp enrichment programs, and family counseling services. Services will primarily be purchased services but could be provided by an agency staff member responsible for providing such services. These services may be provided for current Work First cash assistance families as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual

No client ID is required for this service code.

562 – Pregnancy Prevention Services - means pre-pregnancy family planning services. Invasive procedures and procedures aimed at termination of a pregnancy are not allowed. Allowable services include, but are not limited to: provision of contraceptives and associated education and/or training on their use, community or group education, videos and other materials aimed at family planning, counseling activities directed at teen pregnancy, etc. These services may be provided without regard to income.

Note: When this time is reported on the Worker Daily Report of Services to Client (DSS-4263), the Client ID must be entered. When reported on the DSS-1571, no client ID is required.

566 – Individual Development Accounts Counties may contribute matching funds to the Individual Development Accounts of TANF eligible families. IDAs, to which recipients make a contribution from their earned income, enable them to save for “big ticket” items, such as a home, or a college education or to start a business. Any expenditure related to the operation of an IDA program must also be reported as an Individual Development Account expense.

Note: Code 566 should be reported on the DSS-1571 and client ID numbers are required.

Special Instructions: Staff time spent coordinating/arranging for Individual Development Accounts is to be reported on the DSS-4263 as Case Management Without Eligibility Determination, Code 522.

569 – Non-Custodial Parents - Transportation – Includes purchasing transportation to enable eligible non-custodial parents (See Section 118 of the Work First manual) for whom transportation is not otherwise available, to access community resources, supportive services, and employment and training opportunities as appropriate to facilitate employment. All expenditures related to the provision of transportation services for a non-custodial parent (e.g. car repairs, insurance, client/volunteer reimbursement, bus tokens, taxis, local coordinated transportation system, car purchases, inspections, etc.) should be reported as Code 569. The purchase of childcare transportation, for children when not included in the child care payment, is to be reported here.

Note: Code 569 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of transportation services for non-custodial parents is to be reported on the DSS-4263 as Non-Custodial Parents-Case Management Services, Code 548.

570 – Job Access Transportation Services – Non-Custodial means (Federal) TANF expenditures for transportation services that are used to meet the cost sharing (match) requirements for the “Job Access and Reverse Commute Grant Program.” Job Access funds may be used to support the development of employment transportation services for current Work First recipients as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual, and eligible non-custodial parents (See Section 118 of the Work First manual). **Code 570 is used to report (Federal) TANF expenditures made on behalf of non-custodial parents only.**

Note: Code 570 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of Job Access transportation services is to be reported on the DSS-4263 as Non-Custodial Parents-Case Management Services Code 548.