SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NOTICE NO.   04-01

DATE: September 26, 2001

TO: Work First and Services Staff

EFFECTIVE: Upon receipt and October 1, 2001

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

A new program code, 11 TANF Housing Initiative, has been added for Work First Services. The funding source is a special allocation of 100% Federal TANF funds, designated for use under the Work First Housing Pilots . The new program code is county-specific, valid only for Buncombe, Catawba, Durham, Edgecombe, Forsyth, Mecklenburg, Orange and Wake counties. The new code is effective October 1, 2001 and may be keyed beginning October 8, 2001.

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

>**574 - Housing Subsidies That Do NOT Meet Federal Definition of "Assistance"**
>It should be entered on the DSS-5027 and DSS-1571 Part IV.
>Client ID is required.

>**575 – Work First Housing Expenditures – Other Than Housing Subsidies**
>It should be entered on the DSS-5027, DSS-4263, and DSS-1571 Part II.
>Client ID is required on the DSS-4263.

>**576 - Housing Subsidies That Meet Federal Definition of "Assistance"**
>It should be entered on the DSS-5027 and DSS-1571 Part IV.
>EIS individual ID is required on the DSS-1571 Part IV.

Other Changes (effective upon receipt)

Program Code N Non-DSS Reimbursable has been added to the following Service Code and may be keyed as of September 20, 2001:

>**215 - Protective Services For Children – Case Planning and Case Management Services For Children Defined As Reasonable Candidates For Foster Care and Their Families**
>It should be entered on the DSS-5027 and DSS-4263.
>SIS Client ID is required.

The following Service Code / County combinations are now valid for Program Code Q Family Preservation Fund, effective with September services, and may be keyed as of Septmeber 20, 2001:

County DSS	121 – Family Preservation Services	122 – Family Support Services	123 – Intensive Family Preservation Services
Buncombe			X
Cabarrus	X		X
Caldwell		X	
Catawba	X		X
Clay	X		
Gaston	X		X
Haywood	X	X	
Iredell			X
Macon	X		
Mecklenburg		X	

The Table of Contents has been updated to reference all Appendices.

Appendix C has been updated to include a listing of county-specific Program Codes.

A replica of the DSS-5027 Services Information System Client Entry Form has been added to the manual at the end of the section dedicated to that form.

A replica of the DSS-4263 Worker Daily Report of Services to Clients has been added to the manual at the end of the section dedicated to that form.

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version, which is the same as the on-line version, is the official version of the 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

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. 04-01

To maintain a "soft copy" of the SIS User's Manual:

3. Click on the "SIS Manual" link at the bottom of the page to download the revised manual and save it to disk, and

4. Click on the "DSS-5027" and "DSS-4263" links to download replicas of these forms and save them to disk.

To maintain a hard copy of the SIS User's Manual, either:

5. Click on the "CN – 04-01" and "CN – 04-01 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and

6. Click on the "DSS-4263" link to download a replica of the form.

7. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages as indicated below.

Or:

8. Click on the "SIS Manual" link at the bottom of the page to download the revised manual, and

9. Click on the "DSS-5027" and "DSS-4263" links to download replicas of these forms.

10. Open the downloaded files using Adobe Acrobat Reader. Print the forms and the entire manual if needed, or print, and then insert or replace the appropriate pages as indicated below.

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

REMOVE	INSERT
Table of Contents dated 03-01-2001	**Table of Contents** dated 10-01-2001
	SIS Client Entry Form (DSS-5027) (after page 9 of that manual section)
	Worker Daily Report of Services (DSS-4263) (after page 11 of that manual section)
Appendix B page B-4, dated 03-01-2001 page B-7, dated 03-01-2001 page B-47, dated 03-01-2001	**Appendix B** page B-4, dated 10-01-2001 page B-7, dated 10-01-2001 pages B-47 and 48, dated 10-01-2001
	Appendix C page C-5, dated 10-01-2001

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CN-04-01
CN-04-01 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263